



The African School of Governance (ASG) is a leading public policy and leadership education institution dedicated to empowering a new generation of purpose-driven African leaders. With a foundation rooted in African perspectives and global standards, ASG is committed to cultivating leaders who can address the complex challenges of the 21st century, both on the continent and worldwide.

At the African School of Governance, we are shaping a new era of leadership in Africa through a world-class public policy education, innovative research, and dynamic policy engagement focused on Africa's unique experiences. We aim to address the continent's pressing governance challenges by equipping emerging leaders with the mindsets, skills, and knowledge required for effective leadership.

ASG's vision is to nurture a prosperous and peaceful Africa where purpose-driven leaders have the mindsets, knowledge, and skills to drive sustainable development for all. The mission is to nurture leaders to drive Africa's sustainable development by providing innovative public policy education, cutting-edge research, and a platform for policy engagement that fosters transformative governance tailored to the continent's unique values and opportunities.

ASG seeks to address this gap in African public policy education and research while joining a network of other world-class institutions across the region and globe.

JOB DESCRIPTION

JOB DETAILS

JOB TITLE: HR and Administration Officer

REPORTS TO: Vice President Finance and Operations

JOB REF: ASG/HR025

DEPARTMENT: Finance and Operations

Job / Role Purpose:

The role holder is responsible for providing overall direction of human resources operations and administration support across all employee types, including faculty and non-faculty employees. This role includes interpreting ASG HR policies, providing consultation and advice on HR issues and concerns, and developing and implementing the institution's HR strategies and plans within ASG. The position will supervise subordinate human resources and administration staff and ensure that the unit's personnel actions and activities comply with relevant State and School policies and support ASG's equal opportunity and diversity goals. The position incumbent will be responsible for integrating HR and administration best practices within the unit.

Key duties and responsibilities

Strategic responsibilities

- Coordinate the development and endorsement of the HR strategy and vision to guide the school's human resource agenda.
- Develop, plan, and implement human resources policies, procedures, and best practices for ASG.

- Facilitate the development and shaping of the ASG organization culture that supports the execution and achievement of the school's strategic objectives.
- Lead the development and administration of a sound performance management system for the ASG that promotes a high-performance culture.
- Consult with ASG leadership on developing/updating the organizational structure that enhance effectiveness and reduce administrative costs within the school.

Recruitment and Staffing

- Coordinate the development of a comprehensive competency framework for the school to guide talent management, training, and development initiatives.
- Identify and advise ASG leadership on classification needs and staffing requirements with a broad understanding of both short- and long-term goals of the school.
- Consult with managers and supervisors on writing and developing job descriptions to meet staffing needs. Proactively source talent through various channels and ensuring that job descriptions are updated and accurate.
- Timely hiring to meet staffing needs within the defined timeline for different positions.
- Review and facilitate approval of faculty and staff hiring and appointments within ASG and ensure these activities are conducted in accordance with all relevant legislation, and School guidelines.
- Provide support and oversight of employee background and credential checking and ensure effective and timely staff onboarding activities to ensure that new employees are effectively integrated into the organization with proper orientation, paperwork, and resources.

Performance Management and Training and Development

- Consult with and guide managers on implementing appropriate performance management practices within the school and assist in addressing performance problems in accordance with applicable procedures.
- Develop and manage performance reviews and feedback mechanisms to align employee performance with company goals.
- Support management and employees in setting clear, measurable goals and tracking progress throughout the review period.
- Identify skills gaps and provide/recommend training programs to support employee growth and performance.
- Provide guidance to management on promotion and advancement of diversity efforts within the unit and to ensure equal opportunity in all hiring, promotion, and related HR decision making.
- Leadership Development: Identify and foster potential leadership talent within the organization, ensuring succession planning and career development opportunities.

Compensation and Payroll Management

- Develop and oversee compensation plans and benefits frameworks, provide advice on salary administration, and recommend appropriate salary actions.
- Timely payroll processing to ensure that all employee salaries, bonuses, and reimbursements are processed accurately and on time.

- **Benefits administration:** Manage and communicate the employee benefits package, including insurance, paid time off, and retirement plans.
- **Compensation analysis:** Conduct regular market research to ensure that ASG's compensation structure is competitive and equitable.

Employee Relations and Retention

- **Coordinate employee relations issues and concerns** and partner closely with other units in addressing specific complaints and concerns.
- **Employee Engagement:** Organize and manage employee satisfaction surveys, team-building activities, and recognition programs. Track and analyse key metrics to monitor staff satisfaction and continuously improve HR service delivery to internal clients.
- **Conflict Resolution:** Conduct independent investigations related to staff matters in partnership with concerned ASG units as appropriate. Efficiently address employee concerns and resolving conflicts in a timely manner.
- **Turnover Management:** Monitor and reduce employee turnover by implementing retention strategies such as competitive compensation packages, training, and development programs.

Compliance and Legal Requirements

- **Compliance with Labor Laws:** Ensure that ASG complies with employment laws, health and safety regulations, and other relevant legislation.
- **Policy Development and Enforcement:** Regularly review and update HR policies and procedures to ensure legal compliance and effective governance.
- **Managing Employee Benefits:** Administer employee benefit programs such as health insurance, retirement plans, and leave entitlements as per relevant legislation.
- **Manage employee separations** and coordinate applicable employee exit (offboarding) activities.

Reporting and Analytics

- **Produce reports and analysis** for unit management regarding HR trends and metrics utilizing relevant institutional or local reporting tools.
- **HR Metrics and Reports:** Generate reports on key HR metrics (turnover rates, employee satisfaction, training effectiveness, etc.) to inform leadership decisions.
- **Administration Reporting:** Provide regular reports on office management, vendor performance, and administrative costs.

Leadership and Strategic Support

- **Strategic Planning:** Contribute to the organization's overall strategic goals by aligning HR and administrative functions with the company's long-term vision.
- **Change Management:** Collaborate with the management team in implementing organizational changes/new business processes such as restructures, mergers, or new systems within the school and suggest opportunities for improvement or change.
- **Actively participate** in technical committees or working groups focused on HR service delivery, business systems, and business process improvement.

Health and Safety

- Workplace Safety: Implement and oversee health and safety protocols to ensure the well-being of employees.
- Incident Reporting and Management: Establish and maintain a system for reporting and managing workplace injuries or safety concerns.

Budget and Cost Control

- HR Budget Management: Manage the HR budget, ensuring it is used efficiently for recruitment, training, benefits, and other HR initiatives.
- Cost Control: Identify opportunities to reduce operational costs while maintaining quality services in HR and administration functions.

Administrative Support

- Office Operations and Efficiency: Oversee day-to-day office activities such as maintaining office supplies, managing space and facilities, and ensuring smooth operations.
- Vendor Management: Effectively manage relationships with vendors for services such as office supplies, cleaning, security, and IT support.
- Travel and Logistics: Coordinate the handling of business travel arrangements and logistics for employees.
- Manage, administer, and grant staff access to ASG HR Systems.
- Provide supervision and oversight of assigned HR and administrative support staff including hiring, coaching, training, work assignments, and managing performance.
- Monitor the processing of HR transactions in a timely and accurate manner across the school establishment with attention to data integrity.
- Perform other work-related ad hoc duties as may be requested by the Supervisor from time to time.

Expected Outputs/ Deliverables

- Updated HR strategy and vision
- Updated organizational structure.
- Updated HR policies and procedures
- Sound performance management system
- comprehensive competency framework
- Efficient talent management practices
- Effective staff wellbeing initiative undertaken
- Update staff records and files
- Efficient HR systems and applications
- Periodic HR metric reports

PERSON SPECIFICATION

Educational Requirements

- Bachelor's and master's degree in human resource, business administration, or other related degree qualification from a reputable university.

- Professional human resource qualification from appropriately accredited institutions.

Related Job Experience

- Minimum of 10 years of progressively professional-level human resources management experience in a setting of similar scope and complexity to a university.
- Experience in providing administration support activities.
- Prior experience in strategic human resource management.
- Prior experience in the higher education setting is highly preferred but not required.

Required Technical Knowledge/Skills

- Knowledge of HR planning and analytics
- Strong working knowledge of relevant employment laws and regulations
- Successful experience in handling employee relations
- Knowledge of HR and Administration systems/applications

Required Behavioural Skills

- Expert organizational planning ability
- Excellent written and verbal communication skills
- Attention to detail
- Tact and diplomacy
- Ability to interact with personnel at all levels of the School
- Strategic thinking ability
- Proven ability to multitask
- Transparency and accountability
- Integrity and self-drive
- Analytical thinking and problem solving
- Interpersonal and stakeholder engagement
- Innovativeness

Contact/application information:

If you are interested in exploring this opportunity further and your qualifications and experience match the requirements for any of the roles, please complete and submit your application via the following link: [asq job application form](#). All applications must be submitted via the online application form at this link.