

THE CEPEP COMPANY LIMITED

JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES OFFICER	DEPARTMENT: HUMAN RESOURCES
REPORTS TO: SENIOR HUMAN RESOURCE OFFICER	SECTION:
Job Purpose:	
To provide Human Resources support to the employees of the CEPEP Company Limited.	
Key Accountabilities:	
<ul style="list-style-type: none"> • Partner with leadership to develop an understanding of the workforce needs of each department and implement effective strategies for recruitment • Partner with the Senior Human Resource Officer to develop and execute strategies to engender Employee Engagement • Partner with the Senior Human Resource Officer to develop and implement strategies to improve and strengthen the internal HR Brand • Investigate, gather and analyze information to ensure compliance with established HR Policies and Procedures • Provide guidance/coaching and interpretation of the HR Policies to employees • Provide guidance/coaching to all employees regarding the terms and conditions of employment • Utilize relevant and appropriate selection methods and processes under the guidance of the Senior Human Resource Officer • Develop employment contracts within the parameters of the organizational guidelines • Communicate with the leadership team; keeping them informed of talent management activities and results • Partner with the Senior Human Resource Officer to implement a human capital management platform for applicant tracking • Develop and update Job Descriptions for all roles within the company • Manage the onboarding process including New Hire Orientation • Assist with other duties as assigned 	

Qualifications and Experience:

- Bachelor's Degree in Business Administration, Management or a related field from an accredited and approved institution
- Minimum of 4 years' experience working in Talent Management/Performance Management
- Minimum of 4 years' experience in Recruitment & Selection techniques and processes (interviewing etc.)
- Minimum of 2 years' experience in Learning and Development
- A certificate in Instructional Design would be an asset
- Functionally proficient in Microsoft Office Suite-- MS Word, PowerPoint, Excel and Outlook

Competencies Required:

- Excellent oral & written communication skills
- Excellent organizational skills
- Attention to detail
- Excellent relationship building skills
- Ability to operate proficiently in a complex and dynamic work environment
- Strong 'Team' orientation
- Strong customer orientation