



Job Title: Head, Human Resources and Administration

Reports to: National Director

Department: Human Resources and Administration

Background:

TLM-Nigeria just launched its new ambitious strategy (2021 to 2025). In order to achieve the strategic goals, TLM-Nigeria has identified a key position that needs to be filled. This is to ensure that TLM-Nigeria attracts, recruits and retain skills and talents, ensure staff have required competencies and optimize their roles, strengthen its safeguarding systems and processes, and enhance TLM-Nigeria's duty of care through the implementation of its safeguarding policy.

Key Relationships:

Internal: Head, Human Resources and Administration will be a member of the Senior Leadership Team, led by the National Director, and work closely together with colleagues.

The Head, Human Resources and Administration will be in regular contact with all levels of staff and support all levels of staff according to the HR and Safeguarding policies and guidelines. This could involve regular visits to projects throughout the country and will work with field staff to support Beneficiary Feedback Mechanisms, and issue-based actions. The National Director will involve the Head, Human Resources and Administration in processes of decision making, covering other areas of the Missions work, if and when required, and in committees as invited by the National Director.

External: He/she will interact with support staff at TLMI, will attend regular HR and DSL forum meetings and be an active member of the Global Fellowship Leprosy Expertise Working Group. He/she will support the person responsible for the country site on Glasscubes to upload relevant information about TLM-Nigeria HR, Safeguarding and leprosy expertise matters.

Job Title	Head, Human Resources and Administration
Reports to	National Director.
Department	Human Resource and Administration
Job Summary	The Head, Human Resources and Administration will pro-actively support the National Director in his responsibility to be accountable for the HR strategy, ensuring that TLM demonstrates good HR practice and enhances the organisation's performance through its people and management of its employees. This includes leading safeguarding and the development of leprosy expertise across the organisation.
Core Responsibilities	<p>Strategy/Policy</p> <ul style="list-style-type: none"> Develop a HR strategy to facilitate the effective implementation of TLMN's country strategy 2021-2025

- Work with the Senior Management team to determine workforce needs, identify human resource and competency gaps, and devise a development and workforce plan to facilitate effective implementation of TLMN country strategy.
- Monitor the implementation of the HR strategy to ensure compliance with relevant standards.
- Develop HR policies that demonstrate good HR practice in line with local labor laws, taking into account TLM global policies.

HR Administration & Compliance

- Be conversant with Nigerian Labour laws.
- Oversee HR-related administrative duties and ensure they are compliant with existing local labour laws.
- Ensure TLMN is in compliance with all labour laws, and minimization of legal exposure.
- Coordinate the filing of all staff statutory documents and ensure that all staff information is properly kept, updated and confidentially maintained
- Monitor and coordinate staff contract management.
- Lead staff exit procedures to ensure seamless and positive transition for departing employee
- Represents TLM-Nigeria in HR meetings nationally and within the Global Fellowship;

Compensation & Benefits Management

- Participate in defining and reviewing in-country salary structure and benefits plans and communicate changes or updates
- Ensure that all exiting staff clearance forms are submitted before final dues are processed.
- With the help of the National Director, and working with relevant Board committees, develop and implement a salary and benefit structure that is appropriate for the organization.

Performance Management

- Work with the National Director to ensure that a performance management system is established and implemented throughout the country programme, ensuring that staff members receive the required review and that documentation is placed in the staff member's file.
- Ensure all posts are mapped against the Leprosy Competency Framework and leprosy competencies are integral to the performance management process.
- Coach Programme Leaders to manage the performances of their staff, ensuring that assessment of performance is objective and that poor performance is addressed appropriately.
- Advise on appropriate HR solutions in disciplinary and grievance procedures.

	<p>Training & Development</p> <ul style="list-style-type: none"> • Identify training needs in cooperation with Programme Leaders/Project Managers and prepare an annual training and development plan, which includes leprosy expertise for all staff. <p>Volunteers</p> <ul style="list-style-type: none"> • Work with the relevant members within the TLM Fellowship and in-country partners regarding the organization of volunteer and internship placements (e.g. university students for research studies). <p>Compliance and Record Keeping</p> <ul style="list-style-type: none"> • Maintain and update the personal files for all staff. • Develop processes that maintain confidentiality of employee personal data. • Advise Line Managers on HR solutions to ensure that absence (including annual leave and sick leave) is proactively managed. • Review the Employee Handbook recommending amendments that may be needed due to changes in local conditions or labor laws. • Maintain the HR Information System/database. <p>General</p> <ul style="list-style-type: none"> • The Head, Human Resources and Administration will keep abreast of changes in employment law and will assist maintenance of relationships with the Ministry of Labor and the external legal advisor • As directed by the National Director, assist Project Managers in their responsibility to develop in their teams a culture reflecting TLM-Nigeria Values and TLM- Nigeria's purpose as well as a commitment to learn and develop in talents and gifts, and a desire to achieve the agreed objectives of the team. • Together with the National Director lead a triennial review of salaries, a bench marking and recommend on salary adjustments. • Train and/or advice senior managers in all HR skills and knowledge as required. • From time to time responsible for any other task/s as reasonably assigned by the National Director. • The Head, Human Resources and Administration will observe appropriate and strict confidentiality at all times, comply with TLM-Nigeria policies and practices and demonstrate the values of the Mission in his/her life, all actions and communication and correspondence. • Project manage the implementation of the leprosy competencies framework across the organization and assist with the arrangement of capacity development activities – working closely with the GF Leprosy Expertise Working Group.
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	<ul style="list-style-type: none"> • Ensure the completion of the TLM Global Fellowship staff engagement survey, analyze results and work with the National Director to take required actions to enhance staff engagement and well-being. • Network with other NGOs and professional organizations to keep up to date on HR and Safeguarding issues in the sector. <p>Safeguarding:</p> <ul style="list-style-type: none"> • Ensures that systems and processes pertaining to Safeguarding are in place and functional in accordance with this policy and procedures. • Is part of the DSL network and receives support from the TLMEW Designated Safeguarding Officer. • Supports HR personnel in all processes that require Safeguarding input from on boarding to off boarding as well as from a strategic HR approach promoting best practices. • Orients and inducts new staff and representatives on the SCVA policy, procedures and code of conduct. • Orients individuals who will be visiting project-sites with the Policy and Code of Conduct and oversees their briefing. This includes, but is not restricted to, media personnel, journalists, photographers and other visitors. • Keeps up to date with international and national Safeguarding best practice, as well as local laws, policies and procedures. • Oversees the implementation of the SCVA policy and procedures in-country. • Supports senior and middle management to ensure Safeguarding is integrated throughout the organisation. • Advises and supports management and staff on Safeguarding policy and processes. • Works together with HR personnel and team leaders to deliver training and raise awareness of Safeguarding to improve prevention, reporting, and response. • Supports TLM staff and representatives to undertake risk assessments and ensures mitigation plans are in place. • Supports the development of feedback, prevention, reporting, response mechanisms together with programme managers and other relevant staff (beneficiary feedback and complaints mechanisms). • Supports and advises local Safeguarding focal persons. • Prepares and submits semester Safeguarding reports to the Board. • Prepares Safeguarding reports for Donors according to their requirements. • Collaborates and may lead in the response plan to Safeguarding concerns, subject to approval from the TLM-Nigeria Board.
Education	University Degree in Social Sciences and advanced professional certification in human resource management.

Experience	At least 3 years of experience in human resources management including a minimum two years in the not-for-profit sector.
Key competencies	<ul style="list-style-type: none"> • Demonstrated ability to identify, recommend and implement best HR practice approaches that deliver rapid, consistent, high-quality HR management and service provision in the not-for-profit sector. • Proven abilities to effectively work with local legal counsel and relevant government departments, ministries and agencies to address HR issues. • Strong collaborator with effective interpersonal and analytical skills who is able to work seamlessly across cultures, and organizational units required • Demonstrated ability to work, manage, and meet competing deadlines in a fast-paced, high volume environment and on deadline; aptitude for problem solving and decision making needed • Superb written and verbal communication skills required. Capable of managing conflict and conflicting views. • Good knowledge of HRIS systems preferred.
Working terms	<ul style="list-style-type: none"> • This position will comply with TLM-Nigeria policies and practices and demonstrate the values of the Mission in their life, all actions and communication and correspondence. • The Leprosy Mission has a zero-tolerance policy towards any abuse, neglect and exploitation of all people. Successful candidates are expected to understand, sign and comply with all organisational policies, including the Global Safeguarding Code of Conduct and the Global Safeguarding Children & Vulnerable Adults Policy. • Hours / Shifts: 5 days in a week. Monday-Friday at 8:30AM-04:30PM. • Required field visits according to the needs of the organisation/project works. • Salary & Benefits: As per the policy of the organisation. • Review date: Yearly.