



Career Opportunity – Senior Manager, Human Resources & Administration

Our Client, a major player in the agricultural sector in the West African Sub-Region, seeks an experienced Human Resource (HR) professional to head the company's Human Resource and Administration function. As a member of the senior management team, the successful candidate will be responsible for providing strategic and operational human resource direction in the areas of workforce planning, recruitment and staffing strategies, wage and salary administration, labor relations, benefits management, training & development, and local diversity initiatives.

Reporting to the General Manager and/or Managing Director, the successful candidate will have the following key responsibilities:

Key Responsibilities

- Develop HR strategies and administer HR policies and procedures
- Support operational efforts through proper staffing and training of staff
- Conduct needs analysis, develop, implement, and monitor training programs
- Support managers in developing alternatives/solutions to employee concerns, and in carrying out/operating within regulatory programs
- Manage unemployment claims, workmen's compensation claims, etc.
- Develop and implement competitive rewards strategy through conducting wage and salary surveys.
- Provide employee career counseling services as necessary
- Develop and implement performance management system
- Plan and coordinate employee activities, suggestion program, etc.
- Participate in professional HR activities within and outside the Organisation
- Liaise with other Corporate HR function holders
- Coach and counsel employees to reflect the Company's service standards and procedures
- Provide HR support to business units.

Educational Qualifications/Experience

- Professional certification in the related field will be an added advantage
- Bachelor's Degree in Business Management, Human Resources, Industrial Relations or a related field. A Master's Degree will be preferred
- Over six years working experience with three years in a management position.

Essential Skills, Knowledge and Abilities

- Extensive experience with all facets of human resources and labour relations management. This must include but not be limited to labour negotiations, developing and negotiating benefits programs, compensation and performance management, talent management and employee relations
- Strong background in employment, employee relations, benefits, wage and salary,

employee training, accident prevention, and government regulations and policies and how they impact HR

- In depth knowledge of employment laws in Ghana including labour relations law and practice
- Extensive understanding of human resources strategic issues and challenges
- Ability to conceptualise and implement human resources strategy and tactics.
- Ability to maintain confidentiality and build, establish and maintain trust and credibility.
- Demonstrates a strong knowledge of organisation change / culture transformation process, and deal with changing situations, and
- Ability to use Microsoft Office Suite and a HRIS system.

Supervisory Skills

- General managerial/administration skills
- Team building/conflict management skills
- Coaching/leadership/influencing skills
- Organisation and coordination skills
- People skills.

Generic Skills

- Ability to take initiative
- Entrepreneurship/taking ownership
- Analytical Skills/negotiation skills
- Self-Management/interpersonal skills
- Highly developed senior level management and leadership skills.

Interested applicants should please apply with their CVs by 24 July 2015 to:

HR Advisory Services
KPMG
Marlin House
13 Yiyiwa Drive
Abelenkpe
P.O. Box P 242
Accra

Or e-mail: hr@kpmg.com.gh

Only short-listed candidates will be contacted