

# HUMAN RESOURCES OFFICER



## WHAT ARE WE LOOKING FOR?

- A skilled Human Resources (HR) Officer who will recruit, support and develop talent through developing policies and managing procedures.
- Some knowledge of HR functions (pay & benefits, recruitment, training, etc.).
- Someone with a strong interest in a career in human resources or administration at a healthcare institution, public health organization, or NGO.
- Great communicator and has strong interpersonal skills.
- Problem-solving and decision-making aptitude.
- Proficient in MS Office, SLACK, and is comfortable working in Google Drive.
- Fluent in English, other language skills are a plus.
- **Desirable:** BSc/BA in business administration, social studies or relevant field; further training will be a plus.
- **Desirable:** Proven experience as HR Officer, Administrator or other related HR position.

## WHAT DO WE EXPECT FROM YOU?

To work closely with the Executive Director and HR Officer to:

- Support the development and implementation of HR initiatives and systems.
- To be actively involved in recruitment by preparation of job descriptions, posting ads and managing the hiring processes.
- Co-create and implement effective onboarding plans for the GHMe team members.
- Develop training and development programs for the GHMe team members.
- Support the Program Facilitators in developing training programs for the Mentors and SYPs that participate in the annual GHMe Mentoring program.
- Assist the Executive Director in performing management and administrative processes.
- Support the management of disciplinary and grievance issues.
- Review employment and working conditions to ensure legal compliance.

APPLICATION DEADLINE: ROLLING BASIS