**MISSIONS OF HOPE INTERNATIONAL**
**JOB DESCRIPTION**

**Position:** **Senior Human Resources Officer**
**Reports to:** **Human Resources Manager**
**Supervises:** **HROs, HRAs**
**Department:** **Human Resource Development**

**OVERALL JOB PURPOSE**
This position is responsible for the implementation and development of the broad Human Resource functions in accordance with Missions of Hope International (MOHI) policies. In addition, the Senior Human Resources Officer will supervise and offer leadership to the staff as a member of the organization's management team, making MOHI a better place to work.

**Duties and responsibilities:**

1. Analyze and identify current and future staffing needs within MOHI.
2. Establish networks for sources of potential employees for MOHI.
3. Establish and lead the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
4. Fill up any arising vacancies within a week from the developed pipelines for potential MOHI staff.
5. Accurate data and information capture in the system and processing of payroll within deadlines.
6. Identify staff training needs, develop training curricula, and implement the best practices in training and development of staff.
7. Coordinate the full cycle of performance management processes within the organization.
8. Support staff welfare and handle staff benefits including medical, insurances etc.
9. Manages HR databases and records, ensuring confidentiality and compliance with legal requirements, especially the data protection act.
10. Research, develop, and update HR policies, procedures, systems, and guidelines in liaison with management. Ensure implementation across the organization.
11. Ensure organizational compliance with all existing labor, legal, and government laws.
12. Timely preparation and maintenance of such accurate reports as are necessary to carry out the functions of the department and to track strategic goals accomplishment.
13. Handle staff disciplinary matters as and when they arise.
14. Any other duties as maybe assigned from time to time by your supervisor.

**Qualifications & Requirements:**

- A Bachelor's Degree in Human Resource Management or Business Management (HR Option).
- Certified Human Resource Professional (CHRP).
- A minimum of five (5) years of progressively responsible experience in human resources management.
- Excellent IT skills (techno-savvy) and good experience using HRMIS systems.
- Must be a member of the Institute of Human Resource Management (IHRM) in good standing.
- Good understanding of labor laws and other related regulations.
- Experience in managing simultaneous recruitment campaigns & networking.
- Good organizational and time-management abilities.
- High level of motivation, integrity, commitment to Christian values, and professionalism.
- Excellent communication, time management, organization, and presentation skills.
- Strong HR analytical and problem-solving skills.