



Sensi & Company Ltd.
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- Do you think that you are innovative and pro-active?
- Are you different or extraordinary than others?
- Do you want to make a big impact in the lives of young people in Sierra Leone and contributes to nation building?

If your answer is yes, then we have an exciting and challenging opportunities for you. Come forward and take the challenge.

We are Sensi Tech Innovation Hub Center in Sierra Leone, building a technology innovation community in Sierra Leone that will drive economic and social development through providing an open and stimulating community hub for young technologists and entrepreneurs to come together, develop their ideas and access cutting-edge tech, events, incubation programmes, networking, training and jobs. Our mission is to create an open community space where technology and entrepreneurship intersect, to help build the next generation of innovative solutions and businesses in Sierra Leone.

We strive to represent the next generation of agents of this change. Sensi is built on a highly collaborative and community driven model. We facilitate the mentoring, skilling, generation of, and exposure to novel ideas needed to foster a more innovative, technological, business and community driven solutions to the livelihoods challenges faced in Sierra Leone. Our approach is to always learn and evolve, so that we can constantly improve in the area we work in, and create impact.

Currently we are looking to recruit for the following position:

Position title: HR Manager
Category: Consultancy Contract Position (6 months)
Reports to: Hub Manager
Business: Sensi Tech Hub
Location: Freetown Sierra Leone

The selected candidate will work with Sensi Tech Innovation Hub Center team. The post holder will be responsible to provide various functional support to the implementation of the Centre programme activities in Freetown and other operational areas. They will

have to participate in all key decisions relating to their work situations and analysis and play a strategic role in the development and implementation of Centre project and grants activities, data collection, inputting and processing as maybe required.

Summary

We are looking for an HR Manager who can oversee our Firestarter Fund program, support Sensi's HR department and make Sensi a premier employment destination for the top talent in our industry. The HR Manager will be responsible for recruiting, sustaining and evaluating employees and employee programs, recommending improvements to employee relations policies and making sure that all employee-related practices and policies in each department align with our corporate goals and established regulations. The successful candidate will be charged with reducing employee turnover at our company and attracting top talent to fill open positions.

Responsibilities and Duties

- Develop programs to enhance employee relations and offer employee support to each staff member
- Ensure that the new hire orientation process properly introduces new employees to the corporate culture
- Deliver compensation and benefit comparison reports to the executive team each month and make recommendations to improve the company's current offerings
- Come up with new ways to measure employee morale and determine methods for improving overall employee satisfaction
- Act as liaison between the company and outside legal and professional resources to ensure that all employment policies follow current laws and regulation
- Develops and administers various human resources plan and procedures for all company personnel.
- Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems.
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- Implements and annually updates the compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors the performance evaluation program and revises as necessary.
- Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information activities program and cash flow.
- Conducts recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; conducts new-employee orientations; monitors career-path program and employee relations counseling; conducts exit interviews.
- Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars. Maintains organizational charts and employee directory.
- Evaluates reports, decisions and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Ensures compliance with all federal, state and local employment laws.

Qualifications and Skills

- Bachelor' Degree in Human Resources or related business field
- 5+ years' experience in a human resources supervisory position
- Demonstrated ability to improve employee morale
- Comprehensive understanding of local and international employment laws
- Exceptional interpersonal communication and relationship-building skills
- Strong understanding of HR Smart software preferred

Salary/Benefits

To be determined based on experience.