

HUMAN RESOURCES ASSOCIATE

The Company

Clean Tech Hub is a pioneering hybrid hub for the research, development, demonstration and incubation of clean energy technologies in Africa, and their validation for commercial stage development. It is an early start-up incubator for inventions and innovations in clean energy, a consultancy for sustainability and energy efficiency solutions for organizations, and a driver of clean energy investment into Africa. Clean Tech Hub is focused on addressing Africa's energy poverty, increasing energy access through clean, renewable energy and sustainability.

Position Summary

Clean Technology Hub is seeking a motivated Human Resources Assistant to contribute to the success and growth of our Organization. As a HR Assistant, you will work as part of a dynamic team to contribute to several initiatives, including research, policy formulation and advocacy.

Location: Clean Technology Hub office in Abuja.

Responsibilities

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to the Human Resources Department
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Assist with HR projects (meetings, training, surveys etc) and take minutes
- Assist with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews

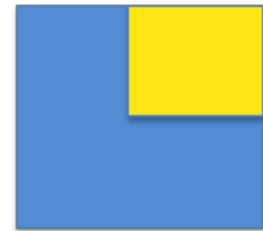


Clean Technology Hub

Energy Innovation Center

- Assist with recruitment and recruitment processes
- Other duties as assigned





Skills/Knowledge

- Proven experience as an HR Assistant, Staff Assistant or relevant human resources/administrative position
- A minimum of 1-2 years' experience in an administrative role
- Fast computer typing skills (MS Office, in particular)
- Basic knowledge of labor laws
- Excellent organizational skills
- Strong communications skills
- Degree in Human Resources or related field
- Successful candidate must have an associate degree in HR or a related field (bachelor's degree preferred)
- Candidate must be able to quickly resolve people's problems
- Candidate must be familiar with database systems and common HR applications

Who You Are

- A self- starter who is able to learn, work independently and passionately.
- You seek to take on new types of work, even without supervision.
- You show willingness to work, travel, and do what it takes to get the job done.
- You are comfortable with ambiguity and an ability to operate effectively in a changing context.
- You are able to react with appropriate levels of urgency to situations and events that require quick response.
- You can build strong relationships with clients and colleagues in a high paced environment.
- You must speak and write well and have a reasonably good command of English language usage and structure

For interested applicants, follow the link to our jobs form here:
<https://bit.ly/CleanTechHubCareers>

Application Closing Date
8th October 2022