

**External Job Vacancy Announcement**

**FOR: HR Manager**

AccessBank Liberia is currently looking for an experience, dynamic, independent and self-driven person for the position of **HR Manager**. This position is located at the Head Office. The selected applicant will work with the HR Team and report directly to the Head of HR.

**Main responsibilities in this position will include:**

**General Management**

- Along with the Head of HR establish and develop HR policies and best practice approaches consistent with AccessBank standards and Liberian law
- Monitor the external HR environment and ensure that the Head of HR and the Management is aware of relevant market conditions and trends
- Perform Code of Conduct training to existing and new employees
- Implement feedback mechanisms, development processes and reward structures to ensure that employees maximize their potential and are compensated appropriately

**Recruitment**

- Work with Heads of Departments and the Recruitment Officer to identify manpower and recruitment needs
- generate suitable candidates in given time frame, participate in job interviews and associated activities
- Create a semi-annual recruitment plan and monitor recruitment activities for their effectiveness and efficiency
- Pro-actively organize interviews with the respective Head of Department
- Ensure reference check, background checks and employee guarantors and complete
- Work with Universities to identify graduates or graduating seniors with approved GPA for employment or internship
- Identify suitable candidates for business needs

**Compensation & benefits**

- Direct payroll & benefit administration to ensure accuracy, timeliness and consistency
- In collaboration with the Head of HR revision the Banks' salary structure and monitor bonus and other payments for their effectiveness
- Recommend changes in benefits or new benefits aiming at employee satisfaction and retention
- Ensure positions are graded and salary fit in the salary matrix

**Staff Development**

- Implement effective feedback mechanisms, performance appraisal system, development processes and reward structures to ensure that employees maximize their potential and are compensated appropriately
- Closely cooperate with the Training & Development unit to maximize efficiencies

### **Disciplinary Management**

- Monitor and advise supervisors in the application of the progressive disciplinary procedure.
- Organized and participate in disciplinary hearings to ensure fairness and provide disciplinary hearing reports and minutes
- Secure that all employee requests are answered/solved effectively and in time
- Conduct investigations on employee complaints or concerns and provide appropriate solutions
- Monitor and advise supervisors in the application of the progressive disciplinary procedure. Monitor the implementation of a performance improvement process of non-performing employees
- Suggest, plan and support the realization of meaningful staff events

### **Other administrative**

- Keep the Head of HR informed about significant or potential problems in line of duties that jeopardize the achievement of the Banks' goals, and those that are not being addressed adequately at the line management level.
- Provide information to auditors, health insurer, public authorities in consultation with the HR Manager, etc.)
- Other tasks as assigned

### **Necessary experience and knowledge:**

- Bachelors' degree or Diploma in business-related subject or social sciences
- Min. of 5 years' work experience in a similar position in a supervisory role
- Sound strategic and creative thinking
- Sound knowledge of MS Office package, database management and record keeping
- Ability to work with high level of discretion and confidentiality
- Experience in leading and developing team members
- Excellent command of English (oral and written)

### **Desired experience and knowledge:**

- Knowledge of global best HR practices
- Experiences with HR software applications
- Good understanding of a banks' business
- Good knowledge of the Decent Work Act

### **Soft Skills**

- Excellent interpersonal and organizational skills
- Excellent team spirit
- Problem-solving attitude and skills
- High service-orientation

If you are interested and fulfill the above mentioned requirements, please send your application, as well as your cover letters and CV including testimony of all relevant documents to the Human Resources Department, AccessBank Liberia, 20th Street Sinkor or via email: [hr@accessbank.com.lr](mailto:hr@accessbank.com.lr). Deadline for this vacancy is Friday, February 27, 2021.

**PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**