

Job Description

Title:	HR Officer
Experience level:	1-2 years' work experience Human Resource management
Working week:	40 regular hours

Background

Daughter Company of the Dutch based firm [RBD Group, R&D group](#) is a private limited company established under the Ethiopian commercial law in 2011. In the last decade, we have grown to be the center of excellence in all areas of ***talent development, Business Process Outsourcing, Consulting, and entrepreneurship acceleration***. With over 120 employees, we provide our global clients with complete, full scale, cost effective, and efficient business solutions tailored to their needs.

At R&D we strive forward to stimulate the creation of socially responsible business and help organizations grow strategically. We help our customers to be prepared to the competitive world by tackling most internal and external driving forces that affect the way their business operates. We are well-equipped to provide cutting-edge business solutions to organizations geared to improve their efficiency and business performance.

Your role

The HR Officer will support employees and managers in the day-to-day activities of our Human Resources department. The responsibilities include processing employee data, updating company policies and assisting in the recruitment and hiring process. He/She is having people-oriented attitude, sound knowledge in HR functions and contributes to make our company the best place to work.

Main Responsibilities

- Support the development and implementation of HR initiatives and systems.
- Provide counseling on policies and procedures.
- Be actively involved in recruitment by preparing job descriptions, posting ads, conducting interviews, and managing the hiring process.
- Support to populate and implement effective on-boarding plans.
- Work closely with managers and provide support in performance management processes.
- Support the management on disciplinary and grievance issues.
- Maintain employee records (attendance, Leaves and leave of absence) according to company's policy and legal requirements.
- Review employment and working conditions to ensure legal compliance.
- A contact person for managers and employees in people management inquires.
- Support and execute further projects or administrative tasks as assigned.

Qualifications and skills

- Bsc/BA in Human Resources Management or another relevant field
- 1- 2 years of experience as HR officer, administrator, or other HR position
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)

- Understanding of labor laws and disciplinary procedures
- Proficient in MS Office
- Outstanding organizational and time-management abilities
- Excellent communication and interpersonal skills
- Strong ethics & reliability

If you are qualified, please send your CV and motivation letter to career@randdethiopia.com with cc to betelhem@randdethiopia.com before 30th of June, 2023