

JOB TITLE:	Human Resources and Admin Manager
LOCATION:	Ikoyi, Lagos
DIVISION/DEPARTMENT	Human Resources and Administration
REPORTS TO:	Chief Executive Officer
DIRECT REPORTS:	TBD
WORK RELATIONSHIPS:	All staff
JOB SUMMARY	
<p>Responsible for building and driving the company’s human capital strategy to achieve strong business performance goals through innovation, transparency, culture of excellence, and a highly motivated workforce. Oversees the human resources and administrative functions of the company, monitors and enforces the execution of strategic human resources. Aligns business strategy with core HR functions. Facilitates and directs culture development that fosters employee engagement, motivation, and performance. Develops the company's human resources and administrative policies and procedures and ensures compliance.</p>	
ESSENTIAL JOB FUNCTIONS	
<p>HR Functions</p> <p><u>Talent Acquisition and Management</u></p> <ul style="list-style-type: none"> • Forecasts human capital needs per department through proper engagement with heads of departments to achieve the company’s strategy. • Develops and implements effective recruitment strategies to attract top talent in the energy industry. • Updates and reviews job descriptions based on changes or modifications to roles. • Designs and implements policies guiding the talent acquisition process of the company to ensure the best fits are hired. • Develops process and policies for talent acquisition and management. <p><u>Learning and Development</u></p> <ul style="list-style-type: none"> • Manages in-house learning and development program. • Identifies training needs and develops comprehensive training programs to enhance employee skills and competencies. • Designs learning and development programs in line with employees’ career growth plans. • Develops and maintains relationships with external training bodies, examination bodies, and reputable consultants. • Evaluate training effectiveness and make recommendations for continuous improvement. <p><u>Compensation and Benefits</u></p> <ul style="list-style-type: none"> • Researches, analyzes and recommends modifications to compensation and benefits policies in line with the business strategy to improve employee retention and attraction. 	

- Manages benefits program that will be best suited for employees in line with the company's budget and business strategy.
- Ensures compliance with the Nigerian Labour law in terms of benefits and compensation.
- Ensures appropriate statutory deductions and remittances are made such as PAYE and pension.
- Designs pay structure to ensure pay equity for all employees.

Performance Management

- Reviews, designs, and implements performance management processes in line with the company's objectives.
- Trains managers and employees on the use of performance management systems.
- Coordinates the performance review process, analyzes results, and arranges reviews with managers.
- Analyzes performance feedback documents and draws up training plans based on analysis to ensure performance gaps are addressed.

Employee Relations

- Facilitates and manages the employee engagement programs and implements findings from same.
- Manages working conditions, including refereeing disputes, administering disciplinary and grievance procedures, and employee leave schedule.
- Manages employee life cycle from new hire orientation to exit management to ensure reasons for employees' departure are properly documented and changes are made to process where required.
- Implements strategies to foster positive employee relations and enhance workplace cultures.

Administrative Functions

- Supervises and coordinates overall administrative activities for the company.
- Identifies and designs administrative policy documents needed by the company and ensures compliance.
- Determines and prepares yearly and other periodic budgets for the human resources and admin department.
- Keeps abreast of industry trends and practices in human capital development and management and advises the company accordingly.
- Ensures accurate and up-to-date documentation of employee records, including personal information, employment contracts, performance evaluations, and disciplinary actions.
- Creates and manages the office filing systems and ensures confidentiality with documents.

	<ul style="list-style-type: none"> • Manages and ensures proper maintenance of all office assets. • Creates and maintains a vendor database. • Manages vendors and keeps track of all maintenance contracts. • Performs other duties as assigned by the CEO.
EDUCATION QUALIFICATIONS:	<ul style="list-style-type: none"> • Bachelor’s degree in social sciences, management sciences, or in related field from a recognized Institution. • Professional certificates in CIPMN, SHRM, PHRi or HR-related field would be an added advantage.
KNOWLEDGE REQUIREMENTS:	<ul style="list-style-type: none"> • Proficient in the use of Microsoft Office Suite. • Good understanding of the human resources and administrative functions, concepts, principles, practices, and employment laws relevant to the energy sector. • Knowledgeable about Nigerian Labour Law. • Proficiency in HRIS and other HR-related software applications. • Technology savvy.
WORK EXPERIENCE:	<ul style="list-style-type: none"> • At least 5 – 7 years’ post-NYSC relevant work experience in a similar role.
SKILLS REQUIRED:	<ul style="list-style-type: none"> • Leading and Supervising. • Presenting and Communicating Information. • Formulating strategies and concepts. • Working with people. • Analyzing. • Applying Expertise and Technology. • Creating and Innovating. • Writing and Reporting. • Learning and Researching.