

Assistant Director - HR OD

JOB SCOPE/ KEY RESPONSIBILITIES

1. HR Strategy & Leadership:

1. Assist in the development and implementation of HR strategies aligned with the company's goals.
2. Collaborate with the HROD Director in decision-making and policy development.

2. Recruitment & Staffing:

1. Oversee recruitment, interviewing, and hiring processes
2. Collaborate with department heads to forecast staffing needs and ensure timely hiring.
3. Develop and improve talent acquisition strategies.

3. Employee Relations:

1. Handle employee relations issues, mediate conflicts, and provide guidance on workplace concerns.
2. Promote a positive workplace culture by developing initiatives that improve employee satisfaction and retention.
3. Ensure compliance with agency's policies and employment laws.

4. Performance Management:

1. Assist in managing the performance appraisal process and ensure alignment with business objectives.

5. Training & Development:

1. Oversee employee onboarding and orientation programs.
2. Assist in the development of training and development initiatives that align with the organization's strategic goals.
3. Promote leadership development programs to cultivate future leaders.

6. Compensation & Benefits:

1. Assist in managing the organization's compensation and benefits programs.
2. Support the HR Director in managing benefits administration and communication with employees.

7. HR Data & Reporting:

1. Maintain accurate employee records and ensure confidentiality.
2. Generate reports on key HR metrics such as turnover, absenteeism and submission of employee data to funders

REQUIREMENTS

1. Degree in Human Resource management or a related field
2. IHRP certification at Senior Practitioner level preferred
3. Proven leadership experience in HR management
4. Strong analytical and decision-making skills
5. Excellent communication and interpersonal skills
6. High standards of ethical conduct, personal and professional integrity
7. Ability to foster a collaborative work environment