

## **JOB VACANCY ANNOUNCEMENT**

AccessBank Liberia Limited (ABL) is a fully-fledged commercial bank, offering in a transparent, professional and sustainable way appropriate financial services to the general lower and middle income strata of the Liberian population with special focus on micro and small entrepreneurs. Our shareholders are multinational entities including AccessHolding, International Finance Corporation (IFC), African Development Bank and European Investment Bank.

AccessBank Liberia is currently looking for a very smart and dynamic Liberian to fill the

position of **Human Resource Officer**

### **Organization**

- ✓ Reports to the Head of HR **Results**
- ✓ Comply with HR standards in ABL
  - Quality, quantity & accuracy of work
  - Good team player & proactive
  - Communication Skills
  - Problem solving and decision making

### **Key Responsibilities:**

Maintaining a range of HR statistics, reports and information in an accurate and timely manner and, in conjunction with the Head of HR. Good Knowledge in recruitment

- Vacancy announcement
- Calling applicants to invite for test/interview/training or inform them about results of their application
- Organizing and Conducting interview
- Prepare character reference and disengagement to all financial institutions
- Responsible for collecting, updating and verifying required documents for employment/benefits eligibility
- Prepare and present employment package
- Timely process new joiners NASSCORP ID and TIN number
- Organize and ensure the On-boarding of new employee
- Conduct Recruitment survey
- Prepare benefit, promotion, increment, transfer communications

- Other tasks and responsibilities as assigned Experience with the following is an added advantage:
  - Performance appraisal system
  - Experience with handling disciplinary committees and actions - Experience with payroll Management

**Minimum requirements & qualifications:**

- **Tertiary Education**, degree or certificate in Human Resources is an added advantage
- **Minimum two years of work experience as a Human Resources Officer**
- Good and clear English knowledge and Medium Knowledge in Microsoft word & Excel
- Additional desirable characteristics of candidate: honesty, dynamism, discipline, self-motivation, creativity, intelligence, focus on RESULTS

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; Monrovia-Liberia or email us on [hr@accessbank.com.lr](mailto:hr@accessbank.com.lr)

**Kindly note that if you participated in the recruitment process for said position in the last six months, do not apply again.  
only short-listed candidates will be contacted!**

Closing date for this vacancy is Tuesday, **February 4, 2020 5:00p.m.**