

JOB DESCRIPTION

Job Title	Vice-President, People & Culture	Unit / Dept.	People & Culture
Reporting To	Chief Compliance Officer	Responsible For	P&C/Admin. Officers, Admin. Assistants & Support Staff (Logistics & Janitorial staff)

Job Summary:

As a senior leader of the organization, the Vice President of People & Culture will provide executive-level leadership and guidance to the organization's People & Culture (Human Resources) function. This position will lead and oversee people strategies including but not limited to HR business partnering, talent acquisition, talent management, compensation & total rewards management, and learning and development while continuing to mature the People & Culture delivery model.

JOB RESPONSIBILITIES

Company Culture:

- Partner with senior leadership to create policies and drive initiatives, programs, and processes that encourage a culture of high performance, promote collaboration and goal achievement.

Business Partnering:

- Partnering with Senior Leadership to drive initiatives, programs, and processes that cultivate a culture of high performance grounded in values that promote cohesion and achievement.

Talent Acquisition/Recruitment:

Manage and develop the company's talent acquisition and retention strategy, programs and processes to support the pipe-lining and acquisition of talent in key roles and markets:

- Review and approve job position requests, job descriptions and make recommendations, ensuring accuracy and consistency.
- Oversee recruitment process and be directly involved in the recruitment of all positions; employ traditional sourcing strategies, actively network and employ innovative, creative recruiting methods to recruit the right talent.
- Facilitate and coordinate recruitment and selection process, according to the company's policies and procedures.
- Coordinate orientation/on-boarding of new team members.
- Consistent evaluation of company's recruitment program to include continuous relationship building with community resources, temporary agencies and monitoring of best practices regarding recruitment strategy.

Talent Management:

Develop organizational capability through the effective identification of core competencies, performance gaps and training needs assessment and the delivery appropriate learning and development initiatives and programs, such as individual development planning, career management, and succession planning.

- Work with supervisors, managers & department heads to provide advice and guidance on skill-gap issues to ensure employees growth and development through training.
- Develop the Company' annual Training Budget for management review & approval. Utilize the approved budget to organize appropriate & approved development activities.

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- Manage company's Academy platform and initiatives; work with supervisors and company leadership to source, develop or design course content for upload on the e-platform.
- Interface with vendors of training courses and other development programmes when necessary.

Performance Management:

Oversee and enhance the Organization's performance management system in alignment with compensation policies & strategies.

- Lead & coordinate the mid- and end-of-year performance appraisal processes to ensure the timely completion of periodic company-wide employee performance evaluations.
- Review all performance management tools and ensure they are up-to-date with current company needs.
- Coach and/or train all employees goal-setting, KPI weighting and the general use of the appraisal tools ahead of the due date.

Total Rewards Management:

- Creation of compensation plans and provide administration of employee benefits.
- Manage monthly payroll processes and the administration of employee benefits.
- Conduct periodic salary benchmarking exercises to ensure all current and future salaries are competitive with existing in-country market rate; present to management for review and approval.

Employee Relations:

- Consistently maintain favourable and effective relations among employees, support managers, supervisors and team leaders in ensuring consistent, equal, and fair treatment of their team members.
- Act as an impartial mediator, counsellor and facilitator in arbitrating disputes between/among employees, meeting all legal and labour regulations and requirements.
- Work with the legal team in ensuring that the company is protected from any employee litigation.
- Improve employee communication and performance by proper use of formal counselling, grievance management and progressive disciplinary procedures.

Administration & Compliance:

- Lead the implementation for company's global HR Operating Policies and Procedures, ensuring the company follows all labour laws and minimizes legal exposure.
- Oversee various People-related administrative duties e.g. Leave & Absence management; ensuring such activities are compliant with existing legal and government reporting requirements.
- Oversee the conduct of periodic employee satisfaction surveys, analyzing findings and presenting them to management.
- Monitor the update of the Company's HRIS & filing systems HR ERP with relevant employee data and documentation.
- Manage all other People initiatives e.g., annual mentorship program, quarterly Employee Newsletter, Lunch & Learn series, Women's forum, etc.
- Coordinate all corporate global and regional events, leading sessions as required.
- Oversee all HR related duties and provide support to various facility & office HR teams across different regions.
- Collaborate with the HOD Admin. in managing travel arrangements, accommodation and relevant documentation e.g. visas for all official employee trips.
- Prepare the annual budget for the department.
- Preparation of quarterly and other periodic reports and presentations on the activities of the department as required.

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Education, Qualifications & Experience

Education	A good first degree in Human Resources or a related field.
Post Graduate Studies	A M.Sc./MBA in Human Resources or advanced professional certification in human resource management (SPHR, GPHR, CIPD or other HR certification) is an advantage.
Previous Experience	Minimum of 10 years of HR Management experience or demonstrated success as an HR generalist, supporting employee groups of 200+ employees in multiple locations globally or across the continent.

Expected Skills and Competencies

Analytical Skills	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NR
Computer Skills (MS Office & the Internet)	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NR
Communication Skills – oral & written	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NR
Collaboration/Teamwork	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NR
Commercial Awareness	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NR
Customer Service/Focus	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NR
Detail Orientation	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NR
Integrity	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NR
Initiative	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NR
Planning & Organization	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NR
Time Management	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> NR

Personal Attributes & Physical Demands

- Excellent organizational/planning, time and project management skills, with strong attention to detail.
- Excellent written and verbal communication skills.
- A strong collaborator with effective relationship management, interpersonal and analytical skills.
- Strong supervisory skills and a good team player.
- Self-motivated, responsible and reliable; able to manage & meet competing deadlines and deliver results under pressure.
- Mature, with a high level of emotional intelligence, diplomacy & tact, capable of managing conflict and conflicting views.
- Able to understand the confidential nature of the business and handle sensitive information with maturity & discretion.

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APPROVALS

Chief Compliance Officer:

Name

Signature

Date

ATTESTATION

I understand the roles, responsibilities, and duties of this position:

Employee:

Name

Signature

Date

This is an outline of the employee's duties and responsibilities and is not intended as an exhaustive list. It may change from time to time to meet the changing needs of the Business.