

**MISSIONS OF HOPE INTERNATIONAL  
JOB DESCRIPTION**

**Position:** Human Resource Officer  
**Reports to:** Human Resource Manager  
**Supervises:** None  
**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 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) Manage HR database and records, ensuring confidentiality and compliance with legal requirements.
- h) Ensure proper security for HR records including staff personal files.
- i) Promptness and accuracy in filing, archiving and bring up system (retrieval).
- j) Communicate and enforce organizational policies, procedures and programs.
- k) Ensure organizational compliance with all existing labor and government laws, ensuring minimal or no organizational exposure to lawsuits.
- l) Protect the interests of employees and the organization in accordance with organizational Human Resources Policies and governmental laws and regulations.
- m) Timely preparation and maintenance of accurate reports necessary to carryout the functions of the department and track strategic goal accomplishment.
- n) Handle staff disciplinary matters as and when they arise.
- o) Any other duties as maybe assigned from time to time by your supervisor.