



1 in 4 people do not have access to electricity

*We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.*

## **JOB DESCRIPTION: HUMAN RESOURCES MANAGER, NIGERIA**

**Job Location:** Nigeria

**Reporting to:** Country Manager (75%) and Human Resources Director - Africa (25%)

**Position Description:** The candidate (who preferably will be a HR generalist) will be a key member and partner in supporting the Country Manager execute the country plan by managing the human capital element of the business. This will include strategic engagements in the area of talent management, reward & recognition, employee relations, culture and change initiatives, health and safety and compliance/governance.

### **R&Rs**

1. Annual Manpower Plan- Working with the Country Manager and Regional Human Resources Director the job holder will oversee the Country budget preparation for human resource functional areas, including new headcount requirements, training requirements, employee benefits, insurances and welfare
2. Recruitment -Working closely with country functional heads, the job holder will support in attracting high caliber employees as aligned to the approved manpower plan
3. Capability Building-Establishing employee training requirements (both in-house and external programs), including training needs assessment, new employee orientation/onboarding, management development and the measurement of training impact
4. Performance Management-plan, manage and implement a performance management system for the country aligned to the d.light performance cycles
5. Reward Management- Working with the Regional Human Resources Director and Country Manager, the job holder will support in implementing the d.light salary structure for all job titles and a compensation/reward/ incentive system that is based on performance management and measurable results
6. Employee Relations – The job holder will oversee the processes and content for performance improvement, discipline, grievances, absences, redundancy, etc., ensuring compliance with local laws and regulations
7. Country Reporting – Working with the Shared Services Manager the job holder will prepare and analyses reports necessary to the human resources function, including ad hoc reporting for the leadership
8. Country Health & Safety Initiative- Working with the Country Manager the job holder will oversee the implementation of workplace safety and health programs, including tracking and posting OSHA-required data and filing reports



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### Desired Skills and Experience

- Bachelor's degree in Human Resource Management, Business Studies or Social Sciences from a recognized university
- Active relevant professional membership/certification will be an added advantage.
- At least 4-6 years progressive work experience in similar positions with related responsibilities and possess a strong business and HR acumen, including strong problem solving skills, critical thinking, and self-initiative
- Practical experience in developing and implementing strategies for managing performance, motivation, change and culture management of staff of different diverse cultural backgrounds
- Familiarity with the National and international Labour Law
- Multitask oriented, organized, set priorities and meet deadlines and take pride in one's work.
- Strong mindset for continuous improvement and meeting or exceeding expectations and able to demonstrate complete discretion and confidentiality
- Excellent organizational and time-management skills
- Passion for social enterprise, development of people and environmental benefits

### How to Apply

Qualified candidates should submit CV to [recruitment.nigeria@dlight.com](mailto:recruitment.nigeria@dlight.com)

