



## **JOB OPPORTUNITY**

BRAC is the world's largest, leading development organization dedicated to poverty alleviation and empowerment of the poor. Initiated in Bangladesh in 1972, BRAC now operates in 11 countries across Asia, Africa and the Americas. To counter poverty and promote social empowerment, BRAC strategically integrates development programs in microfinance, agriculture, health, education, human rights and legal aid, community empowerment and more.

BRAC Liberia launched in 2008 with programs in Microfinance, Small Enterprise Development, Agriculture, Livestock and Poultry, Health, Empowerment and Livelihood for Adolescent Girls, Psychosocial and Survival Support now impacting the lives of over 560,000 Liberians. BRAC Liberia is looking for competent, dynamic and self-motivated Liberians to fill the following regular positions.

**Position 1:** No. of Vacancies: One (1)

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|---------------------|---|-------------------------------------------------------|
| <b>Job Title</b>    | : | <b>Head of HR &amp; Training</b>                      |
| <b>Tenure</b>       | : | <b>1 year (Renewable based on Project and budget)</b> |
| <b>Salary</b>       | : | Negotiable                                            |
| <b>Reports to</b>   | : | Country Representative                                |
| <b>Duty Station</b> | : | Monrovia Country Office                               |

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**Key responsibilities:**

- Provide HR Leadership, collaborate with the management team to design and implement strategies to support organizational growth and culture.
- Collaborate with head office HR in rolling out organizational development initiatives
- Manage full cycle of HR operations.
- Develop practices and programs that attract, retrain and develop the best possible talent in the marketplace and makes the company attractive through competitive pay and an engaging culture.
- HR Policy reviews analytic – monitoring all aspect of HR compliance, employment legislation, supporting HRIS and evaluating relevant data.
- Capability building – the development of people and processes to ensure the delivery of HR services across the country and ensuring greater employee engagement, motivation and productivity.
- Perform any other tasks as assigned by your direct Supervisor

Education: Bachelor Degree in Human Resource Management, preferably MBA or MA in Human Resource Management will be an added advantage

Experience: At least 5 years' experience in a Managerial position in Human Resources related field. Experience with International NGOs will be an added advantage.

All qualified and interested applicants can submit their CVs with three referees, one of which should be your current or most recent employer/line manager along with a cover letter. Applications can be submitted to the email address below with position title on the subject line.

[Recruitment.Liberia@brac.net](mailto:Recruitment.Liberia@brac.net)

Deadline: August 6, 2018

*Please note that only short listed applicants will be contacted and females are strongly encouraged to apply.*