

## VACANCY ADVERT FOR Human Resource Manager

**Required:** HR Manager

**Reporting to:** Director, Finance and Administration

**Number Required:** 1 | **Location:** Limbe

### Minimum Requirements: (Skills/Knowledge/Experience)

- Minimum of 10 - 15 years of cognate working experience in strategic Human Resources Management
- Minimum of Masters Degree in Human Resources Management from an accredited educational institution
- Working Knowledge of Cameroon Labour Code and relevant National Collective Bargaining Agreement
- Strong entrepreneurial and leadership capabilities to drive strategy, processes and manage diverse people towards achieving the overall medium and long term corporate objectives of the company
- Working Knowledge of HRIS (HR Information Systems) and HR Analytics for corporate decision making
- High level computer literacy, communications and report writing skills for management decision making

### Job Specifications

- Responsible for managing, enriching and maintaining the HR architecture that aligns with SG SOC's strategic intent and local labour practices in Cameroon.
- Manage and maintain a functional HR Department with resources and a team of smart responsive and change-oriented employees to build a company of diverse, vibrant and productive workforce.
- Superintend over all functions (Strategic HR Business Partnership Model, Recruitment & Selection, Records Management, Performance Management, Training & Manpower Development, Employees Welfare & Engagement, Industrial Relations, Compensation Management, Discipline, Exit Management, etc) of Human Capital Management to ensure full compliance with global best practice and local labour practices in Cameroon
- Implement HRIS and migrate personnel data in a seamless manner to integrate with Payroll and People Management strategy of the company
- HR Analytics, Presentations, Report Writing on Monthly, Quarterly, Annual basis or as required by Management for business decision making

**Job Type:** Full Time/Permanent

**Specialization Category:** Manager

**Salary:** Competitive/ Negotiable

**Recruitment Base:** Per Location Indicated

**Category:** 10/11

**Recruitment Priority:** SGSOC Project Affected Villages

**Published Date:** Tuesday, June 24, 2014

**Closing Date:** Tuesday, July 8, 2014 @ 5pm

Suitably qualified and interested individuals should forward their CVs to [careers@heraklesfarms.com](mailto:careers@heraklesfarms.com). **ONLY shortlisted applicants will be contacted.**

**NB: This is an Internal and External Advert placement subject to the Recruitment and Selection Policy of SG SOC**

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