

## Job Description

**Position Title:** Human Resource Manager

**Department:** Human Resources

**Location:** Hodmas University College Campus

**Position Type:** Full-Time

**Reporting to:** Vice President of Administration

**About Hodmas University College:**

Hodmas University College is a dynamic and forward-thinking educational institution committed to providing high-quality education. We are seeking a skilled Human Resource Manager to join our team and lead human resources activities, promoting a positive workplace culture and ensuring the well-being of our staff.

**Job Description:**

**Job Summary:**

The Human Resource Manager is responsible for overseeing all aspects of human resources at Hodmas University College, including recruitment, staff development, performance management, and compliance. This role requires an experienced HR professional with strong leadership skills and a deep understanding of HR practices.

**Key Responsibilities:**

1. **Recruitment and Staffing:**

- Lead the recruitment and selection process for new hires, including job posting, interviewing, and onboarding.
- Collaborate with department heads to identify staffing needs and ensure the right candidates are hired.
- Develop and maintain an effective orientation program for new employees.

2. **Employee Relations:**

- Serve as a resource for staff, addressing their questions, concerns, and providing guidance.
- Implement and enforce HR policies and procedures, ensuring compliance with labor laws and regulations.
- Manage and resolve employee relations issues and conflicts in a fair and consistent manner.

**3. Performance Management:**

- Develop and oversee performance evaluation processes, providing guidance to managers and employees.
- Identify opportunities for staff development and training, and facilitate training programs.
- Manage the performance appraisal process and provide feedback for continuous improvement.

**4. Benefits Administration:**

- Administer employee benefit programs, including health insurance, retirement plans, and other benefits.
- Ensure accurate and timely processing of benefits and assist employees with benefit-related inquiries.

**5. Compliance and Reporting:**

- Maintain knowledge of labor laws and regulations and ensure institutional compliance.
- Prepare and submit required HR reports, such as EEO-1 and other regulatory filings.
- Maintain HR records and data in a secure and organized manner.

**6. Talent Development:**

- Develop and implement strategies for staff retention and career development.
- Foster a culture of continuous learning and professional growth within the organization.
- Identify leadership and talent development opportunities.

**Qualifications:**

- Bachelor's degree in Human Resources, Business, or a related field; HR certification preferred.
- Proven experience in human resource management.
- Excellent knowledge of employment laws and regulations.
- Strong interpersonal and communication skills.
- Ability to maintain confidentiality and handle sensitive information.
- Exceptional problem-solving and decision-making abilities.
- Team-oriented with the ability to build and maintain positive working relationships.

**How to Apply:** Interested candidates should submit a resume and cover letter detailing their relevant experience and qualifications to [hr@hodmas.edu.so](mailto:hr@hodmas.edu.so) by **5<sup>th</sup> November 2023**. Please use "Human Resource Manager Application" as the subject line.

Hodmas University College is an equal opportunity employer and encourages applications from candidates of all backgrounds and experiences.