



We build strength, stability, self-reliance and shelter.

Learning and Organizational Development Manager

(This is a re-advertisement)

Habitat for Humanity International (HFHI) is a global, nonprofit, Christian housing organization working in approximately 70 countries around the world. Our vision is of a world where everyone has a decent place to live. We work toward our vision by building strength, stability and self-reliance in partnership with people and families in need of a decent and affordable home. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families build better lives for themselves. Through shelter, we empower.

When you join Habitat for Humanity you are not only joining a global organization, but a diverse team of over 800+ people who value;

- **Humility:** We are part of something bigger than ourselves
- **Courage:** We do what's right, even when it is difficult or unpopular
- **Accountability:** We take personal responsibility for Habitat's mission

We invite you to [visit our website](#) to learn more about us, our values and how we work.

Your role:

As a Learning and Organizational Development (LOD) Manager at HFHI EMEA (Europe, Middle East & Africa), you will work under the leadership and direction of the Human Resources, Learning and Organizational Development (HRLod) Director. You will also work collaboratively with Habitat Global LOD, Area Office (AO) subject matter experts, and National Office Directors to develop and support area-wide organizational strategies that will increase the quality and impact of HFHI programs. On top of this, you will oversee the integrated delivery of a core set of services and solutions to the organization in the following areas: talent management, people and leadership Development, learning strategies, innovation and capacity development, succession planning, knowledge management and learning systems. You will join a team of seven people based in two offices, Pretoria South Africa and Bratislava Slovakia.

This position will be based either in Pretoria South Africa or Bratislava Slovakia depending on where the candidate is located.

Performance Objectives:

People Development and Capacity Building

- Liaise and work with the HR function to support the planning, implementation, monitoring and evaluation of the strategic plan objectives related to people development including, but not limited to, organizational core competencies, leadership development and succession planning.
- Identify, consolidate and develop appropriate resources for capacity development programs and activities (both internal and external resources).

- Facilitate access to training resources and capacity building support for HFHI staff and national offices. These may include conducting training, engagement of trainers, establishing institutional links, identifying opportunities for staff exchange or mentoring.

Organizational development

- Work collaboratively with the EMEA HRLD Director and Regional Program Managers in building the capacity of leaders in EMEA including National Organizations (NOs), using various methodologies of change leadership and management.
- Support the implementation of a talent management framework and culture building to ensure the effective nurture and retention of critical organizational skills, expertise and leaders in the EMEA region.
- Together with the HR team, support succession planning in the region.
- Coordinate and manage efforts to access resources and support for national offices such as subject matter experts, establishing institutional links, funding, creative partnerships that support capacity building, identifying opportunities for staff exchange or mentoring and coaching.
- Co-lead and provide support to new and innovative approaches in processes design, learning strategies as well as e-learning approaches.
- Participate in or support global LOD interventions and special initiative and take the lead in cascading and contextualizing for the EMEA region where possible.

Knowledge Management and Organizational Learning

- Develop and implement strategies and frameworks for organizational learning that enable EMEA Area Office and National Office staff to acquire the knowledge, skills and abilities required to carry out their work effectively.
- Strengthen and maintain a knowledge management framework, identifying key areas of knowledge required by the organization and its staff and ensure relevant information is published on Area and global Habitat knowledge management databases (EMEA Office website, EMEA Network, My Habitat Intranet).
- Periodically review existing knowledge management systems and technology (EMEA intranet/Microsoft Office365) for effectiveness and efficiency and suggest improvements.

Other

- Actively represent the area office in relevant global networks and working groups within and outside of HFHI.
- Represent EMEA in global organizational initiatives on knowledge sharing, knowledge management and learning initiatives and events

About you:

To thrive as an LOD Manager at Habitat for Humanity EMEA you:

- Have a Bachelor's Degree in social science, education, human resources or similar field.
- Have at least 5 years' experience and demonstrated success in Knowledge Management, in networks' (Communities of Practice) management and facilitation and in managing projects from conceptualization to completion.

- Have at least 5 years' experience in design and delivery of capacity building programs using multiple delivery methods and evaluation of learning programs that support key organizational initiatives.
- Have knowledge and understanding of different cultures and teamwork across borders, networking and partnership building.
- Have excellent understanding of strategic organizational learning, capacity building, knowledge management and change management methodologies.
- Have excellent knowledge of adult learning methodologies including group facilitation techniques.
- Have well-developed understanding of effective process design, management and facilitation.
- Have strong consulting and coaching skills for supporting individuals and teams.
- Have knowledge and understanding of the humanitarian industry, including how INGOs operate in the global, regional and local context.
- Are proficient in Microsoft Office Suite, SharePoint, Intranet and Internet usage, usage of various software applications and databases.
- Are fluent in written and spoken English.
- Are comfortable working and communicating with a multicultural team.
- Are willing to communicate and affirm the Christian roots and principles of HFHI.
- Are willing to travel up to 25% in the EMEA region or Internationally.

Benefits:

We have a benefits package that invests in our employee's long-term personal and professional growth and well-being. Our salaries and generous benefits packages are reflective of local pay practices. Here's a sample of what that includes:

- Work-Life balance: 40 hours a week with Alternative Working Schedule providing some degree of flexibility on how long, where, and when you work.
- Education, training and tuition assistance: Training and professional development in the field is offered.
- Opportunity to work for an International NGO contributing to eliminating poverty around the world and work in international development.
- And much more!

How to apply:

Submit your CV along with a letter of motivation to emeahr@habitat.org Only shortlisted candidates will be contacted for an interview.

Closing Date for applications is 27 September 2019

HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.