

JOB TITLE: Director of Administration & HR

REPORTS TO: Director of Operations

DIRECT REPORTS: Senior HR Officers, HR Officer

DATE PREPARED: March 2023

JOB PURPOSE: To provide coordination and leadership for the Administration, and Human Resources Management functions of the Institute.

KEY RESPONSIBILITIES

- Provide leadership and coordination in the preparation of the Administration budget and manage the budget within the approved limits.
- Ensure the availability of all the logistics required for running the Institute.
- Create a safe and conducive environment for teaching and learning.
- Set objectives for direct reports and monitor and evaluate their performance periodically.
- Ensure the efficient running of all Units under jurisdiction namely:

Human Resource

- Lead in the manpower planning process for the Institute.
- Advise the Principal on all HR related matters.
- Initiate the development of HR initiatives that enhance staff morale and productivity.
- Ensure that Job Descriptions are prepared for all the positions in the organization.
- Advertise vacant positions and facilitate the recruitment of suitable candidates.
- Develop and maintain the Institute's human resources policies and procedures and ensure adherence to the policies.
- Build a culture of discipline and execution through the role out of the HR policies
- Undertake salary surveys to ensure that the Institute's compensation and benefits remain competitive.
- Coordinate the annual performance management process for staff and faculty.
- Facilitate the identification of administrative staff and faculty training needs in conjunction with Department heads.
- Plan and lead professional development activities for staff and faculty. .
- Ensure the health and safety of students, staff and faculty.
- Ensure that the appropriate grievance handling and disciplinary procedures are in place.
- Carry out any other duties that may be assigned from time to time.

Qualification

- First Degree in Business Administration with HR, a Masters would be an added advantage.

Experience

- A minimum of fifteen (15) years' experience in similar role with at least five years (5) in a management role.

Competencies: Knowledge, Skills and Abilities**Knowledge:**

Must have knowledge in:

- The Labour laws of Ghana
- The use of HR Software

Skills:

Excellent skills in:

- Verbal and written communication
- Interpersonal relations and negotiation
- Conflict resolution
- Organization
- Analytical and problem solving
- Paying attention to detail

Ability

Must have the ability to:

- Explore and find new ways to handle people and their concerns