

## Human Resources Manager

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Company: Malaria Consortium

Location: United Kingdom

Category: other-general

Malaria Consortium is recruiting for a Human Resources Manager to join our team in Abuja

### **Scope of work**

This role is part of the Nigeria Management Team. The post holder will advise and provide support on Human Resources in-country ensuring policy compliance for all our HR needs across the employee life cycle. The post holder will be accountable for the HR administration, resourcing, succession planning, learning and development, reward, staff wellbeing, HR Budget and employee relations for the country programme, in accordance with the objectives of the country office.

### **Key working relationships**

The HRM will manage the Nigeria Human Resources function reporting to the West Africa Programmes Director and will interact with all staff providing advice on HR issues. This position has dotted reporting to the HR & Recruitment Advisor. The HRM role is a member of the senior management team in-country and works closely with management, finance, compliance, technical and operations team in country. The HRM supervises the HR team.

External working relationships will include, legal advisors, Labour office and other non-government organisations.

Key accountabilities (percent of time spent on each area)

### **HR Policies and Strategy (15%)**

- In collaboration with the HR & Recruitment Advisor, develop, review and update the Malaria Consortium Nigeria Employee Handbook ensuring that it reflects global policies, good

practice and is legally compliant

- Contribute to strategic and operational planning for the Nigeria programme, advising the management team on implications from a HR perspective
- Keep up to date with changes in employment legislation advising head office, managers and employees of significant changes and updating policies and procedures as required
- Conduct refresher training on Malaria Consortium Policies as required
- Act as safeguarding focal point in-country and ensures regular training for local safe guarding focal points occurs, and that there is compliance with procedures amongst all staff
- Work with the HR & Recruitment Advisor on salary and benefits surveys to ensure competitive compensation and benefits plan
- Manage the local benefits programme
- Coordinate national staff exit procedures, including conducting exit interviews and exit clearance forms
- Review the national payroll monthly report and communicate adjustments to the country finance team by the agreed local payroll cut-off date
- Represent employee issues to the senior management team and communicate same from senior management to employees;
- Ensure all national and global-national employees are insured under local medical cover, monitor workers' compensation claims and work with the contracted insurance providers to manage claims;
- Participate in the development and implementation of HR corporate governance as required;
- Ensure employee data is managed and complaint to GDPR regulations

### **Recruitment (30%)**

- In collaboration with department heads and the HR & Recruitment Advisor to assesses project staffing needs and succession
- Provides guidance for the seasonal recruitment surge following the annual roll out of SMC across MC implementing states;
  - on the sourcing and on the engagement of skilled staff within the required timeline and in compliance with MC standards
  - oversees the function and decision making for all HR related SMC activities
  - to the SHROs on daily HR operational/administrative task
- To provide guidance to manager on recruitment and contract extension processes in adherence to the Recruitment and Data Protection policies;

- Oversee and support the placement of advertisement, distribution vacancies through local/regional networks, longlisting CVs, organising interviews, ensure HR participation in interviews, maintaining recruitment records for national staff and consultants;
- Review contractual documentation for national employees and national consultants;
- Ensure that background checks are performed as outlined in the organisational recruitment policy;
- Coordinate the onboarding process and in-country induction of new international staff and work closely with the operations team to obtain work permits for them

### **Performance and Professional Development Management (15%)**

- Ensure new starters complete their induction programme on Malaria Consortium Learning Management system (Totara), arranging face to face sessions with in-country departments as necessary
- Conduct regular training on all HR related policies
- Coordinate and monitor the implementation of the performance management policy, including probation and setting objectives within two-weeks by new starters;
- Ensure training activities conducted in-country are recorded in the Learning Management System (Totara)
- In collaboration with the Performance and Development Specialist support managers and staff to improve performance;
- Develop and implement the annual Learning and Development plan and develop database of providers which are quality assured
- Maintain and coordinate employee motivation and recognition programmes
- Provide guidance to staff on career development;

### **HR Administration, Consultants and Day-to-Day Management (30%)**

- Oversee that accurate and up to date records, paper, cascade, intranet and electronic personnel records, are maintained.
- Track HR data such as contract renewals, conflict of interest renewals and policy sign off renewals informing relevant staff as necessary
- Ensure all employees are insured under the Group Personal Accident (GPA) cover, monitor workers' compensation claims and work with contracted insurance providers to manage claims
- Ensure that all HR Information is maintained and up-to-date electronically on Share-point e.g. disciplinary and grievance records, organogram, insurance/medical policies, etc.

- Compile and submit monthly and quarterly KPI management reports to the HQ HR team
- Provide guidance to managers and staff using cascade
- Provide information for HR audits as required
- Oversees the Consultant Database to ensure that it is up-to-date and compliant with organisational policies

### **Employee relations (5%)**

- Work with the HR & Recruitment Advisor to advise managers on employee relations such as disciplinary, grievances, wellbeing, promotion pay and remuneration issues, including benefits;
- Provide counsel to all employees on issues concerning employee relations guided by Malaria Consortium policies.
- Support managers through disciplinary and other employee relations matters
- Proactively manage staff terminations including exit interviews
- Develop strategy and implement staff retention processes to minimise attrition rates
- Report to the organisational focal point any incidents that have been reported in accordance to the safeguarding policy.

### **HR Function Management (5%)**

- Line manage the HR team to ensure timely, quality HR support is provided to the Nigeria programme
- Monitor and report on expenditure of the L&D budget and HR function budget
- Participate in and contribute to the country and programme level budget review meetings and lead in quarterly forecasting of HR budget

Person specification

Qualifications and experience:

#### **Essential:**

- A Bachelor's degree in Business Administration, Human Resource Management or related discipline
- Significant experience working in generalist Human Resources Management position
- Knowledge and experience in recruitment, reward and recognition, employee relations and trainings
- Experience in using information systems

#### **Desirable:**

- Experience with cascade and Learning Management Systems (Totara)

- A post-graduate qualification in Human Resource Management
- Proven significant experience working for an International Non-Government Organisation
- Experience working in networks and building strong working relationships

### **Work-based skills:**

Essential:

- Ability to maintain confidentiality of all Human Resource Information
- A self-starter who is able to work on own initiatives with limited supervision
- Excellent attention to detail with well-developed administrative skills
- Knowledge and experience using MS-office packages (MS office, outlook, SharePoint)
- Fluent in English, excellent written and verbal communication skills
- Flexible approach to tasks and working hours
- Mature and professional demeanour

Desirable:

- Demonstrable ability to lead and develop HR systems and processes
- Knowledge of INGOs Human Resource management issues

**Qualified female candidates are strongly encouraged to apply**

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