

**Nigeria Extractive Industries Transparency Initiative (NETI)
Job Profile of Human Resources and Admin Team Leader**

Title of the position: HR/ Admin Team Leader.	Location of the job (Department & Division): Finance & Admin. Division
Number of subordinates: 7	Reports to: Director, Finance & Admin.
Mission/ Core purpose of the job (short description)	
<p>The position holder will be required to provide effective support to The Secretariat as regards the Secretariat's Human Resources Planning (staffing, promotion, compensation and succession), Organization (structure, job design, training, and organizational development), Leadership (motivation, communication and recognition), and Control (Performance Management System). Under the guidance of the Director Finance and Admin, the Team Leader will take lead in recruitment, retention of staff, reward management and management of staff exit. He/ she will also provide qualitative support services to the company's operations through effective implementation of business policies and procedures governing HR and administration management & control. And ensure effective and optimal utilization and allocation of resources to all arms of the business.</p>	
Key performance area Core, essential responsibilities/ outputs of the position (KPA's)	
<p>Role complexity:</p> <ul style="list-style-type: none"> • Human Resources Planning – staffing, promotion, compensation succession, recruitment and selection • Organization – Structure management, organizational development, training and development, job design and evaluation • Retention – staff motivation, internal communication, staff recognition and team work • Control – performance management • Logistic management • Management of support services and service providers • Procurement management • IT support and services • Develop operational policies and procedures in line acceptable industry practice. • Define overall operational plan for the management of the day-to-day HR and admin related responsibilities. • Manage cross-functional relationships with other departments and units. 	
<p>Task complexity:</p> <ul style="list-style-type: none"> • Develop, monitor and communicate personnel policies that reflect NETI's aim of 	

being a good employer, ensuring that systems are managed and developed in a creative manner and advising managers on their application.

- Monitor and review staff terms & conditions, making recommendations for changes to Management Team as appropriate.
- Advise managers on their staff recruitment plans, ensuring that recruitment policies are met and be involved in selection interviews for some posts.
- Manage NETI's job evaluation scheme and facilitate the job evaluation panel.
- Manage Admin, Procurement, Logistic and IT officer in the discharge of their responsibilities.
- Work with line managers to ensure that annual performance appraisals are undertaken and followed through.
- Lead and facilitate the Staff Development Group, progressing NETI's work towards maintaining the Investors in People standard.
- Work with line managers to ensure that all staff have effective inductions and personal development plans up-dated annually; manage the staff training budget.
- Advise line managers on the implementation of salary policy [i.e., starting point, increments, additional responsibility payments, etc.] .
- Drive effective Human Resources and Admin Strategies throughout the organization.
- Maintain an enabling work environment and organizational excellence.
- Deliver administrative efficiency to ensure that costs are reduced while quality is maintained.
- Establish systems that will increase employees' contribution, that is employees' commitment to the organization and their ability to deliver.
- Act as an agent of continuous transformation, shaping processes and developing a culture that together improve the organization's capacity for change.

- Ensure proper administration of staff appraisal annually and make recommendations on such to the Director F&A.
- Set guidelines for HR and Admin policy review and the department' s planning process.
- Co-ordinate the development and maintenance of a Human Resource and Administration Information System for the organization.
- Ensure staff are provided with effective training to upgrade their skills and their competences developed along career paths in line with individual and corporate objectives.
- Implementing all human capital related activities including conducting research and market intelligence into all human capital related matters of critical importance to the bank, such as salary levels, industry practice, etc.
- Act as an advisor/ counselor/ consultant to in effective communication between staff and management and assist Executive Management in the management of its human capital.
- Regularly prepare comprehensive reports for the Director F&A.
- Monitor and evaluate the performance of team members
- Ensure compliance with defined operational guidelines
- Conduct routine assessment of team member' s competency and recommend for training programs to address identified gaps
- Provide clear interpretation of departmental goals and individual roles
- Understand and manage teams part in the accomplishment of overall company's goals
- Co-ordinate day-to-day HR and administrative activities of the company.
- Perform other duties as may be assigned from time to time by the Director F & A.

Supervisory Complexity:

- Ensure adherence to defined policies and procedures.
- Monitor and evaluate the performance standards of direct reports.
- Access subordinates' training needs and ensure prompt bridging of identified gaps by recommending relevant training programs.
- Ensure adherence to best standards and practice within the department.

Leadership Complexity:

- Provide clear direction and mentoring to direct reports.
- Promote and encourage teamwork among subordinates.
- Motivate subordinates towards the attainment of goals.
- Develop subordinate's management skills through effective delegation of authority.

Managerial complexity:

- Provide clear interpretation of departmental goals and individual roles.
- Exhibit flexibility in changing circumstances.
- Understand team's part in the accomplishment of overall company's goals.
- Manage expectations.
- Identify and maximize subordinates' potentials.
- Manage and resolve conflicts.

Creativities (improvement/ innovation inherent):

- Effectively re-engineer existing processes to reflect industry standard
- Proactively identify and eliminate inefficiencies within the department
- Significantly up grade teams performance in line with the overall company strategy

Vulnerabilities (control span)

- Industrial disharmony
- Staff grievances
- Emotional staff/ customers
- Service level defaults
- Staff expectations not matching reality on ground
- Interdepartmental dependencies

Collaboration**Responsibility towards:**

- **Direct report:** 1 logistic officer, 1 IT system admin officer, 1 HR officer, 1 procurement officer, 1 office assistant, 1 clerical officer & 1 Massinger.
- **Matrix report:** None
- **Key customer:** Company's staff
- **Key supplier:** 3rd party vendors
- **Relations:** Other departments/ units

Discretionary space**Independent thought and Judgment:**

- Predetermined policies and procedures.
- Development of operational policies, guidelines and quality control
- Definition and allocation of targets

Minimum Requirements**Education:**

- Bachelor's degree in social sciences or related field, master's degree or additional qualification in relevant field will be added advantage

Experience:

- At least 8 years relevant experience, 3 of which should be at supervisory

level.
Training: <ul style="list-style-type: none"> • Management Programs • Employee Performance Management • Change Management • Project Management • Relationship Management • Manpower planning and management
Competencies
Knowledge: <ul style="list-style-type: none"> • Relationship Management. • Basics of Office Administration. • Systems Use and Operation. • MS Office • Budgeting and budget control • NEITI Policies & Procedures
Skills/ physical competencies: <ul style="list-style-type: none"> • Interpersonal skills • Business management and development skills • People management skills • Customer service skills • Change management skills • Project management skills • Presentation skills • Problem solving • Analytical skills • Process implementation • Communication skills at all levels
Behavioural qualities: <ul style="list-style-type: none"> • Effective delegation of authority. • Good relationship management. • Proactive identification and elimination of inefficiencies. • Good work habit with minimal turn around time. • Continual self and subordinate development. • Goal and quality oriented
General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)
<ul style="list-style-type: none"> • Normal hours • May be required to work extended work hours

Quality Standards		
<ul style="list-style-type: none"> • Ensure internal customer satisfaction • Ensure achievement of agreed KPI's • Ensure that the client/ customer experience lives up to the brand promise 		
Sign-off / Approval		
Executive Secretary:	Staff:	Director F&A:
Date:	Date:	Date: