

## JOB DESCRIPTION

**Job Title:** HR Manager

**Job Location:** Mauritania and Senegal

**Reporting to:** Managing Director

### 1.0 Job Purpose

**Overview:**

Oversee the human resources functions of the company, including recruitment, employee relations, performance management, and compliance with labor laws and regulations. Ensure effective HR practices and contribute to the development of a positive work environment.

**Critical Contacts and Relationships:**

- **Internal:** Managing Director / HR Team
- **External:** Employees / External Partners / Labor Authorities

### 2.0 Recognized Qualifications and Experience:

- Develop and implement HR policies and procedures in line with legal requirements and company goals.
- Manage recruitment and selection processes to ensure the hiring of qualified and suitable candidates.
- Oversee employee onboarding, training, and development programs.
- Address employee relations issues, including conflicts and grievances, and provide support to managers and staff.
- Ensure compliance with labor laws and regulations in both Mauritania and Senegal.
- Administer employee benefits, compensation, and performance management systems.
- Monitor and report on HR metrics, including turnover rates, absenteeism, and employee satisfaction.
- Collaborate with management to align HR strategies with organizational objectives.
- Promote a positive and inclusive workplace culture and support employee engagement initiatives.

**3.0 Recognized Qualifications and Experience:****Essential:**

- Master in human resources management Minimum of **3 years of experience** .
- Strong knowledge of labor laws and HR best practices.
- Experience in recruitment, performance management, and employee relations.
- Excellent communication and interpersonal skills.
- Ability to handle sensitive and confidential information.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- Required level of English proficiency.

**Preferred:**

- Relevant HR certifications.
- Experience in multinational or cross-cultural HR management.

**4.0 Behaviors and Personal Qualities:****Essential:**

- Ensure that all HR activities are conducted in accordance with legal requirements and company policies.
- Demonstrate strong problem-solving skills and the ability to handle complex HR issues with tact and discretion.

**Preferred:**

- Ability to foster a collaborative team approach and communicate effectively, both in writing and verbally.
- Support for the implementation of employee development and engagement programs.

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