**Job Description**

|  |
| --- |
| ***Name****:*  |
| ***Title****: HR Officer* |

|  |
| --- |
| ***Qualifications****: Degree in Human Resource Management/Administration/Social work* |
| ***Experience****: 2+ years* |
| ***Responsibilities****:** Maintain up to date staff files with all the relevant documents including, leave, staff appraisals, record of discipline among others in the HR Inspiro People System.
* Carry out on-boarding for new staff.
* Maintain a comprehensive system for managing solicited and unsolicited applications for employment, sort and maintain records and avail when appropriate for staff recruitment.
* Organize and schedule interviews for short listed candidates and liaise with respective interview panelists.
* Initiate the process of referencing and background checks on successful interview candidates, review.
* Monitor the tenure of employment for all staff (probation, contract, acting appointments, deferment of probation, temporary, and retirement schedules) in the HR Inspiro People system.
* Attend to all staff inquiries, complaints, suggestions etc..and recommend and/or discuss appropriate action
* Support in training and Health and safety duties
* Ensure that Human Resource files and records are timely, accurately and efficiently maintained and in accordance to legal and ISO requirements and company policies and procedures.
* Undertake other assigned tasks.

***Authority****: Reports to the Human Resource Manager****Interfaces****: (titles of people you deal with, e.g. Heads of sections and supervisors)** *Liaises with supervisors.*
* *Liaises with administration dept.*

***Safety, Environmental & Health responsibilities and Ethics:**** *Ensure cleanliness in and around the workplace.*
* *Enforce PPE usage by employees in the plant at all times.*
* *Guidance and on-the job training of workers especially new ones in good environmental maintenance and safer working procedures in order to reduce occupational accidents.*
* *Assist management to identify resources required to improve EHS in the company.*
* *Ensure good housekeeping in the plant i.e. immediate cleaning of coolants and oil spillages, emptying of waste bins, shift of scrap from respective workplace.*
* *Ensure proper use of waste bins and their availability at the designated respective locations in the plant*
* *Assist in taking corrective actions for any EHS deficiencies identified during audits or day to day observations*
* *Help casualties get immediate medical attention and also work closely with HR and systems coordinator during accidents/incident investigations*
* *Facilitate security of company staff and property.*
* *Promote health and safety at the workplace.*
* *Encourage teamwork for the purpose of a smooth and prosperous management*
* *Help create a culture and atmosphere of hard work and high personal integrity.*
* *Safeguard the company's systems and Terms and Conditions of employment.*

***IMS Commitment.******Fulfill compliance obligation to international standards for Quality, Environment, and Occupational Health & Safety as established by STIL in its Integrated Management System Frame work.***Please submit all applications to jobs@stil-group.com or deliver to our Head Office - Reception desk by the due date 20TH May, 2022. |