

Job Description / Terms of Reference

Position Title: Part-Time Human Resources (HR) & Staff Development Officer

Location: Cairo, Egypt (with potential for hybrid/remote work)

Reports to: Executive Director and Heads of Units

Duration: Part-time per hour, according to the need

1. Background

North South Consultants Exchange (NSCE) is a leading development consulting firm delivering high-quality technical assistance, capacity building, and project implementation across Egypt and the region. To strengthen its human capital and foster a culture of continuous learning, NSCE is seeking a **Part-Time HR & Staff Development Officer** to focus on enhancing staff skills, career progression, and clarity of organizational roles.

2. Purpose of the Position

The position aims to design, implement, and oversee staff development initiatives, ensure clear and updated job descriptions, and support employees in defining and achieving their career paths within the organization. This role will help align individual growth with NSCE's strategic objectives.

3. Key Responsibilities

- **Recruitment:**
 - Support units to identify skills gaps and have training plan for staff.
 - Prepare recruitment process for internal staffing and consultants.
 - Prepare and coach units on application of staffing assessment and interviews skills/process (technical and personal assessment).
- **Training & Capacity Building:**
 - Train and coach units on how to conduct TNA.
 - Support units to conduct annual training needs assessments.
 - Develop a yearly training and capacity-building plan aligned with units priorities. The plan should include training programmes details: content, providers etc.
 - Evaluate the effectiveness of training initiatives and document outcomes.
- **Career Path Development**
 - Work with managers to define clear career path for staff.
 - Support employees in setting career goals and identifying skill gaps.
 - Recommend action points that support career growth.
- **Job Description Review & Update**
 - Review and update all staff job descriptions with clear lines of reporting to ensure they reflect current roles, responsibilities, and competencies.
- **Performance Appraisal**
 - Prepare performance appraisal forms.
 - Support units on conducting the yearly performance appraisal.

4. Deliverables

- HR manual (recruitment process and forms – Capacity Building system and forms – staffing: career path, promotion process, Job Descriptions and appraisal).
- Coaching and mentoring on implementation.
- Annual Training Needs Assessment and Training Plan.
- Updated staff job descriptions for all positions (Administrative, Technical and Financial) with clear lines of reporting.
- Individual career development plans for staff (where applicable).
- Annual appraisal reports.

5. Qualifications & Competencies

Education:

- Bachelor's degree in Human Resources, Organizational Development, Business Administration, or related field.
- Additional certification in training, capacity building, or talent development is an asset.

Experience:

- Minimum 7-10 years of HR and organizational development experience.
- Proven track record in HR development and designing and delivering staff development programs.
- Experience in job analysis and job description formulation for administrative, financial, and technical staff.

Skills & Competencies:

- Strong facilitation and communication skills.
- Excellent organizational and planning abilities.
- Analytical skills to assess training needs and career development gaps.
- Proficient in MS Office (Word, Excel, PowerPoint).
- Fluency in Arabic and English (written and spoken).

6. Reporting & Coordination

- Reports to the Executive Director and Heads of Units.