HABITAT FOR HUMANITY INTERNATIONAL
(Bratislava or Pretoria)

Learning and Organizational Development Manager

Habitat for Humanity International seeks to appoint a Learning and Organizational Development (LOD) Manager to be based either in Bratislava Slovakia or Pretoria South Africa. Under the leadership and direction of the EMEA Human Resources, Learning and Organizational Development Director (EMEA HRLOD Director), the Manager, Learning and Organizational Development (LOD) works collaboratively with Global LOD, Area Office (AO) subject matter experts, and National Directors to develop and support area-wide organizational strategies that will increase the quality and impact of Habitat for Humanity International (HFHI) programs. The LOD Manager 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.

Travel: 25% in the EMEA region or International

Main Responsibilities:

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.
- Support the EMEA HRLOD Director to develop the EMEA LOD strategy.
- 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.
- Develop, with subject matter experts, a roster of external resources to support learning and development.

Organizational development
- Work collaboratively with the EMEA HRLOD 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.
- Lead the implementation of the regional partnerships in support of the HFHI Strategic Plan, in the area of learning programs and strategies; and support resource mobilization programs, as appropriate.
- 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.
- Facilitate the documentation of best practices and support area level communities of practice/networks in managing their information and knowledge management and capacity building needs.
- Develop integrated strategies for linking and sharing resources and information, including external partnerships, internal HFHI networks, and communities of practice.
- Manage or coordinate different training initiatives, workshops and major regional events with EMEA departments
- 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 EMAE region where possible.

Knowledge Management and Organizational Learning
- Develop and implement strategies and frameworks for organizational learning that enable EMEA AO and NO staff to acquire the knowledge, skills and abilities required to carry out their work effectively.
- Effectively position EMEA within the HFHI system to foster consistency in approach and promote and support HFHI’s system wide knowledge management and knowledge sharing efforts.
- 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.
- Take oversight of knowledge management systems at area level, working collaboratively with the Knowledge Systems Consultant and relevant HQ departments.

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
- Carry out additional responsibilities and projects as assigned.

Experience required:
- Bachelor's Degree in social science, education, human resources or similar field required.
- 5 years related work experience.
- At least 5 years’ experience and demonstrated success in Knowledge Management.
- At least 5 years’ experience and demonstrated success in networks’ (Communities of Practice) management and facilitation.
- At least 5 years’ experience and demonstrated success in managing projects from conceptualization to completion.
- 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
- Proficiency level in Microsoft Office Suite, SharePoint, Intranet and Internet; various software applications and databases.
- Fluency in written and spoken English.

Core competencies required:
- Knowledge and understanding of different cultures and teamwork across borders.
- Knowledge and understanding of networking and partnership building.
Technical competencies required:
• Excellent understanding of strategic organizational learning, capacity building, knowledge management and change management methodologies.
• Excellent knowledge of adult learning methodologies including group facilitation techniques.
• Well-developed understanding of effective process design, management and facilitation.
• Strong consulting and coaching skills supporting individuals and teams
• Knowledge and understanding of the humanitarian industry, including how INGOs operate in the global, regional and local context. Understanding of HFHI current ministry and operations is preferred.

HOW TO APPLY:

Submit your CV along with a letter of motivation to emeahr@habitat.org

Kindly quote the title of the vacancy in the subject of the email.

Closing Date for applications is 22 April 2019

The position offers a competitive compensation and benefits package in the nonprofit organization market.

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.