

JOB VACANCY ANNOUNCEMENT

AccessBank Liberia (ABL) Limited 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

Deputy Head of Human Resources

Organization

- ✓ Reports to the Head of Human Resource

Results

- ✓ Comply with HR standards in ABL
 - Quality, quantity & accuracy of work
 - Good team player, client service oriented & proactive
 - Excellent Written and Oral Communication Skills as well as knowledge sharing
 - Very good Problem solving and decision making skills
 - Result oriented, Good Planning and organizing skills
 - Very good excel skill
 - Working with an HR software is an added advantage

Main Responsibilities

Responsible for maintaining accurate and up-to-date information regarding policies and procedures in line with Liberian Law and HR best practice.

This includes:

- Information regarding the full range of HR policies and procedures, labour laws, job duties, working conditions, local salary and benefit information, Maintaining HR Statistics
- Guiding managers and employees on the implementation of HR policies
- Establishing and maintaining links with appropriate external organizations

Responsibilities

- Work with management to identify manpower and recruitment needs, generate suitable candidates in given time frame, participate in job interviews and associated activities
- Recommend changes in benefits or new benefits aiming at employee satisfaction and retention (incl. preparation and presentation of an impact analysis)
- Initiating & designing team building events (incl. business games & touching corporate values & cultural; building team spirit)
- Experience in survey projects (organizational climate, Salary & benefit, other incentive etc.)
- Experience in organizing and implementing performance appraisals (including guiding and performing appraisal training for middle managers)

- Staffing (analyzing request such as the need for additional staff, creation of new position or department)
- Ensuring that staffs have the necessary HR support during probation period and performing necessary crosschecks on new hirers' background before confirmation of employment.
- Good understanding of the HR Department, HR know how/technical HR knowledge etc.
- Experience in working with and operating HR Software
- Along with the HRM, represent the HR department as a contact person for third parties (auditors, health insurer, public authorities, etc.)
- Participating in the selection process of entry level and experience candidates for possible placement
- Responsible for executing additional ad hoc tasks as assigned by CEO/Head of Departments

Other responsibilities

- Preparing internal and external reports and analyzing statistical information for management use
- Preparing presentations and possessing eloquence and confidence in presenting
- Investigating disciplinary issue and rendering appropriate decision according to labour laws and disciplinary procedure
- Settling dispute amongst staff, giving ear to staff personal and office problems
- Preparing memos and other communications. Conducting refresher training and information session
- Lead staff engagement forum in all the branches
- Other tasks as assigned by supervisors

Minimum requirements & qualifications:

- University Degree or professional certificate
- At least three (3) years' experience in HR related areas (Supervisory role is an added advantage)
- Good and clear English knowledge, interviewing skills, strategic thinking, confidence in MS Word, MS Excel, PowerPoint
- Additional desirable characteristics of candidate: honesty, dynamism, discipline, self-motivation, creativity, intelligence, result oriented, multitasking

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, The Microfinance Bank, 20th Street Sinkor; Monrovia-Liberia or email us on hr@accessbank.com.lr

If you are interested and fulfill the above mentioned requirements, please send your application, as well as

Closing date for the vacancy is **Friday, June 15, 2018 @ 5:00 p.m.**

If you applied before, do not apply again. Note that only short-listed candidates will be contacted