

## **HR**

### **Job Description:**

1. Responsible for designing and implementing HR Functions across English West Africa (EWA)
2. Develop and deliver training to managers and employees on varied and increasingly complex HR issues
3. Compiles and reviews statistical reports and information
4. Ensures that all EWA countries are legally compliant
5. Implement corporate policy across all levels
6. Facilitates organizational and leadership efforts to resolves employee relations issues, assists senior management in the development and implementation of solutions.
7. Companywide programmes and initiatives (e.g. salary reviews, workforce plans and organizational changes

Education required:

Degree in Human Resource Management or an equivalent in tertiary education

Experience required:

1. HR generalist practitioner
2. Experience of working with a Global Multi-national organization or working in internationally
3. Operational experience – working hands on in the operational side of a business (resources / mining / construction)
4. Strong project management experience & Microsoft office skill set
5. 5 years' experience
6. Strong communication skills
7. A good track record of delivery