

Position	HR & Admin Manager Water & Sewerage Business Unit [WSBU]
Salary Scale	
Role Summary	Provides the full range of Human Resource Management services to WSBU
Reporting Relationships	Reports to Chief Operations Officer WSBU and has strong Functional relationship with Group HR Director and her Departments
Duties and Responsibilities	<p>Contributes to the development of, and manages WSBU manpower profile including its approved establishment, organograms, schemes of service.</p> <p>Recruitment of approved staff as per policies and establishment in conjunction with HR Development in Group HR</p> <p>Contributes to the development of Training Needs analysis for WSBU, monitors and pushes for delivery of approved training from company training plan on behalf of WSBU.</p> <p>Contributes to the proper functioning of the full range of Staff Services such as Payroll, Salaries, Allowances, Appointments, Exits, Attendance, Disciplinary, Advances and Loans and Welfare and achieves this in accordance with policy and procedures and in agreement with Group HR</p> <p>Responsible for the delivery and performance of the Performance Appraisal system in WSBU</p> <p>Responsible for the deployment of HRIS throughout WSBU and the delivery of training and instruction to ensure smooth roll out of the HHRIS</p>
Requirements and Qualifications	<p>Suitable 3rd level qualification</p> <p>Ideally qualified to Masters level or with CIPD</p> <p>At least 5 years working at a senior level in an organisation with similar scale and scope to NAWEC</p>
Competency	Detail
Passion and Conviction	Believes sincerely in the potential of Human Resource potential for company success
Professional Knowledge	Maintains constant self-improvement by staying up to date with developments in Human Resources Management
Analytical Skills	The ability to visualise, articulate and solve both complex and uncomplicated problems and make decisions that make sense based on all available information
Results and Performance	The ability and drive to achieve and surpass targets and achieves this by having a plan and monitoring it
Communications	Maintains strong interpersonal relationships with management, especially Group HR and communicates systematically
Personal Organisation	Manages time well and has the ability to prioritise in a planned environment

Management & Leadership	Has a clear vision for Human Resource Management in WSBU and leads the organisation towards the vision while managing the day to day activities well
Policies and Procedures	Understands the criticality of Human Resources Policy and Procedures and is constantly pursuing initiatives for continuous improvement
Systems	The ability and drive to harness information technology to assist in delivery of Human Resources Management tasks
Product Knowledge	Understanding how the Water & Sewerage industry works through the entire value chain
Human Resources Information	Understanding of organisational need for timely and accurate management information and delivers it

How to Apply. Please send an e-mail to msise@azorom.com expressing your interest and indicating the position you are interested in along with a brief resume. Your resume should be no more than 2X A4 pages and should include basic information including Name, contact details , Address, Date of Birth, Education and Qualifications along with a brief listing of your employment to date. Please do not send certificates at this time. Dateline for submission of application is **4th July 2022.**