

JOB TITLE:	Human Resource Specialist
REPORTS TO:	Executive Director
DIRECT REPORTS:	Admin Officer ICT Specialist
DEPARTMENT:	Finance & Support Services Team
LEVEL:	Managerial
ORGANISATION:	Women in Management, Business and Public Service (WIMBIZ)
JOB SUMMARY:	The role is responsible for developing and implementing Human Resource (HR) strategies and initiatives aligned with the overall business strategy. Bridging management, employee relations, addressing demands, grievances or other issues, managing the recruitment and selection process.
DUTIES AND RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Develop and implement HR strategies and initiatives aligned with the overall business strategy. 2. Bridge management and employee relations by addressing demands, grievances, or other issues. 3. Manage the recruitment and selection process of the organisation. 4. Oversee the review and implementation of an effective onboarding process. 5. Support current and future business needs through the development, engagement, motivation, and preservation of human capital. 6. Develop and monitor overall HR strategies, systems, tactics, and procedures across the organisation. 7. Nurture a positive working environment. 8. Oversee and manage a performance appraisal system that drives high performance. 9. Maintain a healthy pay plan and benefits program. 10. Assess training skills gaps, needs, plans, implementation and monitor training programs. 11. Report to the ED to provide decision support on HR metrics. 12. Ensure legal compliance throughout human resource management. 13. Oversee the administrative functions and other support services functions of the organization. 14. Any other responsibility as may be assigned.

EDUCATION & EXPERIENCE:	<ul style="list-style-type: none"> ▪ First degree in any discipline from an accredited institution. ▪ Relevant postgraduate degree from an accredited institution is desirable but not compulsory. ▪ Minimum of six (6) years cognate experience of which three (3) must have been at management level. ▪ Demonstrate experience or track record of intensive involvement in community development programs, activities within the non-profit or development sector, a professional or private sector organisation. ▪ Thorough understanding of administrative practices, techniques and tools. ▪ Experience in talent management and up to date HR practices. ▪ Competence with Microsoft Office 365. ▪ Business acumen, strategic management analytical mindset, problem-solving, organisational and leadership skills. ▪ Excellent written, oral communication skills and good reporting skills
REQUIRED COMPETENCY & SKILLS:	<ol style="list-style-type: none"> a. People-oriented and results-driven professional b. Demonstrable experience with Human Resources metrics c. Knowledge of HR systems and databases d. Ability to architect strategy along with leadership skills e. Excellent active listening, negotiation, and presentation skills f. Competence to build and effectively manage interpersonal relationships at all levels of the organisation g. In-depth knowledge of labour laws and HR best practices h. Degree in Human Resources or related field
KEY PERFORMANCE INDICATORS:	<ol style="list-style-type: none"> a. Percentage of cost of workforce b. Salary competitiveness ratio c. Health care expense per current employee d. Benefits satisfaction e. Employee productivity rate f. Employee Satisfaction Index

To apply for the role, kindly fill in the application link <https://bit.ly/2023wimbizvacancies>, attach your curriculum vitae and cover letter on or before **Monday, June 12, 2023 (12 noon)**. Should you have any difficulty in attaching the documents or an enquiry, kindly send an email to careers@wimbiz.org with the subject indicating the role you are applying for and your full name.