

**Job Title** : **HR Manager**

---

**Reports to** : **Head, People**

**Job Summary** : Responsible for leading activities centred on manpower management and compensation & benefits administration at InfraCredit.

### **Background**

The HR Manager will be responsible for leading key aspects of the People function, including, but not limited to: manpower planning & recruitment, organisation development, employee relations, succession planning, compensation & benefits administration, HRIS and payroll administration.

### **Job Responsibilities:**

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

1. Drive the development and implementation of human capital strategies covering manpower planning, talent acquisition, orientation, succession planning, employee relations, disciplinary and grievances, and rewards, incentives & benefits, etc.
2. Ensure the availability of up-to-date People information to enhance employee performance and guide working practices.
3. Coordinate recruitment activities through a requestor-empowered approach: guiding department heads on proactive and efficient use of the recruitment application, liaising with recruitment vendors, posting of job opportunities, scheduling of interview sessions, preparation of offer letters, supporting the Head People and CEO in negotiation of employment terms (where applicable), etc.
4. Prepare monthly payroll schedules of salaries and benefits, including pensions, in close collaboration with the Finance unit.
5. Liaise with internal and external stakeholders to ensure legal compliance by monitoring and implementing applicable human capital requirements; conducting investigations; maintaining records.
6. Provide support to ensure effective communication and change management implementation across the organisation.
7. On-boarding new hires/staff.
8. Liaise with vendors e.g. HMO providers, recruitment agencies, tax authorities, etc.
9. Prepare documents as requested by employees (e.g. Letter of Introduction) and ensure employees have access to government-approved tax cards, remuneration records, etc.
10. Keep complete, up-to-date People records for full-time employees, contract staff and other personnel: data forms, remittances, employment contracts, etc., ensuring zero compliance gaps.

11. Assist the Head, People to ensure the People Policy and relevant standard operating procedures are up-to-date and well-understood by relevant personnel, ensuring zero compliance gaps.
12. Preparation of internal memorandums to obtain relevant approvals.
13. Assist in preparing and executing the annual People budget for the company.
14. Other tasks and activities as assigned by the Head, People.

**Skills:**

1. First degree in business administration, industrial relations, or other relevant degree.
2. Relevant professional qualifications e.g. CIPM, CIPD, PHRi, SHRM.
3. 3-7 years' experience working in this role or a similar role.
4. Very strong alignment with InfraCredit's core value system - Innovation, Passion, Integrity, Collaboration and Impact.
5. Professional, enthusiastic attitude, team player.
6. Good appreciation and working knowledge of Microsoft Office tools.
7. Knowledge of Nigeria labour laws and regulations as well as labour practices within the Nigerian financial services industry.
8. Experience in developing and implementing People policies, processes, procedures and systems for human capital management.