



Centre for Accountability and Rule of Law (CARL-SL)

145 Circular Road, Freetown, Sierra Leone

Tel: +23276365499/+23278373772

Email: info@carl.sl.org, www.carl.sl.org

Vacancy Announcement

Role Definition	
BASIC INFORMATION	
Job title:	Human Resources Officer
Location:	Freetown
Reports to:	The Executive Director
Reporting to this Position:	Office Assistant, Light Vehicle Operator
Position Type:	Full Time
Contract Duration:	One (1) year with possible extension based on performance
Role purpose:	
<p>The Centre for Accountability and the Rule of Law, formerly known as the Sierra Leone Court Monitoring Programme (SLCMP), was established in May 2004 as an independent, non-partisan initiative with a mission to work towards a just society for all persons in Sierra Leone, through the monitoring of institutions of justice and accountability, advocacy for strong institutional and legal framework, and empowerment of citizens.</p> <p>The purpose of the Human Resources (HR) Officer position is to serve as the central contact for management and staff for all HR questions, support and administration. The HR Officer, with the supervision of the Executive Director, will develop and implement HR initiatives, policies and systems, as well as provide guidance and counselling on all staff matters.</p> <p>The incumbent will be actively involved in recruitment, contract management, leave administration, performance management and staff development, disciplinary issues and grievance management.</p> <p>The post holder is required to have knowledge of the various HR functions and be familiar with the labour laws of Sierra Leone.</p> <p>Key deliverables include recruiting and selecting quality employees, effectively managing staff contracts, and providing effective and efficient administration on all HR issues.</p>	

Role context
<p>The overall impact of the HR Officer role is to ensure that the right quality and number of staff are engaged, trained and retained for effective and efficient implementation of all CARL's projects.</p>
Key Responsibilities
<ul style="list-style-type: none">• Support the development and implementation of HR policies and procedures• Ensure that contracts are up-to-date and in line with the legal requirements of the law and the job level.• Be actively involved in recruitment and onboarding processes• Assist in performance management processes• Support the management of disciplinary and grievance issues• Manage attendance and ensure effective implementation of leave policy and procedures.• Maintain employee records• Review employment and working conditions to ensure legal compliance• Administer the NASSIT scheme accordingly by ensuring that new employees are registered with NASSIT, and contributions for all staff are up to date; provide periodic update on all NASSIT related issues, including statements of accounts of all employees.

Office Management/Admin Responsibilities:

- Oversee general office operations
- Effectively supervise Office Assistant to ensure that office spaces, including restrooms, work stations, windows are clean, furniture are dusted in order to promote a tidy, healthy and clean work environment
- Coordinate the purchasing of office supplies and equipment and always maintain stock levels
- Monitor/keep track of the electricity metre to ensure timely recharge
- In close collaboration with the Executive Director, coordinate and convene general staff meetings and management meetings
- Effectively supervise Driver to ensure vehicle is always clean; also keeping track of vehicle insurance and licence for timely renewals

Role Requirements

- Diploma and/or Degree in Business Administration/Human Resource Management or similar discipline
- At least four (4) years professional experience in similar position, preferably within similar organisation
- Familiar with HR procedures and experience in advising on HR issues
- Understanding of the labor laws of Sierra Leone
- Good computer skills and proficient in MS Office applications
- Outstanding organizational and time-management abilities
- Excellent communication and interpersonal skills
- Problem-solving and decision-making aptitude
- Strong ethics and reliability

Personal Competencies/Values

- Goal-oriented individual with proven ability to operate with minimal supervision.
- Ability to handle multiple tasks simultaneously, set priorities, and work independently.
- Ability to maintain strong ethical standards, professional judgement and integrity.
- Ability to build and maintain strong relationships with colleagues, clients, donors, partners, and stakeholders with a focus on impact and results.
- Well-developed interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment and client-oriented.
- Consistently approaches work with a positive and constructive attitude.

Further details of specific tasks and duties will be agreed with the Executive Director as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.

The post holder will be required to abide by the code of conduct, policies and procedures of Centre for Accountability and Rule of Law

The Centre for Accountability and Rule of Law is an equal opportunity employer and does not discriminate against any candidate based on their gender, religion, tribe, age or disability.

To apply, please send your CV and cover letter to CARL Office at No. 145 Circular Road, Freetown or preferably email to info@carl-sl.org and copy amunu2006@yahoo.com
Clearly indicate the position you are applying for on the envelop or subject of your email. The closing date for submission of applications is Monday, 17th May, 2021.

Women are especially encouraged to apply.