



# Job Profile

**Position:** Human Resources Manager I  
**Employee Type:** Full time  
**Supervisor:** Country Director  
**Department:** Human Resources

## POSITION PURPOSE:

The HR Manager bring dedicated support, leadership, orientation and commitment on Human Resources Development functions with the aim of optimizing the performance, sustaining the culture and ensuring alignment with LWI goals.

The HR Manager is the primary point of service in providing advice and counsel on all HR related matters to the Country Office, including but not limited to employee relations, organization change, performance management, talent acquisition/recruitment and support and Learning and Development.

This position ensures implementation of LWI HR policies and procedures and national labor legislation; facilitating proper approach to organizational change and initiative that help employees understand organizational challenges and strategy and how they can contribute to it.

## DIMENSIONS:

<b>Direct Reports</b>	
<b>Travel</b>	<b>30%</b>
<b>Budget Management</b>	<b>0</b>

## JOB REQUIREMENTS:

EDUCATION/EXPERIENCE	<ul style="list-style-type: none"> <li>• Bachelor's degree in Psychology, Business Administration or HR related field is required</li> <li>• 5 years' proven experience working as HR Manager or Generalist with exposure to recruiting, staff development, compensation, performance management and staffing among others</li> <li>• Experience in supervising several roles may be required</li> <li>• NGO experience preferred</li> </ul>
----------------------	--

## BUSINESS COMPETENCIES & GENERAL SKILLS

<ul style="list-style-type: none"> <li>• Must be able to read, write and speak fluently in English and local vernacular</li> <li>• MS Word, Excel, Outlook, payroll systems, HRIS and Power Point presentation skills</li> <li>• Knowledge of local labor laws</li> <li>• A sound knowledge of conflict management techniques and processes</li> <li>• A sound understanding of compensation and benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Must be an emotionally resilient person who can cope with pressure and interact effectively in sensitive situations</li> <li>• Excellent attention to detail;</li> <li>• Is up-to-date on current thinking about best practices in the HR sector;</li> <li>• Has excellent inter-personal, facilitation, and communication skills;</li> <li>• Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective relationships.</li> </ul>
--	--

<ul style="list-style-type: none"> <li>• Proven experience in change management, organizational structures and implementation of HR strategies.</li> <li>• Must have well developed management and leadership ability</li> </ul>	<ul style="list-style-type: none"> <li>• Creative and results-oriented; able to work with minimum supervision.</li> <li>• Ability to travel and visit other LWI offices, as required</li> </ul>
--	---

## AREAS OF RESPONSIBILITY

- Coordinate all local recruitment requests, in consultation with line management using, updating or preparing LWI job descriptions, identify media/advertising sources, advertise vacancies in accordance with LWI recruitment Guidelines, and deal promptly with all recruitment-related correspondence.
- Manage the induction/orientation process for new and replacement staff
- Advise the Country Director on all aspects of the Labor Act ensuring that LWI Country Office adheres and comply to the correct legal context, local practice ensuring LWI HR policies and procedures are considered on matters of employment.
- Advise to the Country Director on staffing plans
- Implement the LWI human resources policies and ensure compliance by the projects/programs of the office staff
- Manage all aspects of payroll administration from payroll preparation to payment
- Prepare and manage the annual HR budget participating in the overall budgeting process to ensure HR plans are included.
- Contribute proactively to developing organizational culture that is in line with LWI vision, mission and display LWI Christian core values.
- Actively motivate and participate in Leadership Team meetings and initiatives for training on HR policies, LWI standards or other important matters to assure an open-door policy environment.
- Oversee the HR staff system (HRIS) is used properly and provides accurate and timeously information. Ensure training on the HRIS uses.
- Promote staff growth and development through the implementation of performance management system and capacity building initiatives. Facilitate training of Teams and staff on Projects and new Management challenges.
- Develop/select and implement employee training programs in coordination with all departments' leaders to increase individual and organizational effectiveness.
- Handle staff grievances for Country Office staff, coaching or/and disciplinary action processes in close collaboration with the Country Office Director or line managers.
- Undertake any other ad-hoc projects as directed by the Country Director.