



JOB DESCRIPTION

Human Resources Officer

Job Title: Human Resources Officer
Title of Immediate Supervisor: Legal Counsel & Corporate Secretary
Department: LC&CS
Date Prepared: 20.08.2026

Summary

Reporting to the Legal Counsel and Corporate Secretary, the Human Resources Officer will be expected to optimise the contribution of all staff to the goals and objectives of the CDF. In this context, the Human Resource Officer will be responsible for the Human Resource Management, Facility Management and Office Management of the CDF. The HR Officer's responsibility will include Recruitment and On-boarding; Human Resource Administration (including HR Policy development and management); Human Resource Information System (HRIS) management; Benefits Administration; Human Resource Development; Employee and Industrial Relations; Performance Management; Facility Management; Health Safety and Environment (HSE) Management and Office Management including coordination of shared administrative support.

Essential Duties and Responsibilities

1. Lead the CDF in the areas of workforce planning, training and development, compensation and benefits administration, recruitment and selection, employee engagement and industrial relations.
2. Develops and implements the annual human resource management plan.
3. Manages employee contracts, compensation, benefits administration and welfare programmes.
4. Coordinates the organisation's Performance Management process.
5. Oversees the administration of the HRIS ensuring timely data management and data accuracy of all relevant Human Resource information including employee records.
6. Works closely with IT personnel on the design, implementation and maintenance of the HRIS.
7. Works closely with the Management Team to develop, review, and oversee the implementation of HR policies and procedures.

8. Responds to employee queries and brings to management's attention those issues that require attention.
9. Researches HR policies and best practices, advises Management of relevant developments and works with the management team to develop appropriate responses to changes.
10. Prepares the annual budget for administrative services and property maintenance.
11. Ensures the CDF Office filing systems and records are properly maintained and updated in accordance with the CDF's and the CEO's requirements.
12. Provides Administrative support to CDF core functions through a shared support system.
13. Coordinates the CDF's Facility Management functions.
14. Manages the CDF's HSE functions to ensure employee wellness and safety.
15. Undertakes special assignments as may be determined from time to time.

JOB SPECIFICATION

Competencies

1. Education/Qualifications:

- Master's degree in Human Resources Management or related field;
- Professional certification in HRM would be an asset

2. Experience:

- Minimum of five (5) years' experience in a Human Resource or Organisation Development environment.

3. Knowledge and Skills:

- Human Resource Policies and Procedures
- Benefits Administration
- Leave Administration
- Performance Management
- Compensation Administration
- Reward Management
- Human Resource Development
- Industrial Relations
- Recruitment & Selection
- HSE
- Facility Management
- Excellent communication skills
- Good business analysis skills
- Good facilitation skills
- Good report-writing skills
- Proficiency in Microsoft Office Suite
- The administration and application of HRIS
- Confidentiality and Diplomacy