



JOB DESCRIPTION FOR HUMAN RESOURCES OFFICER

JOB TITLE:	HUMAN RESOURCES OFFICER
REPORTS TO:	HUMAN RESOURCES MANAGER

KEY RESPONSIBILITIES

HR Operations

- 1 Participate in the development and/or review of human resources policies and procedures, departmental strategy development and budgeting.
- 2 Implement approved HR policies and procedures and advise staff on correct application ensuring clear understanding for purposes of compliance.
- 3 Take lead in the monitoring of performance management activities, to ensure full participation of all staff and timely reporting while advising on best practice.
- 4 Develop, implement, evaluate and follow up on training and development plans and budgets based on individual, departmental and corporate needs that seek to achieve the CEHURD's growth plans.

Staff Relations

Process and handle staff grievances effectively to create a conducive working environment and avoid strife. Advise supervisors on effective ways of dealing with staff grievances. Provide or recommend counselling services to staff where necessary

staff travel and per-diems, ensuring health and safety and processing overtime; as may be required within the approved organisational policies.

Oversee staff separation activities including organizing exit interviews, coordinating hand over of organisation's property, coordinating repatriation and maintaining all related records

Staff Employment Cycle

Participate in the deployment of new staff by communicating to candidates and preparing all related correspondences including staff contracts, job descriptions; and coordinating all induction and probation activities.

HR Administration

Build and maintain up to date HR related computerized and manual data/ information while ensuring that staff personal files are under safe custody. Retrieve for usage, track and keep record of HR file/data movement.

Oversee and implement staff welfare management activities as per agreed policies and procedures. The activities therein include but are not limited to; payroll, monitoring and reporting on leave, attendance and absence management, processing staff loans, medical and insurance cover for staff and their dependents,

Take responsibility for the day-to-day HR and administration cost center requisitions with regards to routine expenditure while ensuring accountability and cost management

Communication

Keep staff abreast of developments in the HR Department through regular communications. Take charge and update the intranet with appropriate HR related communication timeously.

Monitor to ensure that staff meetings are held by all departments, minutes submitted and highlight issues to the HR Manager for action.

Provide secretarial services to assigned Committees/meetings and keep all related records

Staff Coaching and Mentoring

Support the HR Manager in guiding and advising managers and staff in the organisation and in HR best practice awareness

Play an active role in coaching and mentoring managers and other staff in the organisation and in understanding the HR function

Research and Development

In alignment with the HR Manager, research best practice in developments, emerging opportunities and challenges related to international and regional HR.

Inform and provide recommendations to the HR Manager of significant developments, emerging opportunities and challenges in areas of responsibility.

Carry out any other duties or special assignments as assigned by management.

QUALIFICATIONS, SKILLS, KNOWLEDGE, EXPERIENCE, BEHAVIORS AND ATTRIBUTES

Research and Development

- First degree in Business Studies or Social Sciences or related disciplines from a recognized university
- A professional HR qualification, such as post graduate diploma in HR management

Experience

- A minimum of five (5) years as a Human Resources professional in an organisation of at least more than 30 staff.
- Hands on experience of developing and implementing HR policies and procedures.
- Experience in developing and managing performance management processes, practices and systems.
- Experience with staff relations and dealing with staff issues including grievances.
- Proven experience in following up on staff training and development plans.

Skills

Good written communication skills including policies, procedures, report writing and plans.

Strong presentation and facilitation skills; skilled at communicating clearly and confidently and articulating issues in a compelling manner;

Advanced planning and organization skills with attention to detail with ability to prioritize and multi-task

Ability to manage complex organizational issues with excellent problem identification and solving skills

Strong relationship management skills; the ability to deal with all levels of the organization effectively and diplomatically; the ability to build trust and provide consultancy to different stakeholders

Negotiation and assertiveness skills with the ability to interact with and influence high level decision makers and staff

Command of standard computer software applications (Word, Excel, PowerPoint)

Behaviour

Has a customer focused orientation to others, is flexible and always puts the customer at the center of decision making.

Communicates clearly, expresses ideas in simple terms, listens to the views of others and changes tone and style to match the needs of people listening

Builds and maintains constructive and effective relationships with stakeholders with a specific focus on providing support and advice

Is responsive to new technology innovations, adaptable to systems and process improvements. Open to change and adapts established methods for new uses

Is a supportive team player of other's ideas and innovations, collaborates in a culture of knowledge sharing and team learning to strengthen organisational performance