



JOB DESCRIPTION

JOB TITLE:	JOB LOCATION:	EMPLOYMENT STATUS:
Human Resource and Administration Manager	Freetown Office	Full Time

Departmental Unit:	Reports to:	Supervises:
Operations	Country I Director	Administration Staff

Job Overview

- ✓ The **Human Resource and Administration Manager** is responsible for managing all human resources and administration related activities including recruitment, compensation, career development, performance measurement, training and personnel affairs. To succeed in the role, the post holder will need to establish personal and professional credibility and be able to deliver suitable HR solutions that lead to organizational success. S/he will need to be confident, assertive but adaptable and be able to demonstrate initiative as the role requires a broad knowledge of employment and tax laws. S/He will also handle the organizational matters relating to ministry and certification.

Specific Roles:

Human Resource

- ✓ Manages the human resources planning process to determine AWC's long-term staffing needs through discussing the personnel needs with department supervisors.
- ✓ Manages the human resources budget preparation for AWC, and reviews human resources plans.
- ✓ Manages all the administration and related activities of recruitment and selection, including participation in interviews of employees to fill vacant positions.
- ✓ Manages new employee orientation to foster understanding of the organization, its culture and strategic goals.
- ✓ Oversees and supervises the daily staff clock in/out registration and outputs.

The success of your department will depend on teamwork, it is important to work alongside your colleagues.



ABERDEEN WOMEN'S CENTRE
PO Box 416
CAPE ROAD AT ABERDEEN ROUNDABOUT
FREETOWN
SIERRA LEONE



- ✓ Manages the processing, preparation and administration of staff compensation.
- ✓ Conducts performance evaluation training and monitors department supervisors in their conducting of performance evaluation.
- ✓ Manages disciplinary procedures to ensure compliance with local laws and regulations.
- ✓ Supports and advises supervisors in any disciplinary or performance management matters.
- ✓ Ensures that AWC's overall human resources policies, rules, regulations and procedures comply with Sierra Leone Law.

Administration

- ✓ Ensures that AWC is compliant with local government registration and reporting requirements.
- ✓ Manages the administration team to ensure that patient data is entered in AWCs database on a monthly basis.
- ✓ Manages and develops the administration team staff to help them achieve full potential and deliver consistently high-performance standards.
- ✓ Directs and oversees all administration related activities including security, visitors, letters received and office supplies.
- ✓ Manages and supports delivery of events such as the annual Christmas Party,
- ✓ Manages and supports the arrival and needs of international staff and guests whilst visiting AWC.
- ✓ Implements and delivers initiatives such as Employee of the month and year.

Person Specifications

Essential Qualifications and Experience

- ✓ Bachelor's degree in Human Resources Management or Business Administration.
- ✓ Minimum of 5 years of experience in human resources management and personnel affairs.
- ✓ Excellent working knowledge of the employment laws of the country.
- ✓ Excellent verbal and written fluency in English and Krio.
- ✓ Professional, Enthusiastic, self-motivated and flexible.
- ✓ Ability to work and perform well in a sometimes demanding and stressful environment - following set procedures and adhering to policies and procedures.
- ✓ Excellent organizational and administrative skills; ability to use initiative.

Name: _____

Sign & Date: _____

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