



VACANCY ANNOUNCEMENT

The Central Bank of Liberia (CBL) invites applications from competent and experienced individuals for the below listed position.

Deputy Director for Human Resources Management (HR Operations)

Background:

The DDHRM is to provide principal assistance to the Director in the planning, organizing, directing, supervising, managing and evaluating the Human Resources functions and activities. Responsible for programs and activities related to employee Welfare & Recognition, Retirement & Pension etc.

Essential Functions:

- Assists the Director in planning, direction, managing, supervision and evaluating all Human Resources programs activities and staff.
- Acts as principal assistant to the Director in the formulation, presentation and execution of the Department's budget, establishment of Departmental priorities and allocation of resources.
- Coordinates the recruitment/selection process including advertising position openings, screening applications, assist departments with scheduling testing, assessments, interviews.
- Works with senior management in Human Resources, Labor Relations, and other areas to plan Human Resources strategies and programs; develops new Human Resources tools, systems, and programs to support management's goals.
- Assist with the development and implementation of human resources policies.
- Ensures the integrity of HR data, systems, records, and files.
- Responsible for the administration of all benefits programs including health, welfare, and pension programs, paid leave, unemployment benefits and worker's compensation .
- Performs related duties as assigned.

Education:

Bachelor's degree in Human Resource Management, Business, or a related field. Six (6) plus years of progressive human resource experience in managerial positions. Master's degree, SPHR, PHR a plus.

Necessary Knowledge, Skills and Abilities

1. Knowledge of the principles, practices procedures, methods and legal issues pertaining to human resources management, including recruitment, classification, retirement & pension, compensation and benefits.
2. Ability to design and develop compensation, benefits, and HRIS systems.
3. Ability to communicate effectively verbally and in writing; establish and maintain effective working relationship with employees and the public; apply general principles effectively to specific conditions.
4. Presentation and organizational skills.
5. Advanced knowledge in Microsoft Excel, Word, Access, and PowerPoint and working with HRIS Systems.
6. A people's person with a welcoming attitude.

Only electronic applications will be considered. Cover letters should be addressed to the Director of Human Resources Management Department, Central Bank of Liberia and sent to cbljobs@cbl.org.lr. Applicants must also attach copies of academic credentials.

The deadline for all applications is Friday, March 31, 2017 no later than 4:00 p.m.

Only short-listed candidates will be contacted for interview.