

VACANCY FOR:

AVP, HUMAN RESOURCES

JOB TITLE:

AVP, Human Resources

REPORTS TO:

Head, Human Resources and Chief Operating Officer

JOB SUMMARY:

To provide support and coordination for Human Resource (HR) generalist functions, activities, and initiatives in support of InfraCredit's strategic goals. The personnel will be responsible for managing Human Resource functions with the aim of supporting the company in attaining its commercial and strategic business objectives.



JOB RESPONSIBILITIES:

The resource person will responsible for but not be limited to the following:

- Provide operational and strategic human resource functions in line with overall company strategy
- Contribute to the development and implementation of key HR functions in recruitment, talent management and employee engagement and other applicable functions
- Co-ordinate recruitment activities: sourcing, liaising with recruitment vendors, scheduling of interview sessions, and conducting interviews
- Support in People Strategy implementation
- Ensure full delivery of on-boarding activities and engagement
- Manage employee related matters and agenda in alignment with the company goals

- Manage people related policies, processes, programmes, and practices
- Ensure conformity with applicable laws and practices, ensuring up-to-date relevance within the laws, regulations, and company legal framework
- Liaise with internal and external stakeholders to ensure legal compliance
- Ensure effective monitoring and implementation of applicable human resource requirements
- Ensure the availability of up-to-date HR information to enhance employees' and employer performance
- Co-ordinate human resources records: data forms, remittances, etc.
- Ensure finance team has all required details for payroll administration – full and correct entries of salaries and benefits
- Preparations of Human Resources analytics for reporting and management
- Liaising and maintaining relationship with third-party service providers – Health Management Organisations, vendors, recruitment, agencies, tax authorities etc.



SKILLS AND QUALIFICATIONS:

1. Minimum of bachelor's degree in social-sciences, business administration and other relevant disciplines
2. Minimum of 10 years of relevant HR experience.
3. Human Resource Professional certifications will be added advantage – CIPM, HRCI, SHRM
4. Excellent knowledge of HR analytics and reporting skills, employee engagement initiatives, and talent sourcing
5. Good understanding of HRIS applicable to the business needs
6. Very strong alignment with InfraCredit's core value system - Innovation, Passion, Integrity and Collaboration.
7. Good understanding of HR best practices
8. Detail oriented and articulate.



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