

6. *Human Resources Officer*

Job Purpose;

Human Resources (HR) Officer is responsible for managing every aspect of the employment process, including orientation and training new staff members. They also assist with payroll management, so employees receive their pay checks on time.

Duties & Responsibilities:

- Support the development and implementation of HR initiatives and systems
- Provide counselling on policies and procedures
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Create and implement effective onboarding plans
- Develop training and development programs
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, leave data etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance

Personal specification & Educational Requirements:

- Proven experience as HR officer, [administrator](#) or other HR position
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Understanding of Labor laws and disciplinary procedures
- Proficient in MS Office; knowledge of HRMS is a plus
- Outstanding organizational and time-management abilities
- Excellent communication and interpersonal skills
- Problem-solving and decision-making aptitude
- Strong ethics and reliability
- BSc/BA in Human Resources, business administration, social studies or relevant field; further training will be a plus.