

SENIOR HR CONSULTANT, SUSU Microfinance Bank - NIGERIA

About the Organization:

Susu Microfinance Bank is a leading microfinance bank in Lagos with a wide network of branches and meeting points.

About the Job:

The Senior HR consultant will add value to the HR department by ensuring HR day-to-day service delivery, coordination, facilitation, implementation and administration of HR processes. The Senior HR consultant will also help to develop and deliver HR program and services that ensure fit, performance and retention of employees and meet the HR needs of management.

Task/Responsibility:

- Business partnering and communications:
 - Ensure that management and internal clients' day to day HR needs are met
 - Advise management on a wide range of HR topics, legal considerations and best practices covering the employee life cycle
 - Ensure clear communication, understanding and compliance with all HR processes, procedures and policies

- Recruiting:
 - Evaluate needs and determine specific position responsibilities and requirements to ensure accurate candidate sourcing
 - Ensure recruiting and hiring practices are in compliance with government and organisational policies;
 - Initiates the recruiting requisition process and provides support to management;
 - Administers and works with internal clients to fulfil intern and administrative, accounting and similar level temporary employee requirements. Manages outsourcing relationships;
 - Ensures a smooth transition, adaptation and integration into Susu for employees;
 - Articulates/tracks reason for, and cost of, turnover. Conducts exit interviews and collects/maintains data.

- Performance review, performance management and development:
 - Drive the performance review, employee development planning and evaluation process for staff, consultants associated, contract staff;
 - Coordinate with learning and development the development planning process and facilitate acquisition of learning and experience to support plans

- Learning and people development:

- Design and deliver a strong global leadership/management development and training strategy and plan that enhance current performance and builds strength for the future through education, experiences and coaching
- Design, deliver and manage succession planning throughout the organisation

➤ Compensation, benefits/HRIS administration & budget:

- Works with compensation and benefits administration to ensure flawless and timely benefits data entry, updates, record keeping (e.g., leave taken) and administration and provide information and assistance in conducting on-going compensation analysis and benchmarking;
- Supports compensation & benefits administration in their analysis and communication of trends to senior management and board;
- Supports director, human resources business partners and business partners in planning for, budgeting and recommending changes.

➤ Team work and staff management:

- Manage and mentor staff to deliver results
- Identify opportunities to lead and contribute to cross-office initiatives; collaborate and support on a wider team efforts
- Ensure that official communications reflects organisation's external and employee brands
- Model behaviour that support organisation's financial goals, broaden and deepen its skills set and offerings and endorse its culture and values

Skills /Experience/Qualification:

- Bachelor degree in human resources management, business or another related field; MS or MBA preferred
- Minimum of 7years experience in human resources management
- Excellent interpersonal, communications, customer service, consulting and organisation skills
- Strong problem solving abilities
- Excellent communication and presentation skills
- Strong computer skills
- Excellent organisational, presentation and training skills