

**MISSIONS OF HOPE INTERNATIONAL
JOB DESCRIPTION**

Position: Senior Human Resource Officer
Reports to: HR Manager
Supervises: Human Resource Officers & Human Resource Assistants
Department: Human Resource Development.

OVERALL JOB PURPOSE

Reporting to the HR Manager, this position is responsible for implementation and development of the Human Resource functions in accordance with MOHI policies. S/He will oversee recruitment & ensure retention of a skilled and motivated workforce. In addition, the Senior Human Resource Officer will be responsible for general HRD functions that ensures effective and efficient operations making MOHI a better place to work.

Duties and responsibilities:

- a) Collect, analyze and identify current plus future staffing needs within MOHI.
- b) Establish networks for sources of potential employees for MOHI.
- c) Establish and lead the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
- d) Interview non-management level staff and facilitate the recruitment and interviews for management level staff.
- e) Fill up any arising vacancies within a week from the developed pipelines for potential MOHI staff.
- f) Accurate data and information capture in the system and processing of payroll within deadlines.
- g) Research and advise on the most appropriate HRMIS that has modules that deliver multiple benefits for HR and the Organization.
- h) Manages HR database and records, ensuring confidentiality and compliance with legal requirements.
- i) Ensures proper security for HR records, including staff personal files.
- j) Promptness and accuracy in filing, archiving and bring up system (retrieval).
- k) Researching, developing, writing, and updating policies, procedures, systems, and guidelines in liaison with the management.
- l) Communicate and enforce organizational policies procedures and programs.
- m) Ensure organizational compliance with all existing labor legal and government laws, ensuring minimal or no organizational exposure to lawsuits.
- n) Protect the interests of employees and the organization in accordance with organizational Human Resources Policies and governmental laws and regulations.
- o) Timely preparation and maintenance of such accurate reports as are necessary to carry out the functions of the department and to track strategic goal accomplishment.
- p) Handle staff disciplinary matters as and when they arise.
- q) Any other duties as maybe assigned from time to time by your supervisor.