

HUMAN RESOURCE INFORMATION SYSTEMS (HRIS) SPECIALIST – OIS (FOR OXFAM INTERNATIONAL SECRETARIATE)

JOB DETAILS	
LOCATION: Preferably Nairobi or Oxford	CONTRACT TYPE: Fixed Term (2 Years)
INTERNAL JOB GRADE: C2	DEPARTMENT and TEAM: Operations/People & Culture team
SALARY: In line with Oxfam values & according to location.	HOURS (FTE): Full-time (subject to location)
FLEXIBLE WORKING <i>We believe flexible working is key to building the Secretariat of the future, so we're open to talking through the type of flexible arrangements which might work for you.</i>	
COMMITMENT TO DIVERSITY AND INCLUSION We are committed to ensuring diversity and gender equality within our organization.	
<p>DEPARTMENT PURPOSE: This department drives continuous improvement in Safeguarding, Finances, People, IT Systems, Fraud and Risk, and Legal. It ensures efficient, safe, and feminist operations, enabling the confederation to maximize impact by effectively utilizing resources entrusted to Oxfam International Secretariat (OIS). The Operations Department coordinates these functions across the Confederation to enhance efficiencies, harmonize processes, and consolidate key operational data. It supports OIS managers with relevant information and offers operational assistance to countries, clusters, and regional platforms in close partnership with Executing Affiliates (and the future EA Unit, once established). The People & Culture (P&C) function delivers an Oxfam people strategy aligned with Oxfam's core values, Decolonial, Anti-Racism and Feminist Principles.</p> <p>TEAM PURPOSE: The People & Culture (P&C) function provides thought leadership in HR, Culture, and Diversity and Inclusion, along with operational support across the Confederation, OIS, and countries and regions. The team collaborates with key stakeholders across OIS to deliver day-to-day P&C solutions in talent attraction, employee relations, total rewards, well-being and talent management. It identifies trends, gaps, and areas for improvement within the P&C function and designs proactive solutions to support the function's strategy.</p> <p>JOB PURPOSE: As a subject matter expert in People & Culture (P&C) process improvement, Microsoft Dynamics (D365), and project and change management, you will collaborate closely with all stakeholders to ensure successful project and change management. You will be responsible for executing and successfully implementing continuous improvement initiatives, technology projects, optimizing our solutions, and managing change effectively.</p> <p>You will oversee and manage technology solutions that support P&C service delivery, processes, data management, and reporting. By combining HR knowledge with technical expertise, you will ensure that the HRIS meets the needs of the P&C Team, enhance employee experience, supporting efficient and accurate data management and analysis.</p>	

Additionally, you will be responsible for safeguarding P&C data integrity, and improve processes by leveraging technology. You will foster a culture of continuous improvement and enable data-driven decision-making, ensuring that our operations are both effective and innovative.

ROLE REPORTS TO

Head of HR - OIS

ROLES REPORTING TO THIS POST

N/A

BUDGET RESPONSIBILITY

N/A

KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)

- Act as the internal D365 HR Module data management key person and work as part of the team responsible for the ongoing HR module roll-out, support, debugging, and development of all HR module reports from the D365 ERP system.
- Respond to People & Culture solutions support and development requests, ensuring solutions availability is maximised and all incidents are resolved as quickly as possible.
- Analyse, evaluate, plan, and execute both existing and potential People & Culture technology requirements, activities, and initiatives.
- Gather requirements from both technical and functional perspectives and identify solutions for People & Culture technology and process optimisations.
- Work with all stakeholders in the preparation and delivery of appropriate project documentation for functional and non-functional requirements and solution options.
- Generate and deliver both regular and ad-hoc People & Culture-related reporting as part of business as usual and as required.
- Identify areas of improvement from both technology and process perspectives and enhance change adoption, including trialling new processes and solutions.
- Ensure all changes are made following recognised industry best practices and Human-Centric design principles.
- Provide regular, ad-hoc training and support to the People & Culture Team and end-users use the solutions.
- Liaise with third-party support providers as required to manage incidents from initial notification through to completion.
- Maintain current knowledge of trends and developments in the Microsoft D365 environment to enhance and optimise D365 use, with a specific focus on People & Culture developments.
- Maintain current knowledge of technology trends and developments in the People & Culture environment.
- Responsible for People & Culture technology and process improvement, service delivery partners and providers, in liaison with IT and Finance Teams.
- Ensure that appropriate metrics are in place to measure performance and progress towards the People & Culture strategic goals.
- Drive discovery around obstacles to optimise project delivery and success and make recommendations to overcome these.
- Establish a cadence for the regular review of key projects versus milestones.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam International Secretariat needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY** (read more about these [here](#))
- Ensure you commit to our **ORGANIZATIONAL ATTRIBUTES** (including adhering to the Code of Conduct):

1. Be committed to our [feminist principles](#), and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

EXPERIENCE, KNOWLEDGE & COMPETENCIES

ESSENTIAL

- Self-Awareness
- Relationship building
- Agility, Complexity, and Ambiguity
- Listening

In addition:

- Experience in leading the successful design and delivery of People & Culture change processes and projects in a challenging context.
- Proven project and change management experience in a complex (participatory), multi-cultural environment within an organisation with global presence.
- Proven experience with D365 HR Module and/or Tier 1 ERP solution project management.
- Strong understanding of HR processes and change management principles.
- Ability to form and strengthen relationships between diverse stakeholders.
- Fluency in spoken and written English.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with cross-functional teams.

Desirable

- Experience in working in global HR or People & Culture projects across multiple countries in different continents.
- Other working languages of the confederation will be valued, in particular French and/or Spanish.

SAFER RECRUITMENT: Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.