

Job Description

TITLE: Human Resource Adviser

I REPORT TO: Administrator

REPORTING TO ME: Canteen staff and Volunteers

CATEGORY: Administration

LAST UPDATED: April 2018

Job Summary:

Provides support to the Administrator in the provision of leadership and day to day management of the Human Resources (HR) in the Ministry including the development and oversight of policies, processes and structure needed to support the church staff and leadership in the areas of compensation, performance and people development, recruitment, training, staff relations, benefits and communication.

Key Responsibilities

Human Resources

- Schedule & direct new employee orientation
- Manage open positions
- Manage the hiring and terminating employee processes including:
 - Advertising, recruiting, tracking of applications, pre-screening, interviewing,
 - Applicant communication
 - reference and background checks, new hire paperwork, release agreements,
 - orientations, exit interviews.
 - Develop job descriptions
 - conduct skills/personality tests
 - Provide interview coaching
- Maintain employee files
- Oversee compensation and benefit structure for the organization and each employee
- Update Personnel Manual and communicate changes to staff
- Communicate all new personnel financial information to the Finance Manager
- Oversee staff leave ensuring that leave days are taken and communication is passed to all relevant parties
- Process personnel and pay changes, deductions and benefits, timesheets, sick leave, vacation time, and overtime.
- Prepare and distribute church holiday schedule and notices, send reminders of staff lunch and recognition notices and other staff events such as Staff Christmas party and farewell parties.
- Update Policies and Procedures including the Employee Handbook.

- Ensure that all staff have up to date employment contracts, job descriptions, and performance evaluations on file
- Ensure that employment contracts comply with the labour laws, the staff handbook and the disciplinary code
- Coordinate the performance review process
- Oversee and guide management and employees regarding all disciplinary issues according to the employee conditions of service and labour law
- Develop a training calendar based on the training needs identified in the departmental strategic plans and liaise with SMT to ensure required training is implemented

Any other duties

- Be loyal to the Senior Pastors and to the Ministry's vision, values and mission.
- Provide care, love and encouragement to volunteers with whom you have contact or dealings.
- Perform all other duties assigned by senior management.
- Adhere to the MLFC Staff Statement of Ethics.

Skills and Competencies

- Highly self-motivated
- MS Office knowledge and experience
- Initiator
- Requires little supervision
- Strategic thinking
- Attention to detail

Qualifications:

- Degree in Human Resource Management or training through experience may be considered
- Proven experience in Human Resources Management
- Ability to coordinate Events of a Christian organisation, NGO or church
- Excellent verbal and written communication skills.
- Ability to work in a rapidly changing environment.
- Ability to resolve conflict in a productive manner.
- Ability to take direction & feedback; collaborative & team
- Ability to solve practical problems and deal with a variety of situations
- Positive interpersonal ability, influence and issue-free skills
- Ability to maintain confidentiality
- Excellent skills in team-building and volunteer-recruiting
- Excellent collaborative skills
- Skilled and vibrant communicator