

Terms of Reference: People and Culture Consultancy (Maputo, Mozambique)

About Right To Play

Right To Play (RTP) is a global organization that protects, educates and empowers children to rise above adversity using the power of play. We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries across Africa, Asia and the Middle East. These programs are supported by our global offices in Toronto, Canada; London, UK; and seven national offices across Europe and North America.

Right To Play has been operating continuously in Mozambique since 2002 and brings over two decades of experience partnering with the Government of Mozambique, UN agencies, Civil Society Organisations and other stakeholders to strengthen Mozambique's education system, improve health and holistic well-being of children and young people, and support their agency, particularly that of girls and young women. In Mozambique Right To Play operates in 5 provinces of Gaza, Maputo city, Maputo province, Zambezia and Sofala.

Scope of Work

Consultancy Title: People and Culture Specialist	Location: Maputo, Mozambique
Reports to: Country Director & receives technical guidance from P&C Business Partner & other HQ P&C as needed	Department: People and Culture (P&C)
Direct Reports: N/A	

1- Purpose:

Manges the People and Culture function and human resources in the respective country ensuring the execution of P&C strategies, policies, and operations related to the full employee life cycle including staff recruitment, L&D, employee engagement, wellbeing, safeguarding, DEIA and employee relations.

2- Accountability & Responsibilities:

Policy, Reward and Structure (20%)

- Support the Country Director to develop and implement the local P&C strategy, update the Employee Handbook, ensuring that it reflects global policies, good practice and is legally compliant.

- Monitor the country People's budget line to ensure optimal financial performance and collaborate on project budgets and structures, including development of job descriptions.
- Manage and advise on salaries, benefits, and entitlements, including benefits programs, liaise with P&C service suppliers and insurance companies. Ensure employees maximize the benefits available.
- Communicate monthly payroll adjustments to respective Finance staff. Support salary & benefits surveys.
- Contribute to the formulation of the Country Strategic Plan to ensure alignment with P&C priorities.

Employee Relations and engagement (35%)

- Manage day-to-day employee relations matters and work with HQ P&C and the CD on complex cases.
- Ensure feedback received through the listening mechanisms such as surveys and exit interviews is acted upon by introducing DEIA, wellbeing and other initiatives to improve local Employee Value Proposition.
- Manage offboarding processes and ensure employees receive correct terminal payments, departure procedures are followed.
- Provide policy guidance and ensure consistent application of RTP P&C practices.

Talent management (25%)

- Manage full recruitment cycle with the use of ATS to ensure the best candidates in the market are attracted and retained. Coordinate intern and volunteer placements and consultant selection.
- Manage onboarding of staff, volunteers and interns and monitors so that compulsory training is completed.
- Create, deliver and evaluate the L&D annual plan, including timely policy and process' updates
- Guide performance management and succession planning processes and support managers with underperformance cases

Information Systems and Reporting (20%)

- Manage employee data in HRIS and SharePoint and other systems and ensure accurate staffing changes.
- Generate reports and provide analysis for decision-making, conduct regular HR checks, and provide information for audits while ensuring compliance with the Data Protection Policy.

Perform other duties as assigned

3- Scope (geographical and/or functional), Impact and Autonomy

Runs P&C function in country, exercises autonomy in applying existing policies & processes to day-to-day operations, with responsibility for accurate payroll information and country compliance with local labour laws. Recommends structural efficiencies and benefit changes, ensuring salary and benefit are factored into donor proposals, and maintaining an up-to-date HRIS, while referring complex issues to P&C HQ Team for guidance.

4- Leadership and Staff management

Offers advice, coaching, and training to employees and in-country managers on people-related matters and acts as a Safeguarding Focal Point. Also, provides short-term oversight and guidance to volunteers, interns, and temporary staff. The incumbent is a member of the P&C Community of Practice.

5- Information requirement for decision-making

Independently creates, manages, and maintains data sources, keeping accurate records and utilizing the information to make informed decisions and acts across various aspects of their role with minimal oversight. Decisions are informed by the organization's policy framework and local law, refers up any exceptions.

6- Innovation and Improvements

Remains aware of the legal context and emerging changes in P&C best practices and processes, offering well-informed and proactive advice to SMT and P&C HQ to guide actions, while understanding the long-term impact of these. Drives efficiency and effectiveness in the P&C function in country.

7- Relationships & Communications: Internal / External

Works under the technical guidance of P&C HQ, ensuring that any changes to policies & processes are thoroughly consulted with and approved by HQ. Internally, works closely with country staff, managers. Externally, liaises with NGOs staff, P&C providers, government officials, and legal advisors; clearly & effectively conveys complex messages, manages multiple interlocutors while upholding confidentiality, discretion, sensitivity, and tact in communications.

Additional Information: The role may involve travel and working outside normal hours.

Deliverables

Managing project closure by end of June 2026 and ensuring labor compliance.

Duration

Commencing as soon as possible until end of June 2026

Requirements

Expertise (Certifications / Education, Professional Experience, Languages)

- Bachelor's degree in human resources/business or related discipline. CIPD or SHRM is highly desirable.
- Knowledge of local labor law – especially around project closure, employment standards, health & safety and human rights legislation
- Significant experience working in a generalist Human Resources Management position.
- Experience in project closure in Mozambique, including relevant labour compliance.
- Experience of managing employee relations cases and working with legal firms.
- Experience in staff training, facilitation, recruitment, reward & recognition, safety and safeguarding.
- Extensive experience in human resources management, HR Information Systems (SAGE) and Applicant Tracking System (VidCruiter), engagement tools (Culture Amp and VIVA) and Learn365.
- Strong analytical skills to interpret HR data, advice and act based on facts.
- Knowledge and experience using MS-Office packages with excellent attention to detail and admin skills.
- Fluent in English, knowledge of other Languages is an asset. Excellent written & verbal communication skills.

Core Competences

- **Collaboration:** Demonstrates strong teamwork skills, working effectively with cross-functional teams, country teams, and external stakeholders to achieve common P&C goals.
- **Growth Mindset:** Embraces continuous learning, staying updated with industry trends, and actively seeking opportunities to improve P&C processes, own development and growth development for colleagues.
- **Resilience:** Handles challenges with a positive attitude, maintaining focus and adaptability in high-pressure situations or when dealing with complex P&C issues.
- **Professionalism:** Demonstrates a high level of integrity, discretion, and ethical behavior, maintaining confidentiality and adhering to organizational standards.
- **Management and Interpersonal Skills:** Possesses strong leadership abilities, guiding and supporting staff while also being approachable and effective in conflict resolution and relationship-building.
- **Flexibility:** Demonstrates the ability to effectively manage responsibilities across the country making frequent travel to sub offices as needed, ensuring seamless operations and collaboration.

Application Method

Interested applicants should submit the below documents via email, with the email subject “P&C Consultancy Mozambique”, to Careers team at careers@righttoplay.com.

1. A CV not exceeding 2 pages in English; and
2. A Cover letter not exceeding 2 pages in English. Please include the following in your Cover Letter:
 - Your expectation on a monthly remuneration (including all taxes); and
 - Your notice period / availability.

Deadline for submission is February 12, 2026 (Monday) 23:59 CAT.

Please note that applications will be reviewed on a rolling basis, you are encouraged to apply as soon as possible.

Assessment Criteria

Applications will be assessed against the following criteria:

- Relevant experience, skill set and qualifications
- Availability
- Value for money

Confidentiality of Information

All documents and data collected will be treated as confidential and used solely to facilitate analysis of applications. All those contracted by Right To Play must agree to sign and abide by the Global Safeguarding Policy and Code of Conduct as well as property rights policies.