Maliasili is a dynamic and innovative organization that is taking a different approach to drive conservation impact in Africa. We find the best local African conservation organizations and make them better by strengthening their organizational performance, leadership, and resourcing so that they can achieve greater impact. Our partner portfolio includes outstanding local and national organizations working at the forefront of wildlife conservation, land restoration, and coastal fisheries. Our partners’ are pioneering conservation approaches grounded in community and indigenous land rights, generating economic opportunities from nature-based businesses, and restoring ecosystems across many of Africa’s most important landscapes.

Since its founding over a decade ago, Maliasili has built a portfolio of roughly 30 partners working across over 35 million hectares of critical landscapes and ecosystems in seven countries. We have helped our partners generate or leverage more than $15 million in funding for their work; developed a growing set of tools to help improve their organizational performance, and supported many of our partners to significantly grow their impacts in the field. Our goals are to build a portfolio of Africa’s best local conservation organizations, help them collaborate and learn from each other, and scale up their community-based conservation work on the ground and their leadership capacity within the conservation field.

Maliasili’s 2025 strategic plan describes an ambitious growth trajectory focused on tripling our portfolio of partners, expanding our geographic reach, and catalyzing a new generation of African conservation leadership. A key plank of our strategy is to step up Maliasili’s role in mobilizing resources to support our growing portfolio, while influencing a shift in conservation funding towards greater and better investment in local organizations.

**Associate - Human Resources**

The Associate will provide a range of support for Maliasili’s HR operations and administration, including managing and maintaining human resource records, obtaining and recording human resource information, and support in recruitment and onboarding new team members. The Associate will report to the Manager - Human Resources. The Associate’s responsibilities include but are not limited to the following:

**Human Resources Processes:** Support in scheduling/conducting interviews in liaison with recruiting managers, tracking and capturing recruitment steps in our online project management platform. Conduct background checks on candidates during the hiring process, ensure all employee documentation is processed and filed, keep a database of all team contracts and ensure that they are executed and up-to-date, support onboarding of new team members including in the use of the applicable online platforms. Contribute to the continuous improvement of Maliasili’s HR processes including recruitment, onboarding, and termination while ensuring that the processes are compliant with all applicable legislation. Manage HR records.
Team Contracts: Support the annual team contracting process with the Manager - Human Resources, provide support and tools to track progress and timely execution of annual contracts.

Performance Management: Support in the performance management process to ensure that it is always aligned with Maliasili’s values, guiding principles, and core competencies and that it fits well with our organizational culture. Support supervisors for informal appraisals mid-year and formal appraisals end-of-year, ensure forms are completed, signed, and filed.

Compensation and Benefits Administration: Support in the revision and implementation of compensation plan with the Manager - Human Resources, COO, and Director of Finance and Administration, regular review and provision of recommendations for modifications to the compensation plan, maintain compensation and benefits comparative data. Support adoption and implementation of benefits with the Finance and Administration team. Track benefit plans including healthcare, retirement, leave among others where applicable and assist with payroll processing.

Competencies
The successful candidate for this position will have the following skills and competencies:

- Previous experience working in human resources;
- Good organizational skills;
- Familiarity with online remote working platforms, such as Google Suite and Slack;
- Strong written and oral communication skills;
- Ability to work autonomously as part of a remote, diverse, and growing team;
- A creative, problem-solving mindset and can-do attitude;
- An interest in environmental conservation and our mission of support to local conservation organizations; and
- A friendly and professional demeanor.

Reporting
The Associate - Human Resources reports to the Manager - Human Resources.

Location
This is a remote, work from home position, based in Southern Africa, preferably, Namibia.

Compensation and Benefits
The beginning salary range for this position is $40,000-$50,000, commensurate with experience. Other benefits include health insurance stipend, home office stipend, and unlimited, discretionary paid leave.

Process
Interested candidates can apply by sending a cover letter and resume to recruitment@maliasili.org by July 29, 2022. We will conduct three rounds of interviews and anticipate the process to last approximately four weeks from August 1.