



Position: Human Resources Officer (Only External Candidates)

Location: Head Office Kigali, Rwanda

Duration: Full time

Reporting to: Human Resources and Training Manager

About the Job

The Human Resources Officer will report to the Human Resources and Training Manager. On day-to-day basis, the Human Resources Officer is expected to work in close coordination with the HRM in performing different HR functions.

Responsibilities

Under supervision of his or her line manager, Human Resources Officer will be responsible for the following duties:

- Providing advice on effective succession management and workforce planning through timely and accurate projection of vacancies and staffing requirements.
- Providing advice on recruitment and selection processes in line with the existing guidelines and policies, leading to the timely sourcing, selection and placement of the required talent.
- Arranging and conducting interviews to selected candidates.
- Onboarding and Offboarding of new and exiting staff
- Supervises and monitor the work of the Human Resources Assistant in carrying out all human resources activities.
- updating, preparing and process the monthly payroll, staff security deposits on time
- Preparing final packages/terminal benefits, maternity leave reimbursements and pay slips on time
- Managing and updating staff leaves, tracking leave plans
- Prepare all required disciplinary letters and other staff correspondences
- Track all internal staff transfers, performance appraisal on quarterly basis
- Issuing Warning, explanation, termination and transfer letter upon management decision.
- Track and update all lease, hospitals, clinics and pharmacies contracts.
- Receiving and preparing monthly medical bills on time
- Updating staff information in AMBS, and other staff records/filing.
- Perform any other duties that could be assigned.

Professionalism:

Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. Ability to identify issues, formulate opinions, make conclusions and recommendations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.



Accountability:

Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments, takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Education:

A university degree in human resources management, business or public administration, social sciences, education or related area is required.

Required Skills:

Presentation Skills, MS word, PowerPoint, Advanced Excel, negotiation, communication

Work Experience:

A minimum of three years of progressively responsible experience in human resources management, administration or related area is required. Experience in providing HR advice to managers and staff is desirable. Two (2) years of recent relevant human resources experience in the field financial institution/INGO is desirable.

Languages:

English is the working language and for the post advertised, fluency in English is required. Most desired candidate should not exceed thirty five (35) years of age.

How to Apply:

The deadline for receiving applications: 4th February, 2022 at 5pm. Please send your curriculum and application letter to the e-mail to asarecruitment@asarwanda.rw "Human Resources Officer" should appear in the subject line of your email and only shortlisted candidates will be contacted.

Note: All interested candidates should be eligible to live and work in Rwanda.

Signed and approved by:

Managing Director,

ASA MICROFINANCE (RWANDA) PLC

