

HUMAN RESOURCES JUNIOR 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

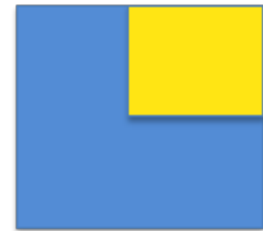
Clean Technology Hub is seeking a motivated Human Resources Assistant to contribute to the success and growth of our Organization. As a HR Assistant, you will work as part of a dynamic team to contribute to several initiatives, including research, policy formulation and advocacy.

Location: Clean Technology Hub office in Abuja.

KEY RESPONSIBILITIES

Recruitment and Selection (30%)

1. Assisting in creating and posting job advertisements on various platforms.
2. Reviewing resumes and applications to shortlist candidates who meet the basic requirements.
3. Coordinating and scheduling interviews between candidates and hiring managers.
4. Communicating with candidates regarding their application status, interview schedules, and necessary documentation.
5. Managing and organizing candidate documentation and ensuring all necessary



paperwork is completed.

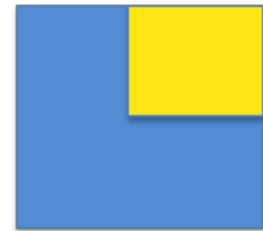
6. Maintaining recruitment databases and ensuring data accuracy.

Recruitment and Selection (20%)

1. Assisting in preparing and organizing new hire paperwork, including employment contracts, tax forms, and company policies.
2. Helping to organize and coordinate orientation sessions for new hires, including scheduling and logistical arrangements.
3. Coordinating with Knowledge management to ensure new employees have the necessary equipment and workspace setup.
4. Assisting new employees with benefits enrollment processes and ensuring they understand available options.
5. Coordinating training schedules and materials for employees, and ensuring they have access to necessary resources.

Human Resources Administration (15%)

1. Maintaining and updating employee records, including personal information, job details, and performance evaluations.
2. Assisting in tracking employee attendance, leaves, and absences, and ensuring accurate records are maintained.
3. Assisting in preparing HR-related documents such as employment contracts, termination letters, and HR policies.
4. Inputting employee data into HR systems and generating reports as needed.



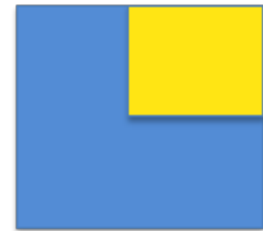
5. Handling HR-related correspondence, including emails, letters, and phone calls.
6. Assisting with compliance-related tasks such as ensuring that employee files and documentation meet legal and company standards.

Employee Relations (15%)

1. Supporting the communication of HR policies, procedures, and company initiatives to employees.
2. Assisting in handling employee grievances and ensuring they are addressed in a fair and timely manner.
3. Supporting the planning and coordination of employee engagement initiatives, such as events, surveys, or recognition programs.
4. Assisting employees with understanding company policies and procedures, and providing guidance on HR-related inquiries.
5. Assisting in the administration of performance management processes, including appraisals and performance improvement plans.
6. Assisting in collecting and summarizing employee feedback, and contributing to the development of action plans based on feedback.

Training and Development (10%)

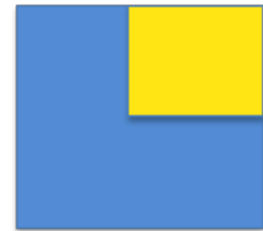
1. Assisting in organizing training programs and workshops for employees, including scheduling, logistics, and materials preparation.
2. Assisting in identifying training needs within the organization through surveys, assessments, and discussions with managers and employees.
3. Assisting in tracking employee attendance and participation in training programs.



4. Assisting in evaluating training effectiveness through feedback collection and analysis.
6. Helping employees access resources for professional development, such as online courses, seminars, or certifications.
7. Assisting in tracking training-related expenses and maintaining training budgets.

HR Compliance (10%)

1. Assisting in ensuring that HR policies and procedures comply with relevant labor laws, regulations, and company standards.
2. Maintaining accurate and up-to-date records related to employment, benefits, and workplace safety to ensure compliance with legal requirements.
3. Assisting in preparing for and participating in internal and external audits related to HR practices, ensuring that necessary documentation is readily available.
4. Helping to communicate changes in regulations or company policies to employees and ensuring understanding and adherence.
5. Assisting in reviewing HR documentation to ensure it aligns with legal requirements and best practices.
6. Assisting in researching and staying updated on changes in employment laws and regulations to ensure the organization's compliance.



REQUIREMENTS

Qualifications & Experience

- 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.
- Must have completed NYSC
- Basic knowledge of labor laws.
- Strong communications skills.
- 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

Abilities, Skills and Attributes

- Robust understanding of human and public relations.
- Deep understanding of requirement processes.
- Excellent problem-solving skills.
- Excellent analytical and report writing skills.
- Proficiency in the use of Google Suite, MS Office and the use of relevant office management software.
- Demonstrate ability to work autonomously, be self motivated and drive closure on a complex range of activities.
- Strong writing and presentation skills.
- Excellent organizational and administrative skills.

- Independent worker able to take ownership of activities, in a deadline driven environment.

For interested applicants, follow the link to our jobs form [here](#).