

Deputy Human Resources Manager at ASA International (Rwanda) Plc: (Deadline for Submission: Friday, 16th September 2022)

Job Title: Deputy Human Resources Manager (DHRM)

Department: Human Resources and Operations Management

Location: Head Office Kigali-Rwanda

Reporting to: Human Resources & Administration Manager

Type of contract: Open-ended Contract

About the ASA International (Rwanda) Plc:

ASA International (Rwanda) Plc (subsequently referred to as "ASA Rwanda") is a for-profit, deposit taking Microfinance Institution licensed by National Bank of Rwanda and incorporated under The Companies Act, No.103495622 in Rwanda in 2014 and started operations in 2016, currently serving small business in 30 branches across the country. ASA Rwanda is a subsidiary of ASA International listed on London Stock Exchange, one of the world's largest international Microfinance institutions in the world operating in 13 countries in Africa and Asia.

Vision: Reduce poverty by improving the lives of the underprivileged with a key focus on female entrepreneurs.

Mission: We have a strong commitment to financial inclusion and socioeconomic progress.

Objective: Providing Microfinance loans for business purpose to low-income entrepreneurs with an objective of improving financial inclusion and realize socioeconomic progress. Our loans provide an alternative to low income entrepreneurs without access to credit from traditional banks. We provide these loans using the ASA Model. ASA Model was introduced by Md. Shafiqul Haque Choudhury, co-founder of ASA International, who sadly passed away in February 2021. Read more about our co-founder and tributes to his contribution on www.asa-international.com.

Job purpose:

We are looking for an energetic Deputy Human Resources Manager to join the team with a long-term focus. Deputy Human Resources Manager will oversee the entire Human Resources operations of ASA International (Rwanda) Plc and take a lead in streamlining HR operations both at the Head Quarter and Branch Level.

Major responsibilities

- Coordinate the recruitment process by processing employee requisitions, advertising job vacancies, scheduling interviews, performing reference checks, prepare and issuing employment

contracts, update records of new staff, prepare employees for their first job catchment and conduct orientations, and inductions to new staff.

- Coordinate, monitor, and suggest annual performance appraisal (APA) of entire company personnel.
- Enforce result-based work by ensuring that employees are appraised against key performance indicators (KPIs) and target sets.
- Work closely with top management and employees to improve work relationships, build morale, increase productivity employees' retention, creating a positive working environment in which continuous improvement, service-mindedness, transparency, and open communications are key values.
- Coordinate administrative functions, handling employees' concerns at work, and harmonizing with other departments/ units as much as possible.
- Training line managers on coaching their subordinates the legal disciplinary procedures, work ethics, and standard administrative principles.
- Ensure the company compliance to the workplace health and safety acceptable measures being undertaken by the organization at all the time.
- To line manage and develop a team of HR Administrators to achieve high levels of performance and customer service both individually and as a team.
- To carry out ad-hoc tasks and / or operation work as directed to support senior HR staff and to deliver on the Company Mission.
- From time-to-time be required to undertake other duties of a similar nature as reasonably directed by your line manager. As required to follow all Company policies and procedures at all times and take account of the Company guidance

Requirements – skills, knowledge, abilities – for Deputy Human Resources Manager

- Proven working experience in similar positions not below five (5) years;
- Solid experience in administrative correspondence.
- Extensive skills in MS Office particularly, MS Word and Excel.
- Implementing HR strategies and initiatives aligned with the overall business strategy.
- Bridging management and employee relations by addressing demands, grievances, or other issues.
- Managing the recruitment and selection process.
- Proven ability to juggle multiple HR management activities with Head office administration, while maintaining sharp attention to details;
- Excellent listening, negotiation and presentation skills;
- Strong verbal and written communication skills;
- Ability to work in a team and in wide collaboration with Managing Director, prioritize work assignments, meet deadlines, team leadership in a corporate context and exercise professional judgment;
- A track record of managing an HR operational service
- Effective knowledge of employment legislation and HR best practice and its practical application
- Delivering training and other learning interventions
- The maximum age requirement for the role is 40 years old.
- Be Rwandan by Nationality.

Educational Requirements:

- Bachelor's Degree in Human Resources, Public Administration, Law, Social Sciences, Master's Degree in Human Resources can be an asset or other related fields.

Salary & Benefits:

- Competitive salary
- In-house Medical Insurance covering him/her and legal dependents as company policy
- Communication allowances as per company policy
- Monitoring allowance as per company policy
- Annual Salary Increment as per company policy
- Festival Allowance as per company policy

Application process:

Cover Letter included the candidate's expected salary; Detailed CV; Copy of Certificate, Diploma or Degree; Work certificates from previous employers; any other document that may prove a candidate's competency to the post; Copy of ID Card.

Method of Application:

Applications should be addressed to the Managing Director of **ASA International (RWANDA) PLC** located in KIGALI City, GASABO District, Plot No. – 95, NTORA Village, KG 784 St. RUHANGO Cell, Gisozi Sector, Kigali, Rwanda.

Online Application to be sent to asarecruitment@asarwanda.rw with subject line mentioning **Deputy HRM. Submission of Application should be by Friday 16 /September/2022 at 5:00 PM. ONLY**, shortlisted candidates to sit for written and Oral/competency-best test will be communicated.

"ASA International (Rwanda) PLC is an equal opportunity employer and aims to attract and select a diverse workforce, ensuring equal opportunity to everyone, irrespective of race, age, gender, class, ethnicity, disability, location, and religion. **Qualified women are particularly encouraged to apply.**

Done at Kigali, on 31/08/2022

Approved by:



Jamilur Rahman Chowdhury
Managing Director

