



VACANCY WITH LINDII PEACE FOUNDATION

LINDII PEACE FOUNDATION (LPF) is a nonprofit non-governmental national organization established in Nigeria in July 2014 with the aim to improve the lives of people through effective and efficient humanitarian and developmental assistance in communities where such supports are essentially necessary within Nigeria. Through international and national networking, LPF provided humanitarian and developmental assistance to individuals, families, schools, Health facilities, and communities in more than twelve (12) states within Nigeria regardless of their ethnicity, political and religious affiliation. LPF fundamentally intervenes in multi-sectoral humanitarian activities majoring in Protection and Nutrition mainstreamed Water Sanitation and Hygiene (WASH) interventions. Other activities include stand-alone Programmes on Nutrition, Protection, Food Security & Livelihood, Education, and Cross-Sectoral areas.

To sustain the Organizational reach (Programmatically and Operationally) the Organization is seeking applicants for the Job title below:

Job Title	Admin and Human Resource Officer
Job Type	Fixed Term
Qualification	Bachelor's degree or Higher National Diploma in Human Resource Management and or any other relevant discipline. Professional Certification will be an added advantage
Experience	Minimum of 5 years' experience working for a corporate organization. (Previous experience of working with an NGO sector is desirable)
Location	Borno, Adamawa and Yobe (BAY) State.

Duty Description:

The Admin & Human Resources Officer shall provide appropriate administrative and human resources (HR) support for the effective delivery of Admin and HR functions relating to this project- Maintain the HR Data Base, regularly update employee information, maintain an accurate, timely employee filing system, advising Line Managers and staff on all HR matters, performance management, HR administration and employee relations in accordance with LPF administrative standards and with local laws and regulations to all staff and volunteers employed for the implementation of this project. The role shall facilitate the smooth movement of Personnel to and fro Maiduguri Field Office and Bama/Dikwa office including processing and forwarding completed requests to necessary agencies.

Job Description:

- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Create and implement effective onboarding plans, develop training and development programs
- Assist in performance management processes
- Support the management staff disciplinary and grievance issues
- Maintain employee records (attendance, personal data etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance
- Guides and support managers and staffs on HR policies and procedures and monitor the implementation of the rules in line with the Internal Regulation and Labour Law.
- Under supervision the Operation Manager she/he will execute administrative, legal related tasks and payroll procedures ensuring that all data related to monthly salary calculation of employees of the project are correctly collected (days off, unpaid leaves, sick leaves, overtime, etc.).
- Ensures that all staffs in the project are properly briefed and/or inducted.
- Facilitate performance management, capacity building, disciplinary measures and other HR matters.

- Conducts interviews and select applicants who meet the specified criteria for the position as per the recruitment process and in close coordination with the line managers.
- Ensures hiring, carry out amendments and contract termination formalities for employees at project level, according to labor local laws, preparing all mandatory tax declarations in order to ensure legal compliance.
- Assists the Operation manager to draw up annual holiday planning and staff shifts in order to forecast HR needs and to ensure HR availability for the project activities.
- Enters data into the HR database and personal files and kept them up-to-date in order to facilitate HR processes management. Archive the personnel documentation and keep it in order.
- Updates national health insurance, employee pension information, and local indigene reports in order to meet legal requirements and duties.
- Update regularly the project's organizational chart and Job Descriptions in consultation with relevant staffs (i.e., Head of Department, Response Coordinator, Executive Director, etc.)
- Follows up on the implementation of the staff's performance appraisal system (probationary & annual performance reviews).
- Ensures induction, debriefs and all exit processes are done as per LPF procedures.
- Ensures the timely production of HR reports from the field including attendance, payroll input, turnover, leave tracker and nominal rolls.
- Plans and conducts internal HR workshops, induction and trainings for staffs according to organizational needs.
- Supports in detecting training needs through consolidating staff's performance result, proper evaluating of people performance and potential identification, and follow up on action plans to improve people capabilities.
- Prepares the final pay slip and employment certificate at the end of a contract in order to meet legal requirements while defending LPF's interests and based on Internal Regulation.
- Ensures all administrative information available to the staffs (posting, meetings, etc.)
- In close collaboration with the Operation Manager/ Project Manager, looks for the best options to avoid and/or solve possible labor conflicts.
- Prepares and share statistical HR reports as requested.
- Maintaining physical and digital personnel records like employment contracts and PTO requests
- Update internal databases with new hire information
- Create and distribute guidelines and FAQ documents about company policies
- Gather payroll data like bank accounts and working days
- Publish and remove job ads
- Schedule job interviews and contact candidates as needed
- Prepare reports and presentations on HR-related metrics like total number of hires by department
- Develop training and onboarding material
- Respond to employees' questions about benefits (for example, number of vacation days they're eligible for)
- Collaborates with Logistics department for movements and/or accommodation of staffs in the project.
- Works as a bridging gap between LPF and communities.
- Sustain regular participation and cooperate with beneficiaries or staff around during their work.
- Ensure that the properties in the place of work are respected and that no damage is caused to them.
- Adhere to implementation standards, LPF ways of working, and the terms of the LPF Code of Conduct; including the commitment to **zero tolerance** on **SEA** and the obligation to report **SEA** cases.
- He / She must not use their position of being engaged in LPF work to gain favors or material advantage.

Requirements and skills

- Proven experience in HR roles, such as HR officer or administrator
- Strong knowledge of HR functions, including pay & benefits, recruitment, and training & development
- Understanding of labour laws and disciplinary procedures
- Excellent organizational and time-management skills
- Strong communication and interpersonal abilities
- Effective problem-solving and decision-making skills

- High level of ethics and reliability
- BSc/BA in Social Sciences or related field; additional training is a plus
- HR certifications (e.g., PHR)
- Familiarity with LPF policies, procedures, and general finance and administration
- Proficiency in information technology and computer skills
- 3–5 years of experience in humanitarian aid
- Multilingual skills are an advantage
- Advanced experience in developing administrative and HR-related technical tools, guidelines, and systems
- Familiarity with Human Resources Information Systems (HRIS)
- Basic understanding of labour legislation and contract employment
- Experience with recruitment and selection processes
- Strong assessment, evaluation, and strategic planning abilities
- Knowledge of humanitarian, human rights, or refugee law
- Skilled in using spreadsheets and other office software
- BSc in Human Resources Management or related field, or equivalent experience in HR or administration

Selection Criteria Core Competencies

Skills:

- Ability to work independently and as a team player who demonstrates leadership and is able to support and train staff and also able to work with disaster-affected communities in a sensitive and participatory manner.

Communication Skills:

- Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of LPF. This includes effective negotiation and representation skills.

Integrity:

- Works with trustworthiness and integrity and has a clear commitment to LPF's core values and humanitarian principles.
- Resilience/ Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.

Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.

Work style:

- Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem-solving skills.

GENERAL INFORMATION

For an application to be valid, an applicant's Application letter and CV must contain the following information:

- Name of the Applicant (Must be the same as Name on Bank/ Account Information)
- Gender
- Phone Number and/or Email Address and/or Contact address (Residential)
- Nigerian Government-Approved ID Card (Either NIMC/National ID, National Voter's Card, International Passport, or Driver's License)
- Indigene certificate (if Any)
- Birth certificate/ declaration of age
- Language proficiency (List the Language and State your Proficiency level)
- Referee (minimum of 2 referees)

Other information

- The contract duration is 6 Months with possible extension upon satisfactory performance
- For an application to be valid, responsive References/Referees should be captured in the application with full and accessible contact information/details.
- Only applicants who scale through the prerequisite conditions will be invited for an interview.
- Interested applicants should submit the hardcopy of their resume, cover letter, and credentials at LPF Maiduguri Office **OR** send via email to hr@lindiipeacefoundation.org as a single file using the **position title as the subject of the mail**.
- All applications should be received on or before CoB 18th October 2024. The application will be assessed on a rolling basis.

