

TEACHFORNIGERIA

Title: HR/Admin Officer

Reporting to: HR/Admin Manager

Employment Type: Full-time

Location: Based in Lagos, Nigeria

About Teach For Nigeria

[Teach For Nigeria](#) is a non-governmental organization building a movement of leaders who will reshape what it means to provide an excellent education for all children across the nation. We aim to cultivate students who can harness their voices and shape a changing world while being committed to their communities. This will require support at every level of leadership, from our teachers in the classroom to the highest-ranking officials. Teach For Nigeria aims to accomplish this vision by recruiting promising young leaders, to teach for a 2-year commitment in underserved schools in low-income communities. In the long run, our organization is cultivating a network of change-makers, inclusive of our students, their communities, our Alumni, government officials, community partners, supporters, and affiliates.

Position Summary

Teach For Nigeria seeks an HR/Admin Officer to assist managers and employees with respect to HR policies and procedures, employee relations and engagements, recruitment, benefits administration, learning and development, and health and safety.

The HR/Admin Officer will be responsible for coordinating recruitment, payroll, benefits administration, and employee database management. The incumbent will also support the development of Performance Management strategies, driving Employee Engagement and the development of strategies towards improving the organization's culture.

Key Responsibilities

- Contribute to the overall HR Strategy of the organization
- Assist with preparation of JD and sourcing for candidates and selection of qualified candidates
- Coordinate Interview sessions for candidates
- Coordinate the seamless onboarding of new hires
- Review and update job descriptions for all positions regularly
- Assist with payroll and benefits administration (Pension/PAYE/NHF)
- Liaise with all government agencies to ensure adherence to compliance laws and regulations
- Coordinate employee engagement activities
- Attend to employee inquiries & grievances.
- Settle disputes according to labor law & compliance guidelines.
- Assist in the coordination of Performance Management Cycles and reviews
- Liaise with third-party partners; Insurance/HMO
- Assist in the coordination of Employee Training and Learning sessions
- Manage Employee Database
- Support the review of policies and adherence to policies

Requirements

- Proficiency with MS Office applications (Excel, PowerPoint, etc.)
- Excellent communication skills, both verbal and written.
- Demonstrated a strong commitment to confidentiality and professionalism.
- Demonstrated ability to work collaboratively with all levels within the organization showing maturity and discretion.
- Demonstrated initiative and sound judgment towards the work.
- Ability to work independently and manage time effectively.

Experience and Qualifications

- Bachelor's degree in human resources or related field (essential).
- 3 years of experience in Human Resources.
- Exposure to labor law and employment equity regulations.
- Effective HR administration and people management skills.
- Exposure to payroll practices.
- Full understanding of HR functions and best practices.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in emailing, MS Office, and related business and communication tools.
- Fantastic organizational and time management skills.
- Strong decision-making and problem-solving skills.
- Meticulous attention to detail.
- Proactiveness in addressing work responsibilities.
- Experience in the social impact space is preferred.

How to Apply

Please email your resume and a one-page cover letter to **careers@teachfornigeria.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.