

**Position Title:** Human Resources Officer

**Location:** Lilongwe, Malawi (with occasional field engagement)

**Reporting to:** Executive Director

**Contract Type:** Full-time

**Application Deadline:** 6th January 2026

## **1. Background**

### **About HarvestGlow**

HarvestGlow is a community-centered organization legally registered by the Government of Malawi working to advance agroecology, climate-smart agriculture, food sovereignty, water access, and resilient livelihoods. We partner with smallholder farmers, community institutions, networks, and development actors to promote sustainable food systems and climate resilience in Malawi and the wider region. Through partnerships, grants, and collaborative initiatives, HarvestGlow supports communities to thrive while protecting natural ecosystems for future generations.

## **3. Scope of Work and Key Responsibilities**

### **3.1 Human Resources Administration**

- Maintain accurate and confidential staff records, including contracts, personal files, leave records, and performance documentation.
- Manage employment contracts, renewals, confirmations, and exits in line with organizational policies and labor regulations.
- Ensure proper documentation for staff onboarding and offboarding processes.
- Maintain and update HR databases and staff trackers.

### **3.2 Recruitment and Selection**

- Coordinate recruitment processes, including drafting job descriptions, advertising vacancies, shortlisting candidates, and organizing interviews.
- Support fair, transparent, and merit-based recruitment in line with HarvestGlow policies.
- Prepare offer letters, contracts, and appointment documentation for successful candidates.
- Support induction and orientation of new staff.

### **3.3 Performance Management**

- Coordinate performance appraisal processes and ensure timely completion of evaluations.
- Support supervisors in setting performance objectives and development plans for staff.
- Track performance reviews and follow up on agreed actions.
- Promote a performance-oriented and learning-focused organizational culture.

### **3.4 HR Policies, Compliance, and Labor Relations**

- Support development, review, and implementation of HR policies and procedures.
- Ensure compliance with national labor laws, donor requirements, and organizational standards.
- Advise management and staff on HR policies, procedures, and employment-related matters.
- Support disciplinary, grievance, and conflict resolution processes in line with policy and legal requirements.

### **3.5 Staff Welfare, Safeguarding, and Wellbeing**

- Promote staff welfare, wellbeing, and a safe working environment.
- Support implementation of safeguarding, child protection, and code of conduct policies.
- Coordinate staff health, safety, and duty of care measures.
- Handle sensitive HR matters with confidentiality and professionalism.

### **3.6 Capacity Building and Training**

- Support identification of staff training and capacity development needs.
- Coordinate staff trainings, workshops, and learning activities.
- Maintain records of staff training and professional development.
- Support organizational learning and talent development initiatives.

### **3.7 Payroll and HR-Finance Coordination**

- Work closely with the finance team on payroll preparation and verification.
- Ensure accuracy of staff allowances, benefits, leave, and deductions.
- Support audits and donor reviews related to HR and staffing.

### **3.8 Reporting and Documentation**

- Prepare HR reports for management and donors as required.
- Maintain updated organizational staffing structures and organograms.
- Contribute HR inputs to donor proposals and reports.

#### **4. Deliverables**

- Updated and well-maintained staff records and HR database
- Timely recruitment and onboarding of staff
- Coordinated performance appraisal cycles
- HR policies and procedures implemented and adhered to
- Regular HR reports submitted to management

#### **5. Required Qualifications and Experience**

- Bachelor's degree in Human Resource Management, Business Administration, Social Sciences, or a related field.
- At least **5-6 years** relevant experience in HR management, preferably within NGOs or donor-funded projects.
- Strong knowledge of Malawi labor laws and HR best practices.
- Excellent organizational, communication, and interpersonal skills.
- High level of integrity, confidentiality, and professionalism.

#### **6. Duration of Assignment**

This is a full-time position with an initial contract period subject to renewal based on performance and funding availability.

#### **7. Reporting and Supervision**

The Human Resources Officer will report directly to the **Executive Director** and work closely with program managers, finance staff, and senior leadership.

#### **8. How to Apply**

Interested candidates should submit:

- A detailed **Curriculum Vitae (CV)**, certified academic certificates
- A **cover letter** outlining their suitability for the role

Applications should be sent to [info@harvestglow.org](mailto:info@harvestglow.org) and [harvestglow2020@gmail.com](mailto:harvestglow2020@gmail.com) by 6<sup>th</sup> January 2026, the email subject headline: **Human Resources Officer-NAME**

Please note that only shortlisted candidates will be acknowledged. No phone inquiries will be accepted.