



CALL FOR APPLICATIONS

Post	Human Resource Officer
Contract	Fixed-Term
Reference No	
Report to	Head of Human Resources
Job purpose	To assist the human resources manager with the administration and evaluation of CRID staff

Main Duties & Responsibilities
Implement and monitor the annual appraisal of all the staff at CRID
Monitor working patterns of staff with monthly report to all staff and raise attention of senior Management when needed
Sending advance notifications and reminders to supervisors for Performance appraisal and guiding them on the use of performance management tools;
Process annual leave request forms, track staff annual leave, review and reminder for all staff
Monitor the evaluation of the staff probation period in collaboration with line managers
Monitor the relation between staff and line managers and reporting issues to senior Management.
In charge of staff insurance policy enquiry and implementation
Support the managers and the team on administrative duties
The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager

KNOWLEDGE AND EXPERIENCE REQUIRED
Bachelor degree in Human resources, Administration or related disciplines
A previous working experience as Intern in an HR will be an asset
At least three years of demonstrated experience in managing employee records, and reporting.
Ability to meet deadlines, meticulous work habits, and the highest level of integrity.
Strong communication and interpersonal skills, conflict management skills,
Organizational skills, attention to detail and presentation.



Strong team working skills
Excellent computer skills, including Word and Excel in a Microsoft Windows environment.
Effective oral and written communication skills.
General knowledge of various employment laws and practices.
Experience in administration of benefits and other HR programs.
Excellent interpersonal skills.
Excellent organisational ability and attention to detail
Strong interpersonal skills and experience in building working relationships with people at all levels and from different backgrounds
Excellent written and oral communication skills in English
Ability to work co-operatively and productively as a team member as well as independently
Enthusiastic and positive approach to work with good problem-solving skills and the ability to take initiative

APPLICATION INSTRUCTIONS

A cover letter;
A CV;
A cover letter;
A photocopy of the ID card and relevant degree
At least two professional references.

Working conditions	Full time, 40 hours per week.
	Fixed Term 2 years
How to Apply	Send file to crid@crid-cam.net
Deadline for applications	November 06 th , 2020

PS: Female applicants are strongly encouraged to apply