

HUMAN RESOURCE SPECIALIST (VCG B 2)

Organizational Unit: Finance and Administration

Location: Abuja

Duration: One Year (With possibility of Extension)

Reports to: Head, Finance, and Administration

Estimated Start Date: As soon as possible

SUMMARY OF ROLE

Create a conducive work environment and mutually beneficial relationship between Staff and Management of the Victims Support Fund, such that people perform to the best of their abilities and the VSF achieves stated corporate objectives.

DUTIES AND RESPONSIBILITIES

- Develop, monitor, and communicate personnel policies that reflect the organization's aim of being a good employer, ensuring that systems are managed and developed in a creative manner and advising Management on their application.
- Foster, promote and entrench a corporate culture in consonance with the organization's cultural orientation and strategic intent.
- Promote a culture of learning across the organization and support initiatives aimed at improving the capability of staff to perform and deliver results.
- Lead and facilitate the implementation of the organization's Staff Development Plans with a view to ensuring the availability of competent set of employees to meet the organization's needs on a regular basis.
- Direct organizational planning to evaluate structure, job design, and manpower forecasting throughout the organization; coordinate activities across functional lines; evaluate plans and changes to plans; and make recommendations to senior management.
- Select and coordinate use of Human Resource Management Consultants, Suppliers for Administrative Requirements (such as stationary etc.), Pension Fund Administrators; Training Specialists, Industrial Relations Advisers etc.

- Monitor exposure of the organization; direct the preparation of information requested or required for compliance; approve all information submitted; act as primary contact with statutory and regulatory agencies on Human Resource Management.
- Advise managers on their staff recruitment plans, ensuring that recruitment policies are met and be involved in selection interviews for some posts.
- Conduct a continuing study of all Human Resource policies, programs, and practices to keep top management informed of new developments.
- Oversee activities of the Administration Unit and ensure the provision of adequate support to all areas of the organization in the achievement of corporate objectives.
- Direct the preparation and maintenance of such reports as are necessary to carry out functions of department, as well as prepare periodic reports to top management, as necessary or requested.
- Any other duties assigned by Management.

POSITION SPECIFICATIONS

Education

- First degree in the field of Management; Social Sciences; or any other related field in Human Capital Management. Possession of a master's degree would be an added advantage for the position.

Certification and Training

- Membership of the Chartered Institute of Personnel Management of Nigeria is essential.

Experience

- At least 5 years' experience in similar role in a comparable organization.
- Must have been with progressively increasing levels of responsibility in Human Resource Management – Manpower Development, Employee Relations; Career Planning and Development
- Must have at least 2 years' experience in charge of the HR Function of a similar or comparable organization.

Others

- Must have extensive knowledge of HRM Policies, Processes, Procedures, and other legislations impacting on people management.
- Strong written and verbal communication skills; excellent computer skills and good interpersonal skills.
- Great organizational skills are desirable.