

JOB ADVERTISEMENT: HUMAN RESOURCES MANAGER

A leading Rwandan mining company with diverse mining operations has an opportunity for a highly motivated and committed HR professional to join the management team to provide direction and leadership in building a professional, employee-oriented company culture built around safety, accountability and mutual respect.

Location: Kigali with frequent visits to the mine sites

Reports to: Chief Operating Officer

In the first year, the successful candidate will focus on putting Human Resources structures and processes in place, including policies & procedures, a HR management system, a resourcing plan, an industrial relations plan and relationships, and building an HR team.

Other duties and accountabilities will include:

- Full management and supervision of HR function and team
- Coordination of all employee administration services
- Effective communication and implementation of HR policies and procedures
- Employee performance management and evaluation
- Employee training and development

PROFILE:

- Masters degree or equivalent earned from a reputable institution in a relevant discipline (HR management, law, business management, etc.);
- At least 10 years work experience, in positions of increasing authority, including no less than 5 in HR management or middle management;
- Prior experience in managing large numbers of workers (several hundred), with little or no formal education, is required;
- Prior experience working in a rural setting and a keen understanding of rural dynamics would also be an asset, especially with regards to recruitment

Insofar as this is a new role, with a newly formed entity, the successful candidate will need also to demonstrate an ability to manage multiple tasks and assignments concurrently, to engage meaningfully with stakeholders from all walks of life, including government officials, and articulate a pathway to support the business in achieving its key objectives in coming years.

HOW TO APPLY:

Interested and qualified applicants should submit their applications and attach below documents (in one PDF document) via email to **tmrecruitment2021@gmail.com**

- Motivation letter addressed to; **COO** explaining your suitability for the position,
- Curriculum vitae with 3 referee names.
- Copies of degree certificates and other professional certificates

- Copy of National Identity Card.
- Deadline of application is **Friday 16th July, 2021 at 5PM.**

Only applicants fulfilling the aforementioned requirements will be contacted. If you do not hear from us within 2-5 days after the deadline, consider your application unsuccessful.