

<b>JOB TITLE</b>	Senior Manager, HR
<b>LOCATION</b>	Accra
<b>EMPLOYMENT TYPE</b>	Permanent
<b>PURPOSE OF POSITION</b>	To provide technical and operational support for the effective and efficient performance of the human resource management functions of the Fund.
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Collates data for the formulation of policies.</li> <li>• Implements and monitors the programmes and activities of the Unit.</li> <li>• Maintains and updates the Human Resource Management Information System (HRMIS) for the Fund.</li> <li>• Collates data for the preparation of the organisational design and HR planning of the Fund.</li> <li>• Collates data for the preparation of employee compensation and benefits schemes.</li> <li>• Implements programmes and activities relating to employee wellbeing and conducive work environment.</li> <li>• Implements directives relating to disciplinary matters.</li> <li>• Facilitates training, learning and development activities.</li> <li>• Provides inputs for the preparation of the annual and other periodic reports of the Unit.</li> <li>• Provides inputs for the preparation of the annual budget and work plan of the Unit.</li> <li>• Supervises and appraises the performance of subordinate staff.</li> <li>•</li> </ul>
<b>QUALIFICATION AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Human Resource Management, Social Sciences or other related disciplines.</li> <li>• Must be a member of a recognized professional body.</li> <li>• A minimum of four (4) years post-Bachelor's degree relevant work experience in a reputable organisation</li> </ul>
<b>COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Good strategic management skills.</li> <li>• Good knowledge in Labour laws and regulations.</li> </ul>

	<ul style="list-style-type: none"><li>• Good knowledge in Administrative procedures.</li><li>• Good leadership, networking and management skills.</li><li>• Good communication, interpersonal and presentation skills.</li><li>• Negotiation, lobbying and conflict management skills.</li><li>• Monitoring and evaluation skills</li><li>• High integrity and good ethical standards</li><li>• Ability to inspire and motivate.</li><li>• Knowledge in financial management law and regulations.</li><li>• Knowledge in relevant IT applications.</li><li>• Good Report writing skills.</li><li>•</li></ul>
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