

Vacancy Announcement

The Central Bank of Liberia (CBL) invites applications from competent and experienced individuals for the below listed position in its Human Resources Management Department.

1. Assistant Director Policy and Compliance (1 Position)

Background

To contribute to the attainment of the HRM Department's goals as outlined in the HR Strategy. To work as part of the HRM team in providing professional services by evaluating, developing and enforcing human resources policies, procedures and programs and ensuring compliance with said policies and applicable labor laws of Liberia.

Duties & Responsibilities

- Under the direction of the Director of HRM, develop, implement, and update personnel policies, procedures, and forms.
- Stay current with labor laws and regulations affecting personnel issues (Decent Work Act 2015, etc.), employment practices or trends and recommends new or revised policies and procedures as appropriate.
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Assists and support Directors of departments and all employees regarding personnel issues.
- Answers employee questions regarding personnel policies, procedures, and benefits.
- Assist with the research and dissemination of related HRM information to Directors and/or employees on personnel issues.
- Ensure legal compliance by monitoring and implementing applicable human resource requirements;
- Conduct workplace investigations and maintain records of said investigations.
- Review disciplinary and/or employee complaint documentation and recommend appropriate disciplinary and other actions in compliance with policies and applicable laws.
- Assist the Legal Counsel and represent the organization at labor hearings where applicable.
- Perform other HRM related duties as required and assigned.

Education

Bachelor's degree in Human Resource Management, Business Management/Administration, Psychology or related field. HR Certification(s) and/or an MBA a plus.

5-7 years progressive HR or related experience.

Necessary Knowledge, Skills and Abilities

- Analytical thinking
- Result Oriented
- Policy design and Development
- Attention to details

- Legislation and Compliance
- Grievance & Discipline Management
- Decent Work Act of 2015
- Microsoft Office suite
- Written and oral communication skills (Presentation)
- Report Writing

Application Requirements:

Only electronic applications will be considered. Cover letter and resume/CVs should be addressed to the Director of Human Resources Management Department, Central Bank of Liberia and sent to cbljobs@cbl.org.lr. Applicants must attach copies of relevant academic credentials. The deadline for all applications is Monday, October 5, 2020 no later than **5:00pm**. Only short-listed candidates will be contacted.