

Nigeria Extractive Industries Transparency Initiative (NETI)
Job Profile of Human Resources Officer

Title of the position: HR Officer.	Location of the job (Department & Division): Finance & Admin. Division
Number of subordinates: 0	Reports to: HR/ Admin Team Leader
Mission/ Core purpose of the job (short description)	
To support in providing qualitative support services to the organization's operations through effective implementation of sound policies and procedures governing HR management & control. Specifically, s/ he will be required to develop and maintain effective Human Resources Management Information System, provide logistic support to recruitment, staff development, facilitate performance appraisal and ensure effective documentation. The Officer will also ensure effective and optimal utilization and allocation of resources to all arms of the business.	
Key performance area Core, essential responsibilities/ outputs of the position (KPA's)	
Role complexity: <ul style="list-style-type: none"> • None. 	
Task complexity: <ul style="list-style-type: none"> • Develop and manage Human Resources Information System and provide report on the status of manpower in the Secretariat. • Manage the implementation of staff payroll by ensuring adequate implementation • Provide logistic and support to key HR function of recruitment, interviewing, performance appraisal and staff training. • Take lead as regards employee relation management, human resources communication. • Over see the implementation of appropriate human resource policies and standards to ensure effective, fair and equitable management of staff throughout the organisation. • Ensure that HR issues are given full consideration is all decision • Over see the implementation of HR policies and procedures in line with the Company's policy, best practice and current legislation. • Ensure that managers and staff are aware of the policies and procedures and able to operate them effectively. • Provide support to managers on HR and organizational development issues. • Develop and implement a process of induction for staff • Over see the implementation and management of the Company's system of 	

<p>performance appraisal.</p> <ul style="list-style-type: none"> • Manage the annual training and development plan and budget and ensure that all individual training plans are followed up. • Provide support to managers in the recruitment of both permanent and contract staff. • Provide support and advice as appropriate in disciplinary, grievance and other such matters. • Perform other duties as may be assigned from time to time by the HR/ Admin Team Leader
<p>Supervisory Complexity:</p> <ul style="list-style-type: none"> • None.
<p>Leadership Complexity:</p> <ul style="list-style-type: none"> • None.
<p>Managerial complexity:</p> <ul style="list-style-type: none"> • None.
<p>Creativities (improvement/ innovation inherent):</p> <ul style="list-style-type: none"> • Effectively re-engineer existing processes to reflect industry standard • Proactively identify and eliminate inefficiencies within the department

<p>Vulnerabilities (control span):</p> <ul style="list-style-type: none"> • Emotional staff/ customers • Service level defaults • Staff expectations not matching reality on ground • Interdepartmental dependencies
<p>Collaboration</p>
<p>Responsibility towards:</p> <ul style="list-style-type: none"> • Direct report: None • Matrix report: None • Key customer: Company's staff • Key supplier: 3rd party vendors • Relations: Other departments/ units
<p>Discretionary space</p>
<p>Independent thought and Judgment:</p> <ul style="list-style-type: none"> • Predetermined policies and procedures. • Development of operational policies, guidelines and quality control • Definition and allocation of targets
<p>Minimum Requirements</p>
<p>Education:</p> <ul style="list-style-type: none"> • Bachelor's degree in social sciences or related field.
<p>Experience:</p>

<ul style="list-style-type: none"> • At least 5 years relevant experience out of which 2 years must be in similar role. •
<p>Training:</p> <ul style="list-style-type: none"> • Employee Performance Management • Recruitment and selection • Compensation management • Relationship Management • Manpower planning and management
<p>Competencies</p>
<p>Knowledge:</p> <ul style="list-style-type: none"> • Relationship Management. • Basics of Office Administration. • Systems Use and Operation. • MS Office • NEITI Policies & Procedures
<p>Skills/ physical competencies:</p> <ul style="list-style-type: none"> • Interpersonal skills • Business management and development skills • Customer service skills • Change management skills • Project management skills • Presentation skills • Problem solving • Analytical skills • Process implementation • Communication skills at all levels
<p>Behavioural qualities:</p> <ul style="list-style-type: none"> • 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
<p>General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)</p>
<ul style="list-style-type: none"> • Normal hours • May be required to work extended work hours
<p>Quality Standards</p>
<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

Director F&A:	Staff:	HRT/ L:
Date:	Date:	Date: