

Terms of Reference: HR Consultant

Background

Mahatat for contemporary art is small-scale entity for art in public space and community art in Egypt, based in Cairo. We are seeking a dedicated and dynamic HR consultant to support us in our organizational development and setting a grading system for employees.

The selected consultant will work closely with the Managing Director and the Director of Strategic Development.

Contract duration

One to three months

Terms of Reference

- Review and upgrade Policies and Procedures Manual including the following:
 - Recruitment and employee life cycle
 - Payroll
 - Reward and grading system
 - Dealing with organizational change
 - Performance management system (professional development, trainings, employee welfare)
 - Grievances and disciplinary procedures
 - Job descriptions including person specifications
 - Task Remits
- Revise the Policies and Procedures Manual upon consultancy by the partners
- Provide the final Policies and Procedures Manual and recommendations and Corrective Actions
- Proposition of and follow-up on a comprehensive and suitable HR and organizational development system

Deliverables

- Updated Policies and Procedures Manual in line with Mahatat's vision, mission, bylaws, labor law and based on individual meetings with all staff members.

- Recommendations regarding HR and Corrective Actions
Recommendations regarding the organizational development and KPIs of departments by September
- Follow-up on the implementation of suggested actions and systems

Qualifications HR Consultant

Mahatat is looking for a professional consultant with the following qualifications:

- Extensive experience in setting HR systems
- Experience in establishing a policies and procedures manual
- Experience of working in a small scale organization
- HR and personnel background
- Excellent interpersonal skills

Please send us a proposal including the following details: your CV and biodata, 3 references, timeline of consultancy, suggested methodology, financial offer. Please email the proposal to h.elcheikh@mahatatcollective.com by 8th of June.2016

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