



Vacancy Announcement (We are hiring)

Background

The Leprosy Mission Nigeria (TLMN) is supporting the National Tuberculosis, Leprosy and Buruli Ulcer Control Programme (NTBLCP), who is the public Principal Recipient for Global Fund Tuberculosis and RSSH / C19RM Grants for the years 2024 to 2026 to recruit qualified candidates into her **Programme Management Unit (PMU)** as follows:

Job Title: Human Resources and Admin Manager

Reference Number: TLMN/NTLCP (PMU)_2023/HR&AM/001

Location: Abuja

Job Summary

To provide overall leadership and direction for the Human Resources and Admin functions through the coordination, development and implementation of HR strategies and processes towards the development and management of employees to support the grant goals and mandate.

Key Responsibilities

Overall human resource management:

- Designs and develops human resource strategies covering selection, placement, learning, career and performance management, rewards, benefits and incentives and employee relations.
- Directs periodic departmental meetings to review policies, guidelines and performance of the Department against set targets/metrics.
- Ensures the availability of up-to-date HR information to enhance Employee performance and guide working practices.
- Oversees adequate management of employee relations issues.
- Builds and maintains relationships with vendors and other service providers relating office administration.
- Ensures effective communication and change management implementation across organization.

Recruitment and selection process:

- Oversees conformity and appropriateness of HR policies and processes to best practices.
- Validates and recommends advertisement proposals and candidate applications.
- Oversees effective monitoring and cost reduction measures of the recruitment process.
- Oversees consistent monitoring, implementation of and compliance to Labour laws.
- Ensures maintenance of relationships with both internal and external clients to ensure staffing goals are achieved.
- Prepares successful candidates list for pre-employment medical screening, background checks and verification of certificates.

Management of disciplinary issues:

- Provides advisory services to supervisors on relevant personnel policies and procedures and ensures consistent application.
- Ensure compliance with NTBLCP and GF policies and procedures, systems and practices.



- Oversees conduct of disciplinary matters.
- Oversees collaboration with teams and provides support, advice, and assistance in resolving conflicts, grievances and ethical issues.

Employee welfare management:

- Oversees the coordination of staff welfare and recreational activities for staff and execution of the retention strategies defined.
- Oversees consistent liaisons with relevant HMOs and optimal service delivery to all employees.
- Ensures deployment of best practice HR solutions that will ensure the organization attracts, develops, retains and rewards the right people to ensure the objectives of the organization and grant are achieved.

Compensation and Benefits management:

- Ensures prompt and accurate administration of compensations, rewards and benefits to employees.
- Ascertains and oversees prompt resolution of staff complaints on compensation rewards and benefits.
- Monitors the administration of staff loans and advances to employees.
- Ensures cross-checking and reviews of figures prior to payment of compensations and benefits.
- Oversees the entire payroll process.

Pensions administration and management:

- Provides functional knowledge/insight on unresolved issues.
- Ensures prompt resolution of employee complaints on pension remittances.
- Monitors the administration of pension and related issues.

Staff placement and deployment:

- Reviews HR business data information for career management purposes.
- Supervises the creation of work structures, organization, jobs and positions on applicable ERP.
- Coordinates appropriate matching of skills and competencies with the available jobs for optimal utilization.
- Ensures that staff records are updated regularly.
- Coordinates the processes involved in the transfer / deployment, posting, secondment and executive appointment of staff.
- Advice management on need of new staff positions and competencies

Succession Management:

- Oversees the succession planning and management for key positions in the Organization.

Performance evaluation management:

- Coordinates monitoring of performance evaluation and suggests revisions as necessary.
- Coordinates administration of promotion letters for those who have been duly promoted.
- Designs, prepares and implements contemporary processes and practices related to Performance Management.



Administrative Management:

- Coordinates the PMU administration system and general workflow.
- Supervising and evaluating performance of HR/Admin staff.
- Provides interpretation of rules and regulations and is responsible for ensuring compliance.
- Organizes/schedules, meetings, interviews, and internal/external events.
- Oversees office services and maintenance.
- Assist in budget preparations.
- Maintains and updates office databases/inventory.
- Oversees maintenance and security of fixed assets.
- Updates office policies as needed.
- Arranges travel and accommodation.
- Distributes and stores correspondence (e.g., letters, emails, and packages)
- Organizes a filing system for documents.
- Manages office supplies stock and place orders.
- Answers queries by employees and clients
- Prepares regular reports on expenses and office budgets.
- Ensures office is operating securely and effectively.

Education and Work Experience Requirements:

- HND/ bachelor's degree in management or related discipline
- A masters degree is an added advantage
- Membership of the CIPM, CIPD, HRBP, SHRM or any other related professional qualification is required.
- Minimum of 7 years working experience
- Reasonable hands-on experience in Grant management, or health sector / NGO will be an added advantage.

Desired Competencies:

- Knowledge of personnel management processes
- Knowledge of HRIS application
- Deep understanding of the industry
- Office administration in a busy environment especially in a donor funded project
- Knowledge of Human resource strategy development
- Knowledge of organization development and change management.
- Knowledge of recruitment management
- Knowledge of career and performance management
- Knowledge of employee relations management
- Knowledge of value creation
- Excellent Organizational and coordination skills
- Excellent Writing and Communications Skills
- Application of P/C personal productivity tools such as Microsoft Word, Excel, PowerPoint, Oracle HR, SAP and payroll etc.
- Demonstrates expertise in rewards and benefits management, budget and cost management.
- Strong Negotiation and Interpersonal skills.

**How to Apply:**

Interested and qualified candidates should click / follow this link to apply online:

<https://forms.office.com/r/v1wnZcVDz7>

Submit your “Cover Letter and CV in single file, saved with your name and job title” in Word format to:

recruitment@ntblcp.org.ng

Application Closing Date

Monday, December 4, 2023.