



REQUISITION NO : 2020004
DATE : January 23, 2020
AVAILABILITY : Immediate
JOB POSTING : HR & Administration Manager

The main roles and responsibilities of the HR & Admin Manager will include but not be limited to the following:

Recruitment and Staff Development

- Manage all staff recruitment processes including, position posting, advertising, short-listing and selection, background checks, hiring.
- Organize and conduct induction training sessions for all new employees well as management of staff exits
- Responsible for continuous staff training and development plans i.e. assessing staff training needs and schedule trainings in coordination with staff supervisors and work activities.
- Oversee and coordinate the performance evaluation process.

Employee Services

- Responsible for confidential management of employee and personnel records
- Manage contract end dates and ensure staff appraisal is completed for contract renewal
- Prepare and manage consultants' agreements
- Responsible for employee guidance and counseling as and when required
- Provide useful and accurate staff data for job evaluation process and reward models
- Manage the disciplinary processes in concert with relevant manager and in accordance with the set guidelines

Facilitate review of HR Policies and practices

- Implement operational policies, which are consistent with good practices.
- Participate in organizational policy review process and making recommendations as appropriate
- Ensuring company is in compliance with all labor laws, and minimize legal exposure.

Administrative

- Developing, reviewing, and improving administrative systems, policies and procedures.
- Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.
- Working with accounting and management team to set budgets, monitor spending, and processing payroll and other expenses.
- Manage vehicles periodic maintenance and inspections.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Organize and supervise other office activities.

Qualifications

Skills and Qualifications

- A Bachelor's degree in Business Management, Administration or Human Resource management
- A Postgraduate diploma or higher diploma in Human Resource Management.
- At least 7 years' experience in Human Resources Management.
- Excellent computer skills
- Competencies
- Excellent communication and Interpersonal skills.
- Proficient in computer applications
- Good negotiation skills with business acumen are essential.
- Ability to effectively respond to daily changing priorities, with good problem-solving skills.
- Mature proactive person with initiative and drive with high level of integrity.
- Ability to observe deadlines and achieve results
- Should be a team player
- Good planning and organizational skills