



ADVERTISEMENT FOR VACANT JOBS

Position: HR Officer (Operations)
Reports to: Senior Human Resource Officer

Purpose:

To provide support to implement HR operations and general HR administration services as it relates to recruitment and selection, salary and benefits administration, reward management, employee relations, and health, safety and welfare program, ensuring that these are implemented in compliance with internal and local employment regulatory policies, procedures and practices.

Key Result Areas:

1. Number of HR policies, procedures and programs executed
2. Functional linkages established with other departments in providing HR-related activities
3. Departments facilitated to develop of their performance management plans
4. Leave roster for the organization
5. Safe custody provided to staff records
6. No. reports on staff monthly salaries/pension/staffing norms produced

Key Tasks

1. Supervise HR Operations, salary and benefits administration
2. Undertake benchmark studies on salaries, benefits and other HR policies and practices against relevant comparator organizations and recommend best practices where appropriate
3. Participate in salary surveys and salary review committees.
4. Communicate variance reports to respective managers and ensures that corrective action on negative variance is taken, including payroll, overtime, leave, pension and medical
5. Assists in the recruitment, selection, induction and appraisal of employees.
6. Assists in the implementation of terms and conditions of service for all staff.
7. Administers company leave roster and ensures that the annual leave policy is implemented according to the plan
8. Assists the business in implementing a staff rotation and transfer for all staff in the front line and cash handling roles through proper documentation of staff movement.
9. Responsible for employee records
10. Act as the custodian of all personal staff files and ensures that personnel files are up to date.
11. Maintain overall headcount and staff cost budget and ensures monthly status reports and variances are reported to management

**Qualifications and experience:**

1. Honours degree in the following fields; Human Resource Management, Business Administration, Social Work & Social Administration, Social Sciences, Development Studies, Public Administration, Organizational psychology or any other related discipline from a recognized University / Institution.
2. Two (02) years of progressive working experience in Human Resource Management practice or related field with a reputable organization
3. Possession of relevant computer skills is a must.

Competencies/Person Specifications:

1. At least 2 years experience in HR operations gained from a similar or a related financial institution.
2. Intermediate experience and training in managing and supervising HR function
3. Intermediate experience and knowledge of human resources management techniques
4. Intermediate experience and knowledge of the application of best practice human resources management techniques, including recruitment and selection, organization development, job description writing, remuneration and benefits, performance management, managing poor performance, staff development, pension and retirement plans, employee relations and communication
5. Knowledge of related statutory and regulatory financial compliance regulations, local employment and labour laws, HR principles and tax laws
6. Ability to build and maintain positive relationships with all stakeholders and employment and labour regulatory bodies

Working Conditions

Work is performed generally in an office with constant interactions with Zones.