



Position: **Human Resources Officer.**

Department: **Human Resources**

Reports to: **Head Human Resources**

No. of Vacancies: **One (1)**

To provide support and guidance to staff in the areas of performance management, benefits management, learning and development, recruitment and selection and overall HR engagement.

### **Key Duties and Responsibilities:**

- 1. HR Administration**
  - Manage the HRIS to ensure accurate input of data in a timely manner.
  - Prepare and submit timely and accurate Human capital reports to relevant stakeholders to guide in decision making.
  - Day to day management of staff benefits to ensure proper delivery, use and adequate support to staff.
  - Manage the staff loan process to ensure TAT is maintained within the set SLA.
  - Manage HR records to ensure accuracy and confidentiality of information
  - Act as a business partner to all departments supporting planning, resolution of queries and execution of activities.
  
- 2. Compensation and Remuneration.**
  - Prepare the monthly payroll and ensure all regulatory payments are paid .
  - Ensure compliance to all regulatory and statutory laws in regards to payroll processing.
  - Ensure timely preparation and submission of all compensation and remuneration reports to relevant stakeholders.
  
- 3. Learning and Development**
  - Ensure a Learning and Development schedule is developed annually and followed throughout the year
  - Engage with Supervisors and Managers to come up with training/development needs for staff.
  - Ensure the E-learning platform is always available and provide user support.
  - Ensure orientation for new job holders is done in a timely and efficient way so that they are adequately trained for their new roles

- 4. **Recruitment and Selection**
  - Support HODs and Managers in the recruitment process to ensure quality and timely recruitment.
  
- 5. **Performance Management**
  - Ensure all Staff have SMART and documented performance expectations
  - Ensure that all performance management activities are done in a timely manner through engagement with HODs, Managers and Supervisors.
  - Provide support to staff during performance management engagements.
  
- 6. **Staff Engagement**
  - Drive the trail blaze culture initiatives in liaison with House leaders and Manager MCC.

### ***JOB SPECIFICATIONS***

***Academic Qualifications:*** University Degree in Business or Humanities.

### **SKILLS REQUIRED:**

#### ***Technical skills***

- **Analytical skills:** keen on detail and able to analyze multiple sets of data to come up with value adding reports
- **HR knowledge:** Knowledge of key HR pillars and their applicability in the work place.
- **Banking Knowledge:** Working knowledge of banking operations, both business and support functions
- **Proficiency in MS Word and Excel** and any other MS data analysis tools.
- **Tech Savvy.**

#### **Personal attributes**

- **Goal driven and Result oriented:** Understands measurement metrics, appreciates being measured and driven to achieve performance targets
- **Personal Ethics:** Must be honest, fair and just with self and others, and demonstrates integrity in their work
- **Interpersonal Skills:** fair and firm but able to build working relationships with all staff
- **Negotiation skills.**

- **Communication Skills:** Excellent written and verbal communication skills, report writing skills and presentation skills.
- **Proactive Initiator:** Must be pro-active, a self-starter and have the ability to anticipate and advice on strengths, weaknesses, opportunities and threats.
- **Customer service skills.**
- **Must love working with people.**

Applications should be emailed to [HR@nicgroup.com](mailto:HR@nicgroup.com) not later than *May 15<sup>th</sup> 2019*. Only successful candidates will be contacted.