



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

A1	Job title:	Human Resources Professional
A2	Department	Human Resources Department
A3	Section	
A4	Reports to (position):	Head of Human Resources

A5 Supervises (Name of Positions):

B JOB DESCRIPTION

B1 Overall purpose of the job. To provide effective and strategic HR support across the organization by managing employee relations, recruitment, performance management, workforce planning, employee welfare, HR administration and labour relations.

Duties and Responsibilities:

- Manage the full spectrum of HR operations, including employee relations, recruitment, performance management, workforce planning, employee welfare and HR administration.
- Partner with Line Managers and HODs to align people practices with operational and business requirements.
- Manage industrial and union relations, including grievance handling, disciplinary processes, negotiations and employee engagement.
- Support workforce productivity, attendance, leave management and manpower optimisation.
- Ensure compliance with employment legislation, Company policies and HR governance requirements.
- Provide HR insights and reports to Management to support effective decision-making.

Qualifications and Experience: :

- Bachelor's degree in human resources, Industrial Relations, Business Administration or related field.
- Minimum 8+ years' progressive HR experience, preferably within a manufacturing, Agro-industrial, FMCG or other labour-intensive environment.
- Demonstrable experience managing industrial/unionised employee relations.
- Strong practical experience across the broader HR function, including employee relations, recruitment, performance management, workforce planning and HR operations.
- Strong interpersonal, analytical, problem-solving and stakeholder-management skills.

Skills and Competencies:

Employee relations, Labour laws, performance management, Disciplinary and Grievance handling, Employee engagement and welfare. HR policies.