



## **TERMS OF REFERENCE FOR THE POSITION OF HUMAN RESOURCE OFFICER FOR THE BRIDGES CONSTRUCTION PROJECT BY AL OWN - HDF & CO LTD JV**

AL OWN – HDF & Co Ltd JV, an arrangement between two private limited companies incorporated, for the purpose of executing the contract awarded by the Government of Sierra Leone for the design and construction of the Tomparie bridge (Lot 1) in Karene District and the Manowa bridge (Lot 4) in Kailahun District. The registered office is located at 164 Circular Road, Freetown, Sierra Leone.

The employee will be hired by the contractor, represented by Mariam Diop, Managing Partner and JV supervisor, to work as a human resource officer at the Head Office in Freetown, on the basis of a local law employment contract of a fixed-term duration of 6 months with possible renewal.

### **Purpose**

We are seeking a highly organized and responsible HR officer that will ensure that the necessary human resources and support systems are in place and effectively managed for the rapid and efficient achievement of company goals and project objectives. The HR Officer will be responsible for managing the daily implementation of HR policies and procedures across the organization and working under the general supervision of and reporting to the Administrative Manager. This position has the responsibility to work in the following areas:

### **Responsibilities and tasks**

#### **1. Human Resources systems**

- Develop, review and or update human resource and administrative policies and procedures and ensure they are effective, efficient, fair and transparent, and promote equal opportunities.
- Ensure policies are compliant with the Employment Act, Labour Laws and any other relevant national legal instruments.



- Develop, Review and or Update human resource policies and procedures for recruitment and management of staff (terms & conditions of employment, grades, steps & positions, salary structure, benefits, disciplinary procedures, termination).
- Administration of all employee-related paperwork, such as employment contracts, new starter packs, or formal notices of termination.
- Administer and manage financial elements such as payroll, compensation and benefits, and pension schemes.
- Ensure a complete orientation package is in place and that all staff are oriented on time.
- Conduct regular field travel to project site offices to review human resources and administrative procedures and assist/ support site administrators in their needs or ascertain human resource requirements.

## **2. Recruitment and staffing**

- Assess staffing needs as required. Identify and recruit new and replacement staff including scheduling of contract extensions, new contracts, and necessary terminations.
- Prepare job descriptions, terms of reference and submission of personnel requisitions in coordination with Administrative Manager, Technical Director and Management.
- Prepare regular recruitment tracking reports.
- Ensure pertinent organigrams, contact lists, and information flow lines are constantly updated and widely shared.

## **3. Administration**

- Organize as necessary visa applications/ immigration clearance procedures like work permits for expat staff.
- Establish and maintain personnel files.
- Ensure all emergency data forms are filled and safely filled
- Coordination of performance and talent management
- Draft analytical administrative reports for HR related activities for efficient projection and decision making by management by the required frequency.

## **4. Staff development and welfare**

- Assess training and development needs of staff and provide appropriate induction and orientation, training, supervision and support as required.
- Ensure all staff, international and national, always have adequate access to HR/Administrative policies and procedures.



- Monitor and uphold staff conduct and discipline and organize regular performance evaluations of all staff in coordination with Management.
- Ensure that exit interviews/ debriefs are prepared at the end of service.
- Ensure staff have time to relax, and have fun to manage their stress in a safe and comfortable environment in coordination with Management.

### **Financial Management**

Work closely with the Finance Manager/controller to:

- Ensure operational plans and budgets include a plan for human resources and reflect for staff management, training, support, security and well-being.
- Monthly management of the payroll and payment procedures for all staff.

### **Safety and Security**

Work closely with and provide support to the Security Officer/Manager to:

- Ensure all personnel have received briefing on security safety, medical and emergency evacuation procedures.
- Ensure that safety and security measures are practiced and enforced by site management to maintain as possible a safe and secure working/ living environment for staff.
- Ensure staff know how to identify health risks, how to protect against illness, injury and stress, and how to obtain support or medical treatment in coordination with the Environmental, Health and Safety team. Ensure all staff understand individual and collective responsibilities for safety and security.
- Ensure that site administrators and managers maintain records of work-related injuries, accidents, security incidents and fatalities.

### **Key Internal Contacts**

- Finance and Administration Manager/controller, Site Administrators,

### **Key External Contacts**

- Relevant host government departments administrating national legislation and local labor laws.

### **Reporting lines**



- Reports to the Administrative Manager
- Site Administrators and assistants will report HR related data and escalations to the HR officer

### **Selection Criteria Core Competencies**

- **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff.
- **Communication Skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders. This includes effective negotiation and representation skills.
- **Integrity:** Works with trustworthiness and integrity and has a clear commitment to the company's core values and principles.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, and dynamic conditions. Works and lives with a flexible, adaptable and resilient manner.
- **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress contexts
- **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem-solving skills.
- **Knowledge and skills:** knowledge of national policies and procedures and international best practices. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- A minimum of 3 – 5 years HR experience.
- Multiple language skills are desirable.

### **Technical Competencies for this position**

- **Qualifications**
  - Bachelor's degree in Human Resources Management/ Business administration with a focus on Human Resources
  - Minimum of 3 years' experience in human resources management or an associated field.
- A sound knowledge of employment laws and human resources best practices. A good knowledge of contract employment.
- Experience and skills in recruitment processes.
- Strong interpersonal skills.

