

TEACHFORNIGERIA

Title: Human Resources Coordinator

Reporting to: Head, Human Resources & Administration

Employment Type: Full-time

Location: Lagos, Nigeria

Start Date: Immediately

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 towards 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 Resources Coordinator to implement and deliver people operational results of the human resources department of TFN. The role holder will support in creating, maintaining and implementing people systems, and programs relevant to TFN's organizational goals as contained in the Human Resource strategy, people philosophy, policies, and procedures.

The scope of the role holder's duties will span human resource suits such as talent acquisition, human resource analytics, compensation and benefits, employee welfare, employee engagement, performance management, statutory compliance, training and career management, disciplinary and grievance management among others.

Key Accountabilities

- Maintain an effective recruitment system by ensuring relevant and up to date TFN job requirements and description bank for all positions.
- Conduct assigned recruiting, testing, and interviewing exercise; advise managers on candidate selection; conduct and analyze exit interviews; and recommend necessary changes to process/system.
- Generate, review, update HR information system for accuracy; prepare HR reports based on HR data.
- Conduct assigned tasks regarding pay plans such as job evaluation exercise, pay budget preparation, individual pay action monitoring, planning pay structure revisions.
- Assist with payroll functions including payroll processing, providing responses to employee payroll questions, resolving processing errors, and providing payslips.
- Implement the end-to-end performance management exercises aimed at achieving high performance organization.
- Deliver relevant learning models suitable for different levels, groups at TFN. Provide periodic learning reports to determine ROI.
- Review Human resources procedures and policies in accordance with existing and emerging statutory, legal and organizational goals, needs and requirements.
- Monitor and report employee compliance with a safe and healthy work environment.
- Create, implement and monitor timely and relevant HR programs that address identified or prospective people's concerns or needs.

- Maintain and improve HR filing and retrieval system for relevant human resource records which may be used for any HR hearing or presentation. Retains historical human resource records based on existing and agreed standards.
- Complete assigned human resource operational requirements by scheduling and following up on work results.
- Manages human resource staff by recruiting, selecting, orienting, and training employees.
- Support in coordinating HR activities across the organization including internal and external recruitment, onboarding and induction, payroll and records management, administration of absences and various leave options, training & development, performance reviews, succession planning, exit management, counselling, discipline and grievances, staff welfare, and all statutory requirements as assigned.
- Relates with HR vendors and ensures optimal service delivery, tracks vendor pricing, rebates and service levels.
- Support in addressing Fellow issues related to accidents, mishaps during Fellowship, etc.

Knowledge, Skills & Abilities

- Talent attraction and recruitment management
- Compensation and benefit management
- People relations and engagement
- Planning, organizing and monitoring.
- Learning and development
- Effective communication and presentation skills.
- Conceptualization skills.
- Performance management
- Supporting diversity and inclusion
- Relevant employment laws for different groups.
- Human resource process management

Education, Experience, and Licensing Requirements:

- A graduate degree in any discipline; post-graduate degree (in HR or similar) is an advantage
- At least 4 years' experience in Human resources.
- At least one HR certification (CIPM, SHRM, HRCI, CIPD) is mandatory
- Demonstrated HR generalist experience and capabilities across the employee life cycle
- Experience in HR function implementation across different HR suits.
- Ability to develop and present reports on HR analytics and programs.

How to Apply

Click on this link: [Link to Application Form](#) and follow the on-screen instructions to submit your application.

Application Deadline: 4th July 2025. Only short-listed candidates will be contacted.