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| **Position Title:** | **Human Resources Manager** |
| **Position Number:** | **7003** |
| **Reports To:**  | **Director of Human Resources** |
| **Project Worksite:** | **Central Office** |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

Provides Human Resources (HR) leadership over all functional areas including but not limited to policies, benefits administration, compensation, payroll, recruitment and other HR responsibilities. Serves as the HR focal point between management and PREVAIL site locations and assigned staff. Supervises HR Associates who service multiple sites within the Network. Ensures legal compliance in all areas of Human Resources in conjunction with statutory legislation. Directs HR initiatives, required company projects and sees that the objectives of the HR department are met. Functions with a high level of integrity, independence and participates in policy, HR services, and/or program development.

Essential functions include, but are not limited to, the following:

**Description of Responsibilities:**

* Apply professional HR practices and regulations to existing and new programs and ensuring legal compliance.
* Study and analyze market and data trends and use the information to inform management to formulate, implement, document, and evaluate processes, systems or programs by participating in remuneration and benefits surveys.
* Participates in organizational working groups for work associated with Human Resources and serves as an advisor to employees and line management on internal organizational structure, HR policies and procedures.
* Prepare necessary documentation for the Payroll administrator to process staff monthly payroll, ensuring timely remittal of statutory tax payments to relevant bodies. Oversee and audit cash payment programs as needed.
* Resolves complex employee relations issues, disciplinary actions and terminations.
* Ensure HR Associates accurately update and maintain employee recordkeeping, confidential documentation and performance management records.
* Managing monthly timesheet submissions for all employees relating to staff time reporting including annual leave, sick leave, other compensatory leaves and the coding of public holidays.
* Participating in the revision and update of the HR Handbook and ensure it is compliant with the Decent Work Act of 2015 as well as in accordance with the standard operating procedures of FHI Clinical. Be involved in the implementation and dissemination of the Handbook.
* Participates in the organizations’ programs and initiatives (performance management, initiation of new programs, organizational changes, etc.).
* Managing the handling of all routine recruitment procedures. This includes overseeing the advertisement, selecting the interview panel, coordinating scheduling of interviews, participating in interviewing candidates, checking references, negotiating of offers and orientation/on-boarding of new hires.
* Work with the Director and Leadership Team to develop and train direct reports, in collaboration with Learning and Development.
* Working closely with the Director of Human Resources to ensure the HR policies and related documentation is up to date and in compliance with the organizational goals.
* Other duties as assigned

**Skills**:

* Maintain confidentiality within established parameters for sensitive Human Resources issues or projects and use judgment to execute duties and responsibilities with implementing HR initiatives and programs.

## Working knowledge of employment regulations, e.g. anti-discrimination laws, employment act and other labor/employee relations statutes.

* Possesses working knowledge of HR procedures and processes for: on-boarding, staffing, compensation, benefits, HRIS, and employee relations.
* Ensures compliance with applicable local, state and federal regulations and understands impact if regulations are not followed.
* Resourceful through technology, research skills, and relationship building among several organization teams and units and professional organizations to resolve problems and initiate enhancements.
* Ability to multi-task and set priorities for self and manage time to achieve goals/complete projects on or ahead of due date.
* Excellent written and spoken communication skills, attention to detail, quality and deadline.
* Strong supervisory and analytical skills and provides strategic human resources support to assigned business units through the planning and execution of HR practices and programs.
* Establishes partnerships to deliver value added service to management and employees that reflect the business goals/objectives of the organization.
* Interact with diplomacy and tact and follow-up on requests in timely and efficient manner.
* Working knowledge of relevant software, including Microsoft Office Suite, HRIS and Payroll systems.
* Ability to work and get along well as a member of a team.

**Qualifications**

* **Education/Experience:** BA/BS degree with a major in business administration or human resource management/organizational development or finance/accounting with at least 7-9 years of relevant HR experience, including the management of direct reports.
* **Alternate Education/Experience:** MA/MS degree in related field with relevant HR work experience of 5-7 years; or a Diploma in HRM with over 10 years’ relevant HR work experience, of which includes management of direct reports.
* **Membership Qualifications:** Experience must reflect the knowledge, skills and abilities listed above and must be a registered member of IHRM.

Management Competencies:

* Commitment to the Organization, its Mission and Values
* Cultural Sensitivity / Valuing Diversity
* Building and Managing Relationships / Encourages Collaboration
* Performance Management / Promotes Staff Accountability
* Conflict Management / Coaching and Mentoring
* Results Orientation / Commitment to Excellence
* Knowledge Sharing / Continuous Learning

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** LiberiaRecruitment@fhiclinical.com

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application