



CAREER OPPORTUNITY

Missions of Hope International (MOHI) is a Christian not for profit organization which works diligently to educate, empower, restore, and redeem disadvantaged children, families and communities to transform lives through hope of Christ. We have an opportunity for **Human Resource Officer** in our HRD. 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 Human Resource Officer will be responsible for administrative tasks in the department that ensures effective and efficient HRD operation systems making MOHI a better place to work.

Qualifications & Requirements:

- A Bachelor's Degree in Human Resource Management or Business Management (HR option).
- Certified Human Resource Professional (CHRP) or a Higher Diploma in Human Resource Management.
- A minimum of three (3) years of progressively responsible experience in human resources management.
- Excellent IT skills (techno-savvy) and experience using HRMIS system.
- MUST be a member of the Institute of Human Resource Management (IHRM) in good standing.
- Thorough knowledge of all HR functions.
- Understanding of labor laws and disciplinary procedures.
- Experience in managing simultaneous recruitment campaigns & networking.
- Good organizational and time-management abilities.
- Excellent communication and interpersonal skills.

Competencies & Attributes

- High level of motivation, integrity, commitment to Christian values and professionalism.
- Excellent communication, time management, organization and presentation skills
- Strong analytical and problem solving skills

How to Apply:

Detailed Job Description and requirements for this position is available on our Careers Page. Applicants are directed to fill our online application form available at MOHI Careers Page <https://mohiafrica.org/careers/> and attach their application letters and CV on the same page. **Deadline** for applications is **23rd February 2023**, early applications encouraged. Applicants who will not strictly follow the prescribed application procedure shall not be considered.

Only short-listed candidates will be contacted. MOHI is an equal opportunity employer and does not charge any fees for staff recruitment processes. Any canvassing will lead to immediate disqualification.