

**Job Title: Senior Human Resources and Administration Manager**

**Reports to: Director of Human Resources and Administration**

**Grade: 9.0**

**Job Family: Human Resources and Administration**

**Employment Status: Permanent Pensionable**

**Job Location: Head Office, Banjul**

#### **Job Summary**

Under the general supervision of the Director of HR and Administration (DHRA), the Senior HR and Administration Manager (SHRAM) shall assist the DHRA in defining the strategic direction of the human resources of the Social Security and Housing Finance Corporation and aligning it with the Corporation's strategic direction. The SHRAM shall directly supervise the implementation of the HR policies, procedures, and practices in line with HR best practices which are consistent with the Corporation's mandate. He/she shall support DHRA in creating a learning culture as well as creating a competent and motivated workforce by attracting, retaining, compensating, managing performance and training and developing staff. Additionally, SHRAM shall be responsible for leading and supervising the day to day running of the HR, HRD, Payroll, and Administration Units and give technical advice to DHRA on all HR and Administrative matters.

The SHRAM may serve as Secretary to the Senior Management Team (SMT) and some specific committees when the need arises.

#### **Responsibilities and Duties**

1. Develop a robust Talent Management and Retention Strategy, effective recruitment and selection guidelines and monitor its full implementation to attain an objective and transparent recruitment process in meeting the required human capital needs of the Corporation.
2. Support DHRA in define the HR Strategy and KPIs and align them with the Corporate Strategy to attain optimal performance.
3. Ensure full implementation of the performance management system of the Corporation and support DHRA in facilitating the creation of enabling environment to attain individual and corporate goals.
4. Ensure effective and efficient implementation of a Staff Training and Development Plan based on the outcome of the Training Needs Assessment to ensure that the required human capital is always provided.
5. Lead the HR Budget preparation and provide reflective and timely HR Annual Budget to DHRA for the purpose of managing the administrative cost of the Corporation.
6. Supervise the Payroll Unit and ensure that all the payroll related inputs are timely and accurately captured for processing and the staff salary is submitted to DHRA as scheduled.
7. Monitor the staff records keeping process and always ensure that the records are well kept, up-to-date and are at retrievable status at all times.
8. Provide to DHRA monthly accurate biometric report for deductions after timely and accurate data inputting.
9. Oversee the management of the Corporation's fleet of vehicles to ensure their durability and availability at all times for official use.
10. Initiate and coordinate the development/update of Human Resource policies, procedures, strategies, and systems when necessary.
11. Supervise all the Units under the Department of HR and Administration and ensure the best is gotten out of each Unit.

#### **Knowledge**

1. Excellent knowledge of principles of management used in strategic planning, human resources practices,

leadership and change management process.

2. Good knowledge of resource allocation, basic financial and budget management tools.
3. Excellent knowledge of talent management principles and procedures, and the labour laws of The Gambia
4. Good knowledge of SSHFC operations, rules, and procedures
5. Excellent knowledge of Enterprise Resource Planning (ERP) software and Human Resources Information System (HRIS) as well as Microsoft Office Suite.

#### **Skills and Abilities**

1. Excellent presentation skills, communication skills both in writing and oral as suitable for the needs of the Corporation.
2. Excellent strategic leadership and management skills in a larger organization in general or in Government.
3. Excellent interpersonal, communication, and influencing skills, reflected in an ability to foster effective collaboration across several stakeholders and build consensus, especially in developing policies and guidelines.
4. Excellent time management skills with a proven ability to manage multiple priorities and meet deadlines.
5. Excellent ability to prioritize tasks and to appropriately delegate, with consideration that delegation is not abdication.

#### **Qualification (Education) and Experience**

1. MBA/Master's degree in Human Resources with 6 years of post-qualification relevant work experience 3 years of which must be at Senior Management level in HR.
2. Bachelor's degree in Human Resources or Business Administration, with CIPD Professional Qualification with 8 years of post-qualification relevant work experience and the last 5 of which shall be at Senior Management level in HR.