



We are Hiring an HR Associate

May 27, 2024

The Initiative for Equal Rights (TIERs) is a Nigeria-based registered non-for-profit organization working to create a society where human rights are guaranteed regardless of status, identity, orientation, and affiliation. We exist to protect, uphold, and promote the rights and humanity of all Nigerians through advocacy, empowerment, education, and the provision of safe platforms of convergence. We were founded in 2005 as a response to the discrimination and marginalization of sexual minorities in H.I.V. prevention programming, human rights protection, advocacy, and mainstream human rights work.

We are recruiting to fill the position below:

JOB DESCRIPTION – HR Associate

Job Title: HR Associate

Location: Lagos, Nigeria

Reporting to: Director of Operations

SUMMARY: We are looking for an HR Associate at The Initiative for Equal Rights (TIERs) who would lead and manage the Organization's Human Resources function to support organizational growth, employee engagement, and talent management.

The HR Associate, will develop, implement, and manage HR strategies, policies, and programs to attract, develop, and retain a high-performing workforce aligned with the company's goals and values.

Embrace Diversity.....Stop Discrimination

1B Godson Ilodiana Close Off Ayo Babatunde Crescent, Akinogun Road, Oniru, Lekki, Lagos.
Telephone: 09031496580 E-mail:info@initiative4equality.org website: www.initiative4equality.org



THE INITIATIVE FOR
EQUAL RIGHTS

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned)

HR Strategy and Policy Development:

- Develop and implement HR strategies, policies, Standard Operating Procedures (SOP), Key Performance Index (KPI), and programs aligned with the Organization's vision, mission statement, goals, culture, and legal requirements.

Employee Lifecycle Management:

- Oversee the full employee lifecycle, including recruitment, onboarding, performance management, employee relations, training and development, and offboarding processes.
- Assist in the talent acquisition process, including identifying staffing needs, developing job descriptions, sourcing candidates, conducting interviews, and facilitating the selection and onboarding of new employees.

Performance Management:

- Develop and implement effective performance management systems, including goal setting, performance evaluations, and development plans to drive employee performance, engagement, and growth.

Employee Relations and Engagement:

- Assist in employee relations, guidance, support, and resolution of employee issues and concerns, ensuring fair and consistent application of policies and procedures.
- Collaborate with management to develop and implement employee engagement initiatives, recognition programs, and feedback mechanisms to foster a positive and inclusive work culture

Learning and Development:

- Develop and deliver training programs and initiatives to enhance employee skills, knowledge, and professional development aligned with organizational needs.
- Benefits Administration and Compensation:
- Collaborate with the operations manager and director of operations to administer employee benefits programs, compensation, and reward systems to attract, motivate, and retain top talent

Policy Compliance and Legal Advisory:

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- Advise unit heads and management on organizational policy matters and ensure compliance with labor laws, regulations, and reporting requirements.
- Proactively address HR-related legal and compliance issues.

Employee Communication and Support:

- Serve as a link between management and employees by handling questions, interpreting and administering contracts, and helping resolve work-related problems.

Professional Development and Knowledge Sharing:

- Stay updated with industry trends, best practices, and emerging HR technologies, and share knowledge and insights within the Organization.

Requirements and skills

- 2+ years experience as an HR Generalist, HR Officer or similar role
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Working knowledge of HRIS
- Familiarity with Nigerian employment laws.
- Excellent communication (written and verbal)
- Strong interpersonal skills
- Ability to maintain confidentiality
- Excellent organizational and time management skills
- Organizational and time-management skills
- Strong attention to details.
- BSC/HND degree in any related field.

COMPENSATION

The salary range for this role is N659,302.36 monthly (Gross)

APPLICATION CLOSING DATE: May 31st, 2024

METHOD OF APPLICATION

Interested and qualified candidates should send their cover letters and C.V.s to jobs@initiative4equality.org

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The email subject should read: **HR Associate**

Only shortlisted candidates will be contacted.

TIERs believes that diverse teams are strong teams. We are an equal opportunity employer committed to workforce diversity, composed of teams with a mix of genders, ages, education, and multiple tribes, faiths, and socio-economic backgrounds. We encourage candidates of all genders, sexual orientations, ages, abilities, ethnicity, and origins to apply.

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