

Head, Human Resource and Administration

Key Responsibilities:

1. Human Resource Management:

- Develop and implement HR policies and strategies in alignment with the organization's goals.
- Oversee recruitment, onboarding, training, and performance management processes.
- Foster a positive and inclusive workplace culture.

2. Administrative Management:

- Manage the day-to-day administrative operations of the organization.
- Ensure compliance with legal, regulatory, and organizational policies.
- Maintain accurate records and documentation for HR and administrative functions.

3. Strategic Planning:

- Collaborate with the Executive Management Committee to align HR and administrative functions with strategic goals.
- Support the planning and execution of organizational initiatives and events.

4. Employee Relations:

- Serve as a liaison between management and employees, addressing concerns and resolving conflicts.
- Promote staff well-being and engagement through effective communication and support.

5. Capacity Building:

- Identify training needs and coordinate capacity-building initiatives for staff development.
- Provide leadership in building a high-performing team.

Qualifications:

- A minimum of a **Bachelor's degree** in Human Resource Management, Business Administration, or a related field.
 - A **Master's degree** in a relevant field will be an added advantage.
 - Professional certification in HR (e.g., CIPD, SHRM) is preferred.
-

Experience:

- At least **5 years of proven experience** in HR and administrative management, with at least 2 years in a leadership role.
 - Demonstrated experience in policy development, employee relations, and strategic planning.
 - Previous experience in the nonprofit sector is an advantage.
 - Conversant with the labour law of Ghana
 - Working knowledge of payroll preparation and computation of statutory deductions
 - Conversant with performance management tools and systems
-

Core Competencies:

- Strong leadership and people management skills.
 - Excellent communication and interpersonal abilities.
 - Proficiency in HR software and MS Office Suite.
 - Strong organizational and problem-solving skills.
 - High ethical standards and confidentiality.
-

How to Apply:

Interested and qualified candidates should submit their application letter, CV, and two references to **recruitment@planetwomengh.com** with the subject line: **Application for Head, HR and Admin Position.**

Application Deadline: 31st December, 2024

Join us in shaping a future where women thrive and lead in all spheres of life!