



Clean Technology Hub
energy innovation centre



Senior Associate, Human Resources

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 Tech Hub is seeking to hire a Junior Associate, Human Resources to be responsible for supporting HR functions, including recruitment, onboarding, and employee relations. Assisting in maintaining personnel records, conducting interviews, and contributing to the development and implementation of HR policies.

The Junior Associate will work alongside and in close coordination with the COO and collaborate with team members to ensure a positive and efficient employee experience while learning and growing within the HR field.

Key Responsibilities

Recruitment (30%)

- Assist in the recruitment process by posting job openings, screening resumes, and coordinating interviews. Engage in initial candidate assessments and contribute to the selection process.

Onboarding (20%)

- Support the onboarding process for new hires, ensuring a smooth transition into the organization. This includes preparing orientation materials, conducting new hire orientations, and facilitating necessary training.

Employee Records (15%)

- Maintain accurate and confidential personnel records. Ensure compliance with record-keeping policies and assist in data entry related to employee information, benefits, and attendance.

HR Policy Implementation (15%)

- Contribute to the development and implementation of HR policies and procedures. Communicate policy changes to employees and assist in addressing inquiries related to HR policies.

Employee Relations (10%)

- Assist in managing employee relations by addressing basic inquiries, facilitating communication between employees and management, and participating in the resolution of minor workplace issues.

HR Reporting (5%)

- Generate and analyze basic HR reports to support decision-making processes. Provide insights into key HR metrics and trends.

General Administrative Support (5%)

- Provide administrative assistance to the HR team, including scheduling meetings, preparing documents, and responding to general HR inquiries.

Qualifications & Experience:

- A degree in Human Resources, Business Administration, or a related field provides a solid foundation for this role.
- Familiarity with basic HR principles, employment laws, and regulations. Academic coursework or practical experience in HR is advantageous.
- Strong written and verbal communication skills to effectively interact with candidates, employees, and team members.
- Demonstrated ability to manage multiple tasks, prioritize responsibilities, and meet deadlines in a fast-paced HR environment.

Abilities, Skills & Attributes:

- Ability to work effectively in a team environment, collaborating with colleagues to achieve HR objectives and support organizational goals.
- Strong attention to detail in tasks such as resume screening, record-keeping, and data entry to ensure accuracy and compliance.
- Ability to adapt to changing priorities and navigate evolving HR situations, demonstrating flexibility and a positive attitude.
- Familiarity with HRIS (Human Resources Information System) software, Microsoft Office, and other relevant tools for efficient HR operations.
- Demonstrated ability to analyze HR-related issues and contribute to practical solutions. A proactive approach to identifying and addressing challenges.
- A customer-focused mindset with the ability to provide effective support to employees and candidates, addressing inquiries and concerns professionally.

To apply, click [here](#)

Application Closing Date 27th March 2024

