

Manager (HR & Admin.)

Manager (HR & Admin.) is responsible for the management of the day-to-day operations of all personnel administrative matters guided by the implemented HR procedures and policies as directed by the Chief Executive Officer. The Manager is responsible for the delivery of efficient and accurate HR Administration processes and support through the effective coordination and management of the team.

This role requires that its occupant take ownership of the operational delivery of HR Administrative services, ensuring that quality service is provided to all employees and internal stakeholders in line with the policies, procedures, and legislative requirements.

1. Qualification

- MBA in Human Resources.
- Age: 30 to 45 years.
- Minimum 5 years of experience in Managerial Position in HR & Admin in a reputed Company.

2. Experience: A candidate for the position must have had at least 5 years of working experience in a managerial position within the HR department. The candidate will also demonstrate an experience and knowledge of HR administrative best practices, HR Technology, and general practices. The candidate will also have had experience in business process optimization with significant exposure in review processes that lead to the identification of redundancies or inefficiencies.

A suitable candidate will also have had proven success in redefining processes for achieving productivity gains. The candidate will also demonstrate experience working in a supervisory position leading the team towards the achievement of goals and targets.

3. Skills:-

- **Communication Skills:** Strong written and verbal communication skills are a necessity for this position. Communication skills are also necessary in the creation of reports for Chief Executive Officer as well as key stakeholders that rely on this information.
- **Ms Office:** A suitable candidate for this position must have great computer skills and demonstrate high proficiency in the use of MS Word, MS Excel, and PowerPoint.

- **Analytical Skills:** A candidate for this position must be passionate about conducting research and deriving insights from raw data and information, identifying lasting potential solutions for HR procedures and policies.
- **Interpersonal Skills:** A candidate for this position must be highly organized have an ability to prioritize multiple tasks have excellent negotiation skills, be self-motivated working and be service-oriented. He must have a high degree of honesty and integrity, be proactive, have a high level of accuracy, have strong attention to detail, and demonstrate calmness and composure under pressure and in times of uncertainty.
- **Leadership/People Skills:** The candidate must also demonstrate strong leadership skills, being able to inspire and motivate a cross-functional team leading it in a unified direction and with a unified vision.

4. Job Requirements:-

- **General Administrative Duties:** Manager (HR & Admin.) is tasked with the management of the day-to-day operations of employee-relation functions inclusive of employee absences and employee vacations. Manager (HR & Admin.) is tasked with successfully collecting, storing, and managing important documentation in both electronic and hard copy format through a clear and concise reference system. The Manager (HR & Admin.) will also responsible to prepare important employee documentation inclusive but not limited to employment contracts, employee settlement documentation, offers of employment and Employees appraisal from time to time.

The Manager also takes initiative in enforcing the importance of complying with the HR policies, procedures, and processes. The Manager (HR & Admin.) also has the duty of maintaining up-to-date procedure manuals for all HR Administration duties and ensuring that workstation risk assessments are conducted for all new employees.

- **Collaboration:** The role of the Manager (HR & Admin.) is a collaborative one where the Manager (HR & Admin.) liaises with the Manager (Legal & Corporate Affairs) and Finance Department and provides essential information that ensures that pay roll is carried out in accordance with policies approved by the Association.

The Manager (HR & Admin.) is additionally tasked with ensuring that all payroll instructions are prepared, logged and executed in a timely manner, meeting the Associations monthly payroll run, for example, new starters, contractual variations, leavers, staff benefits, and contractual benefits.

- **Analytics:** The Manager (HR & Admin.) plays an analytical role ensuring that the human resources database consistently and accurately reflects the current staff details and conditions. This is inclusive of inputting starters and leavers, changing of details, contractual amendments, annual leave, and the recording of sick and other leaves.

In this capacity, the Manager (HR & Admin.) creates appropriate reports from the human resources database for monitoring and auditing employee data, training, and performance, among other processes. The Manager (HR & Admin.) also monitors, analyses, and reports on the success of implemented administrative policies to the Chief Executive Officer and avails solutions where improvements may be needed.

- **Other Duties:** The Manager (HR & Admin.) also performs similar administrative duties as are necessary for the proper execution of his duties and duties as delegated by the Chief Executive Officer.

5. The above are not exhaustive but only indicative in nature.