**Job Description**

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

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| ***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. |