

Job Title:	Senior HR Generalist	Main Purpose of Job:	
Grade:	CSS 05 / 04		
Step:	01		
Directorate:	Finance & Admin.		
Reports to: (Job title)	Head of Human Resources		
Responsible for: (Direct reports)	Training Team/ Manpower Planning & Recruitment Team/ Employee Welfare & Transaction Team		
Main Responsibilities:			
<p>Functional responsibilities</p> <p>Divisional coordination: Contribute to the development of the dept.'s strategy and analyse and resolve issues elated to divisional management Strategy: Propose and monitor the implementation of the div. strategy in line with the dept strategy Plans & Objectives: Define, propose and monitor the implementation of the div's plans and objectives, in line with the departmental strategy Organization: Ensure that the div. is adequately organized and structured and has effective methods and procedures as well as the appropriate business and technical resources to achieve the agreed mission and objectives. People Management: Ensure that the div is staffed with qualified, motivated and performance-driven personnel to achieve the agreed mission and objectives. Budget: Prepare and monitor the operational budget necessary to achieve the div's mission and objectives KPIs: Propose and monitor appropriate indicators to control and measure div.'s performance Values: Demonstrate and promote the company values and integrate them within the department's ways of working.</p> <p>Learning & Development</p> <ul style="list-style-type: none"> Identify training needs and ensures that appropriate technical & behavioural training is given to all staff Coordinates the development of yearly training plan to quality, relevance, budget and time Ensures alignment of training strategy and objectives to Commission's vision and aspirations Develops specialised training curriculum in-division / in conjunction with third party SMEs Conducts rigorous evaluation of training programs, delivery and satisfaction Coordinates the development and delivery of quarterly training reports to Management <p>Talent Management</p> <ul style="list-style-type: none"> Supervise and Co-ordinate recruitment, selection, induction / placement of staff in order to ensure that the right calibre of employee is employed for the right job. Co-ordinates the formal end-of-the-year performance appraisal exercises for the Commission. Writes performance appraisal on his subordinates; trains, develops and motivates them for optimum job performance. Develops and embed coaching & mentoring program Commission wide Ensures 100% succession cover for all director-level roles in the Commission 			
		KPI's:	Tools/Systems Used:
		<p>Learning & Development</p> <ul style="list-style-type: none"> Degree of alignment between training programs and Commission's vision and objectives Timely completion of yearly training plan Training hours/cost per staff Quality of training evaluation process Quality of training providers Training effectiveness (knowledge/performance change) Degree of satisfactory feedback from training participants Quality and timeliness of training reports <p>Talent Management</p> <ul style="list-style-type: none"> Quality HR Data Quality HR analytics/insights 100% yearly performance appraisal completion to quality 100% quarterly performance reviews to quality 100% yearly performance management coaching Yearly workforce planning to quality Recruitment time to fill Recruitment cost per hire First year new hire retention 	<ul style="list-style-type: none"> Oracle Microsoft Office tools

- Ensures efficient Workforce Planning and Utilisation in collaboration with Line Managers.
- Co-ordinate the documentation and review of all generic Job Description for all jobs to ensure operational control
- Ensure that individual Senior and Junior Staff file records are kept/updated so that vital statistics and information could be made available quickly and correctly as and when needed.

Employee Welfare & Transactions

- Ensure that the right standard of welfare services required by Law and others provided by the Commission are maintained at a high standard at all times in order to generate high morale needed for good health and high productivity.
- Advise Management and Staff on workplace related issues as and when required; give practical/professional advice/guidance on all personnel issues.
- Manage staff grievances and all other employee relations issues; contributes to resolution of areas of potential conflict in order to maintain good working relationship; co-ordinate Town hall meetings.
- Conduct periodic salaries and benefits surveys to ensure the Commission can continue to attract and retain the right talents
- Maintain safety in the workplace through training and awareness programs.

Employee Welfare & Transactions

- Timely and quality personnel management report
- Resolution time for questions/errors
- Average time taken to process claims
- Quality of welfare services provided for staff
- Quality and timeliness of comparative remuneration survey, analysis & circulation of findings, with appropriate recommendations.

	Competencies	Profile:	Skills and Knowledge:
	<ul style="list-style-type: none"> • Numeric and Computer literacy • Effective communication skills • Analytical ability with great insight • Good persuasive and negotiating skills • Good Human Relations • Attention to details • Good working knowledge of Labour Laws 		<ul style="list-style-type: none"> • Well developed organisational skills and ability to prioritise tasks • Excellent communication skills including fluency in English, both verbal and written • Skilled in writing management reports and producing business documents / presentations • Strong analytical skills combined with ability to interpret and present written data • High attention to detail • Ability to work on own initiative • Flexibility to attend meetings at other locations • Knowledge of key human resources issues. Change management

Required Qualifications and Experience:

Bsc/HND in Humanities, Social Sciences, Law or Industrial Relations. At least 8 years relevant working experience

Name & Signature:		Organisation:	SEC HQ
Department:	Human Resources	Location:	Abuja
Division:	Manpower Planning & Recruitment / Training & Development / Employee Welfare & Transactions	Date Reviewed:	09/12/2012