

VACANCY FOR:

PEOPLE MANAGER

POSITION: People Manager

DIRECT
REPORT TO: Chief People Officer (CPO)



JOB SUMMARY

The People Operations Manager will be responsible for managing all aspects of Human Resources lifecycle for InfraCredit staff, covering recruitment and onboarding, career management, employee relations, performance management, compensation and benefits administration, process automation, records management and analytics; while supporting the execution of the 5 pillars of InfraCredit People Strategy across competency management, performance management, compensation and benefits, learning and development, and culture & values.



JOB RESPONSIBILITIES

- Driving the development and implementation of human capital strategies covering manpower planning, talent acquisition, orientation, succession planning, employee relations, disciplinary and grievances, rewards, incentives and benefits, etc.
- Assisting in preparing and implementing the annual People budget.
- Ensuring the availability of up-to-date People information to enhance employee performance and guide working practices.
- Liaising with internal and external stakeholders to ensure legal compliance by monitoring and implementing applicable human resource requirements, conducting research etc.
- Ensuring effective communication and change management implementation across organisation.
- Coordinating recruitment activities through a requestor-empowered approach: guiding department heads on proactive and efficient use of the recruitment application, liaising with recruitment vendors, posting of job opportunities, scheduling of interview sessions, preparation of offer letters, supporting the CPO and CEO in negotiation of employment terms and contract terms (where applicable), etc.
- Support the Performance Management pillar by working with the CPO, People team and COO to improve the standard bases of performance assessment, emphasising achievement of well-defined outcomes and adherence to the Company's values.
- Preparing monthly payroll, schedules of salaries and benefits, and completion of all statutory remittances in close collaboration with the Finance unit.
- Ensuring the finance team has all required details for payroll / payment administration i.e. payment of salaries and benefits, consultant fees etc.
- Ensuring effective communication and change management implementation across organisation.
- Managing on-boarding of new hires and exit management process.
- Liaise with vendors e.g. HMO providers, recruitment agencies, tax authorities, etc.

- Preparing documents as requested by employees (e.g. Letter of Introduction) and ensure employees have access to government-approved tax cards, remuneration records, etc.
- Preparing reports on human resource related workstreams e.g. Quarterly reports, Recruitment reports.
- Providing support on all People related workstreams across the larger InfraCredit Group, working with internal teams on Technical Assistance Funded (TAF) projects (recruitment, performance management, competency framework development etc.)
- Tracking consultant payments and records based on TAF budgets and workstreams.
- Keep complete, up-to-date People records for full-time employees, contract staff and other personnel: data forms, remittances, employment contracts, etc., ensuring zero compliance gaps.
- Assist the CPO to ensure the People Policy and relevant standard operating procedures are up-to-date and well-understood by relevant personnel, ensuring zero compliance gaps.
- Preparation of internal memorandums to obtain relevant approvals.
- Any other responsibilities that maybe assigned from time to time by the Chief People Officer.



SKILLS AND COMPETENCY REQUIREMENTS

- Knowledge of Nigeria labour laws and regulations, as well as labour practices within the Nigerian financial services industry
- Experience in developing and implementing Human Resource policies, processes, procedures and systems for human resource management
- Experience working in the financial services industry
- Experience working within a group structure, including managing HR requirements across multiple entities, business units and/or jurisdictions.
- Experience working across different jurisdictions/countries and an understanding of the HR, employment and regulatory considerations that may arise in multi-jurisdictional environments.

- Experience supporting or managing Human Resources activities during mergers, acquisitions, business expansion, integrations or other organisational transitions.
- Excellent relationship building, conflict resolution, negotiation and networking skills
- Excellent business/report writing skills, presentation and facilitation skills
- Alignment with InfraCredit core values – Integrity, Collaboration, Passion, Impact, Innovation
- Proven ability to deliver high-quality customer service
- Professional and enthusiastic attitude, with a strong team-oriented approach.
- Good appreciation and working knowledge of Microsoft Office tools.



REQUIRED QUALIFICATIONS

- First degree in business administration, industrial relations, or other relevant disciplines
- Relevant professional qualifications e.g. CIPM, CIPD, SHRM, PHRI
- 6 – 10 years experience working in this role or a similar Human Resources role
- Demonstrable experience across Human Resources, Operations and people strategy
- Understanding of the Nigerian labour laws and the implications on people management within an organisation.
- Demonstrable experience working within a group structure and/or across multiple jurisdictions.
- Experience supporting or leading HR activities relating to expansion, mergers, acquisitions, organisational restructuring and integrations.



COMPENSATION

Negotiable and Competitive.



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