

**ICAP at Columbia University**

**Job Description**

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| **Job Title:** | Human Resources Officer |
| **Reports To (Title):** | Human Resources Manager |
| **Incumbent:** | N/A |
| **Location:** | Abuja, Nigeria |
| **Date:** | June, 2021 |

**POSITION SUMMARY:**

ICAP at Columbia University, a global health leader situated within the Columbia University Mailman School of Public Health in New York City, seeks highly qualified candidates to serve as Human Resource Assistant – Abuja, Nigeria. The incumbent will work with the Human Resource Manager and will be involved with HR programs and services including on boarding of staff and ensuring all pertinent HR information is timely collected, processed, updated and filed accordingly. S/He will provide support along functional areas such as recruitment, compensation and benefits, learning and development etc.

This is a locally employed position contingent upon availability of grant funding.

ICAP seeks highly qualified and experienced candidates to fill the HR Officer position by June, 2021.

**MAJOR ACCOUNTABILITIES:**

* Assisting with on boarding of employees to the organization by conducting orientation in collaboration with the HR Manager. This includes ensuring Bio Data, Employee Record Forms, UNI’s, ID cards, and other working tools are provided.
* Assisting with maintaining employee information, entering and updating employment data by ensuring all employee records are kept on file and updated at all times.
* Coordinating, collecting and tracking time-off forms for all ICAP employees and submit to HR Manager for verification.
* Assisting with recording of all types of leave and updating of leave tracking system.
* Assist with coordination of exit clearances and handover of ICAP equipment from exiting staff.
* Compiling input for HR monthly report e.g. DIA System activations and payroll input etc.
* Liaising with Finance and Administration on staff issues relating to relocation allowance and other staff needs
* Act as liaison between staff and insurance providers to resolve any issues in accessing coverage and ensure proper tracking of all issues is maintained.
* Recruitment - Manage the posting, advertising and circulation of vacancies and the screening of received applications; Participate in interviews; liaise with managers for technical shortlist and to define the interview panel, ensure interviews and tests are done in a timely manner and proper documentation submitted and filed
* Maintain a database of written technical test and interview grids for all existing positions and work with hiring managers to develop these tools for new positions
* Update and maintain a recruitment tracking database monthly
* Ensure that all information related to payroll is received and filed in a timely manner and that supporting documentation is filed
* Act as the primary contact person with the insurance providers, communicating the start and end of insurance coverage promptly and ensuring the necessary administrative follow up is done
* Assist the implementation of a uniform and quarterly policy refreshers for all staff
* Facilitate staff trainings on HR policy and procedure, as assigned
* Track the performance appraisal due dates for all staff and follow up with managers and to ensure they are reviewed in a timely manner
* Provide overall support to the HR Department
* Draft and circulate HR department communications as necessary
* Performing any other duties as may be assigned.

**EDUCATION:**

* BS / BA degree in Human Resources, Business Administration, Social Sciences or its recognized equivalent with 3 - 5 years of relevant experience in similar role.
* Or MS/MA degree in Human Resources, Business Administration, Social Sciences or its recognized equivalent, and 1 - 3 years relevant experience in similar role.
* CIPD, CIPM, SPHR certifications are an added advantage
* Demonstrated success in multicultural environments is an advantage.
* Experience of HR in the international development organization is an advantage.
* Knowledge and understanding of Nigerian Labour and employment laws

**EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS:**

* Demonstrable experience in HR information systems (SAP, BAMBOO HR ICIMS etc)
* Ability to think innovatively.
* Excellent in communicating complex technical issues in a clear and understandable manner.
* Highly developed interpersonal, communication and good listening skills
* Ability to self-regulate and work under short notice.
* Capacity to build and maintain relationships and to work effectively in a multicultural and multi-ethnic environment respecting diversity.
* Good analytical and synthesis skills.
* Ability to study and quickly understand new operating environment and organizational systems.
* Good listening and interviewing skills.
* Independence and objectivity, you should be able to work with minimum supervision
* Organized, methodical and meticulous

**EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS:**

* Understanding of national labor law and employment norms and practices
* Ability to maintain confidentiality for sensitive Human Resources issues or projects and use judgment to execute duties and responsibilities.
* Recordkeeping, report preparation, filing methods and records management techniques.
* Use a computer to enter and retrieve data and information accurately and rapidly.
* Strong knowledge in salary structure and development, benefits and compensation, surveys/benchmarking and job evaluation systems.
* Excellent written, oral and interpersonal communication skills with the ability to work as a team member.
* Objectivity and the ability to apply HR rules and regulations in a fair and consistent manner.
* Approachable, diplomatic, able to work effectively in diverse, cross-cultural teams in a complex, multi-site work environment
* Very strong commitment to continuous learning
* Holds self and others to account to deliver on agreed goals and standards of behaviour
* Demonstrates a high degree of professionalism/integrity
* Approachable, diplomatic, able to work effectively in diverse, cross-cultural teams in a complex, multi-site work environment
* Excellent attention to detail, highly organized, rigorous, self-motivated, strong sense of responsibility, ability to work independently
* Able to maintain confidentiality
* Capacity for analysis, synthesis and reporting of large amounts of information
* Ensures adherence to the Country HR manual and codes of conduct as per requirement of the organizational policies and procedures to support sound staff management.
* Offers support through coaching and training of staff to ensure improvement in performance.
* Making effective recommendations to management on how to improve the HR department which supporting other functions.
* Ability to manage competing priorities and expectations
* Ensure total compliance with HR best practices.

**TRAVEL REQUIREMENTS:**

N/A