

TEACHFORNIGERIA

Title: Human Resources/Operations Manager

Reporting to: CEO

Start Date: Immediately

Employment Type: Full-time

Location: Based in Lagos, Nigeria

About Teach For Nigeria

[Teach For Nigeria](#) is a non-governmental organization focused on developing leaders to address education inequity in our country. Our mission is to attract, engage, and mobilize a critical mass of young change agents who will drive the movement toward educational equity and excellence in Nigeria, starting by recruiting outstanding graduates as full-time teachers for two years in underserved schools in low-income communities. As a growing organization working in a complex environment, we are looking for exceptional individuals who are both self-directed and strong team players to make up our leadership team.

Position Summary

Teach For Nigeria is looking for a Human Resource and Operations Manager (HROM) to oversee all aspects of Human resources and operations. The HROM will be tasked with creating long-term HR/Operations structures, policies, standards, and procedures to contribute to solid and effective organizational development. This is a tremendous opportunity for an HR leader to maximize and strengthen the internal capacity of a fast-growing impactful organization.

Dimensions

- Employees across the entire organization
- External service providers, vendors and partners
- Teach For Nigeria Fellows when required

Key Accountabilities

- Develop the organization's human resource department by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Supports organization staff by establishing a recruiting, testing, and interviewing process; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- Prepares employees for roles by establishing and conducting orientation and training programs.
- Manages a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure revisions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organization at hearings.
- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.

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- Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.
- Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees and following up on work results.
- Manages human resource staff by recruiting, selecting, orienting, and training employees.
- Advances human resource staff job results by counseling and disciplining employees; and planning, monitoring, and appraising job results.
- Coordinate HR activities across the organization including internal recruitment, selection policy, and procedures contracts and benefits, payroll and personnel records, absence, sick, maternity and paternity leave, induction, training & development, performance reviews, succession planning, firing, counseling, discipline and grievances, staff welfare.
- Contribute operations information and recommendations to strategic plans and reviews; prepare and complete action plans; resolve problems; complete audits; identify trends.
- Maintain a safe and healthy work environment by establishing, following, and enforcing standards and procedures; and complying with legal regulations.
- Responsible for all aspects of vehicle and heavy equipment rentals.
- Establish contracts, agreements, and pricing to ensure proper maintenance and serve as primary liaison with utilities and local government agencies, such as fire, police, health, and safety agencies.
- Manage relationships with key operations vendors.
- Track vendor pricing, rebates, and service levels.
- Review and approve all operational invoices and ensure they are submitted for payment.
- Serve as point of contact when there are escalated Fellow issues related to accidents and mishaps during Fellowship; train & support coaches on managing relationships with Fellows.
- Work closely with the inventory manager and team to perform an analysis of our inventory and ensure we are utilizing our inventory effectively, purchasing the right equipment, maintaining solid inventory data and reducing sub-rental expenses.
- Contributes to team effort by accomplishing related results as needed.

Knowledge, Skills & Abilities

- Hiring, influencing, and leading
- People management
- Business negotiation
- Planning and Organizing
- Performance management
- Communication processes
- Compensation, benefit, and wage structure
- Supporting diversity
- Classifying employees
- Employment law
- Laws against sexual harassment

Education, Experience, and Licensing Requirements:

- Graduate/post-graduate
- 5+ years of experience in progressively responsible human resource roles

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- HR certification preferred
- Full range of strategic management and leadership skills
- Demonstrates the ability to make and take responsibility for sound and far-reaching decisions
- Experience in managing multiple projects
- Ability to assess and plan for future needs
- Ability to plan and prioritize own workload and that of others
- Displays good interpersonal skills at all levels
- Lateral thinking and analytical skills
- Problem-solving skills

How to Apply

Please email your resume and a **one-page** cover letter to **careers@teachforigeria.org**. Please indicate the position applied for in the subject line of your email. Your cover letter should include why you are interested in Teach For Nigeria and in this position. Only short-listed candidates will be contacted.