Personnel Specialist - The Or Foundation

**Title:** Personnel Specialist  
**Location:** Adabraka (Near Kantamanto Market)  
**Terms:** Full-Time (40 hours/week)  
**Starting Salary:** US$1375/month (gross)  
**Benefits:** One month paid leave/year, SSNIT/health insurance benefits.  
**Reports to:** Sr. Manager, Program Administration

**About Us:** Since 2011 The Or Foundation has worked at the intersection of education, environmental Justice and fashion innovation to identify and manifest alternatives to the dominant model of fashion, alternatives that bring forth ecological prosperity as opposed to destruction to allow citizens to form relationships beyond their role as consumers. Today, this work is centered primarily in Accra, Ghana, where we operate in solidarity with the world’s largest secondhand clothing market to catalyze a Justice-led circular textiles economy. Our team of 46 people works across three different levels of programming. We offer critical relief to members of the secondhand market ecosystem in Accra, from direct grants to help rebuild after fire outbreaks to wrap-around job training and immersive support for young women to transition out of conditions of modern day slavery. We develop and bring to life new pathways to transform waste material into economically and ecologically useful products and systems, from business incubation for upcyclers to experimental design with bioreactors. And we conduct extensive environmental and socio-economic research to inform strategy, policy and action at both the local and global level, bringing awareness of waste colonialism into classrooms, boardrooms and legislative sessions through media, scientific publication, coalition and delegation trips that build bridges beyond single stories and across perspectives.

Our team is as diverse as our programming, with many members joining the organization directly from within our communities of impact, some members coming from throughout Ghana, and others coming from the Netherlands, France and the USA, including our two co-founders. We are registered as a not-for-profit in both the USA and Ghana.
About the Role: We are currently seeking a Personnel Specialist to join our team. This role would encompass what is traditionally known as Human Resources. The person filling this role would largely focus on these three (3) main areas:

- **Organization**: This area corresponds with the achievement of the overall goals of the organization and how it relates to interpersonal and work relationships.

- **Jobs**: This relates to the type of roles at the organization, how they function, who fills the roles, joining and departing the organization, and how roles can shift and remain flexible whilst staying relevant to the organization’s mission and goals.

- **People**: The backbone of the entire operation. This area is where this role would ideally shine. The well-being, care and keeping of every individual at the organization is fundamentally central to our operations.

In this role, you would focus on building and maintaining a concrete system of relational procedures for the organization. The candidate who is well-suited for this position will have strong skills in problem solving, concept ideation/communication, and deeply understands the technical aspects of team building and support to ensure efficiency of the organization’s practices, especially with regards to lawful compliance.

**Job Description:**

- Aid in reviewing, revamping and maintaining the organization’s recruitment/departure practices and procedures. This includes aligning our practices with the skills, competencies and cultural fit necessary for organizational goals.

- Aid in implementing human resource structures such as insurance, time-off and other organizational infrastructure.

- Support the organization in ensuring team member development, satisfaction and retention.

- Lead training and educational assessments across the team. This can include identifying external parties to aid in the delivery of workshops or training.

- Work with the management team and with Snr. Program Administration to create effective communication channels across the departments.

- Oversee our Conflict Resolution Policy and aid team members in guided mediations as necessary.

- Utilize all learnings from working with the team to brainstorm models that can be presented to the communities we serve. Here, you would work with these communities to bridge the formal and informal protocols necessary for them to implement these structures within their businesses.

- Ensure workplace safety and identify, recommend and implement measures that improve the overall wellbeing of team members.
Requirements:
- At least a Bachelor’s degree (Psychology/Business Admin preferred) and three (3) years working experience.
- Advanced knowledge of Google Workspaces, especially Google Docs, Sheets, Slides and Calendar.
- Excellent organizational and time-management skills.
- Experience with data entry and word-processing software.
- Experience nurturing personal development and approaching team members with a growth mindset.
- Demonstrated active listening skills, integrity, patience and professionalism.
- Ability to communicate complicated concepts, regulations, internal policies and procedures with clarity.
- Familiarity with Notion and Achieve Payroll is a plus.

How To Apply:
Please send your CV and cover letter to team@theor.org with the subject line “Personnel Specialist.” The position will remain open until filled.

_The Or Foundation is an equal opportunity employer and does not discriminate on the basis of gender, sexuality, race, religion, national origin, tribe or disability._