



<https://submission.codesria.org/job/human-resources-officer/>

HUMAN RESOURCES OFFICER

Description

The Council for the Development of Social Science Research in Africa (**CODESRIA**) invites applications from suitably qualified nationals of African countries to fill the vacant position of Human Resources (HR) Officer in its pan-African Secretariat located in Dakar, Senegal. Recognised as the premier centre on the continent for the generation and dissemination of multidisciplinary social science and humanities knowledge, CODESRIA has, over the years, undergone an exponential growth in its programmes and membership. This has had the consequence of raising key personnel needs that demand the attention of a HR Officer. This is a mid-level position that will be filled on the basis of an international recruitment process. The successful candidate will work as a member of the Secretariat under the overall supervision of the Executive Secretary of the Council. More information on CODESRIA and its Programmes can be obtained from the Council's website: www.codesria.org

RESPONSIBILITIES

This position is responsible for day-to-day implementation of policies, strategies, and systems regarding issues of recruitment, compensation and benefits, performance management, promotions, staff training and development, staff welfare, and employee relations. The HR Officer will engage and provide support to staff based in the different programmes. Specifically, candidates wishing to apply for the role will be required to undertake the following tasks:

1. Recruitment: Provide support in recruitment processes led by the Executive Secretary. This will include developing job and person specifications, preparing job adverts, assisting the shortlisting, interviewing and selection committees, and facilitating the onboarding and induction.
2. HR Administration: Oversee the day-to-day HR administration of the Council e.g. leave, absence, probation appraisals, exits, handovers, employee records management including maintaining employee files and guaranteeing confidentiality of employee personal data and managing the staff handbook.
3. Performance Management: Strengthen and implement a performance management system through monitoring employee performance and ensuring that monthly check-ins and annual performance appraisals are done on time and to the expected standards.
4. Staff welfare and development: Support implementation of staff benefits, disciplinary procedures, assist employees with work matters to improve work relationships, facilitate the conduct of the annual staff training programme.
5. Compensation & Benefits: Ensure accurate preparation of the payroll data for all staff and third parties in the payroll software for onward transmission to Finance for payment.
6. Policy management: Provide guidance on policies and procedures and ensure the Council's policies are adhered to across the programmes and where applicable with third parties the Council engages with.
7. Manage CODESRIA's insurance policies and maintain relations with social institutions, governmental labour partners, and the Council's legal

Hiring organization
CODESRIA

Employment Type
Full-time

Job Location
Dakar, Senegal

Date posted
28 February 2024

Valid through
15.04.2024

representative(s) where necessary.

8. Reports: Compile bi-annual reports on the management of human resources and staff social welfare.
9. Perform any other duties as delegated by the Executive Secretary.

REQUIRED QUALIFICATIONS AND SKILLS

Applicants must meet the following criteria:

- Possess a Master's degree in either Human Resources Management, Business Administration or a related field.
- Have at least 5 years of work experience in human resources management in a regional or international organisation.
- Proficiency in Human Resource Management/Information systems.
- Excellent knowledge of labour law procedures, regulations and best practice in general, and those applicable to the host country in particular.
- Excellent oral and written communication skills in English or French and have a good working knowledge of the other.
- Demonstrated numeracy skills and knowledge of Finance would be an added advantage, excellent knowledge of MS Office.
- Strong interpersonal and good public relations skills.
- Good knowledge of the workings of international organizations.
- Capacity to work under pressure and in a multicultural environment.
- High regard for confidentiality, professionalism and an ability to handle sensitive information.
- Capacity to supervise a working unit.
- Efficient planning and organizational skills.
- Demonstrable ability to work within tight deadlines.

WORKING CONDITIONS

The position will be based at the Council's secretariat in Dakar. The salary offered will be competitive, based on the successful applicant's experience and qualifications, and will be comparable to those of similar posts in other international organizations that apply the UN salary grill.

HOW TO APPLY

All applicants wishing to be considered for the position are required to submit the following documents:-

1. Application letter.
2. A detailed curriculum vitae clearly indicating the qualifications obtained and describing the candidate's professional experience.
3. Three reference letters.
4. Copies of certificates of all indicated qualifications

*Other supporting documents may be required prior to recruitment.

All application materials **must be submitted via submission portal** available at <https://submission.codesria.org>. An automatic confirmation will be generated upon successful uploading of the application. **PLEASE NOTE THAT ONLY APPLICATIONS RECEIVED VIA THIS LINK WILL BE CONSIDERED**. The Council will, however, accept reference letters that are emailed directly to: executive.secretary@codesria.org (emails with reference letters attached to them should have the words 'CONFIDENTIAL REFERENCE' written in the subject line).

It is CODESRIA's policy to reflect the disciplinary, gender, generational and linguistic diversity of the African social science and humanities community in its structures. *In this connection, female candidates and younger professionals meeting the qualifications set out are especially encouraged to submit their applications.*

CLOSING DATE

All applications must be received by **15 April 2024**. Any application received after this date will not be considered.

Contacts

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