



EXTERNAL VACANCY ANNOUNCEMENT

20 October 2021

G4S is the world's leading international security solutions group, which specializes in outsourced business processes in sectors where security and safety risks are considered as strategic threats. G4S has operations in more than 125 countries with 657,000 employees.

In Africa, G4S is the largest private employer, with 110 000 employees in over 25 countries across the continent.

By the way of this announcement, G4S-Gabon is looking for suitable candidates for the position of **HUMAN RESOURCES MANAGER** based in Libreville.

Main Purpose:

The HR Manager coordinates the provision of Human Resources support services across the business unit in compliance with local legislation and Company policies and procedures.

KEY PERFORMANCE AREAS	
KPA	PERFORMANCE STANDARDS
Effective management of Employee Relations function	<ul style="list-style-type: none"> ▶ Responsible for the management of disciplinary processes conducted in the country, ensuring compliance with the Company's Code of Conduct and procedures ▶ Competent representation of the Company in all disputes referred to the Labour Court ▶ Competent representation of the business in dealings with trade unions ▶ The establishment and continuation of employee communication structures.
Effective resourcing of staff	<ul style="list-style-type: none"> ▶ Regular meetings with country management team to ascertain recruitment needs, trends and service delivery issues ▶ Thorough human resource planning process to match requirements with incumbents, with a focus on the approved structure. ▶ Adherence to company policy with respect to approval and recruitment process. Strict observance of company recruitment process ▶ Management of thorough vetting and screening process and procedure ▶ Management of recruitment process, and administration process, to ensure correct workflow of information for rostering and loading
Manage the organisational employee engagement process	<ul style="list-style-type: none"> ▶ Support change initiatives within the company on a project basis ▶ To support the drive to achieve a high level of employee engagement within a change management process: <ul style="list-style-type: none"> o Manage the implementation of Employee Satisfaction Surveys to identify the current levels of employee engagement o Analyse results o Agree with key stakeholders on the process to drive corrective actions o Ensure that action plan based on survey results is put in place and monitored at all levels o Track progress on action plans through regular follow up surveys
Company Policy Compliance and Record Keeping management	<ul style="list-style-type: none"> ▶ Participate to regular audit from the Group ▶ Identify areas of concern, deficiency and implement change procedures to ensure compliance ▶ Management of administration resources tasked with HR documentation and filing. ▶ Review and audit of HR filing and documentation, ensuring correct standards are maintained and policy complied with.
Manage the provision of effective training within the region	<ul style="list-style-type: none"> ▶ Compile operational training schedules, and manage the delivery of training interventions through Training Officers ▶ Assist national training function in planning and execution of management training. ▶ Management and planning of Induction training and implementation for all new starters (wages and salaries) ▶ Management of 'on the job' training planning and implementation through Training officers ▶ Coordinate succession planning for management and support positions in conjunction with T&R Manager, for E2 and below
Manage Health and Safety Awareness in line with Group policy and strategy	<ul style="list-style-type: none"> ▶ Ensure proper employee care when there is a serious incident or death, in terms of company policy ▶ Promote Health and Safety awareness with your team and region, in conjunction with the HSSEC strategy for the country.

MINIMUM REQUIREMENTS		
Qualification	Experience	Skills and Attributes
<ul style="list-style-type: none"> ▶ Master degree or equivalent in HR, Administration or Management. 	<ul style="list-style-type: none"> ▶ Minimum 3 years' experience as HR practitioner ▶ Experience in labour relation management ▶ Financial acumen in cost control and budgets ▶ Experience with large recruitment campaigns ▶ Gabon Labour legislation ▶ Computer literacy and HR systems (Sage People, Oracle, SAP, ...) ▶ Leading People ▶ Managing Conflict ▶ Communication skills (written and verbal) 	<ul style="list-style-type: none"> ▶ Driving change ▶ Attention to detail ▶ Delivering objectives ▶ Delivering strategy ▶ Collaboration and cooperation ▶ Bilingual (English/French)

Pre-selected candidates will be asked to provide a name of a referee who will be contacted during the screening process.

Interested candidates can send their CV and any relevant document to jobs@ga.g4s.com no later than **Friday 12 November 2021**.