



OVERVIEW & JOB OBJECTIVE					
Job Title	Team Lead, People Experience	Pay Range (Annual Gross)	N5.5M – N6.5M	Location	Lagos
Grade Level	Manager				
The purpose of this job shall be to:					
To champion the Institute’s culture and core values through the development and delivery of people management strategies that supports the Institute in the achievement of its strategic aims and objectives while ensuring that CIPM continually attracts and retains talent in all areas.					
EQUAL OPPORTUNITY STATEMENT					
We are an equal-opportunity workplace and an affirmative-action employer. We encourage applications from suitable candidates, irrespective of physical ability/disability, colour, tribe, race, religion, marital status, pregnancy or other status protected under the law.					
REPORTING RELATIONSHIPS					
Reports to	Director, People & Operations	Supervises	<ul style="list-style-type: none"> Human Resource Officer Business Performance & Strategy Officer 		
JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES					
Internally Relates with	<ul style="list-style-type: none"> Internal Stakeholders 	Externally Relates with	<ul style="list-style-type: none"> ITF NSITF Pension Advisers Medical Servicer Providers, etc 		
PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES					
	People and Culture <ul style="list-style-type: none"> Provide highly visible, strategic leadership to promote a culture of progressive excellence throughout the Institute ensuring that it is seen as an exemplar and promotes an employer of choice reputation Influence and deliver the business strategy and responding to the associated people challenges Define and shape the HR function ensuring it is dynamic, strategic and business focused. Create a culture which empowers staff, promotes accountability and gives the autonomy to deliver internal and external objectives Set the direction and strategy for the HR function to deliver excellent HR services to the Institute. Ensure that sustainable staffing and talent pipelines are cultivated for staff across all areas of the Institute Ensure that CIPM has an engaged, skilled and motivated workforce with the capability to deliver the Institutes vision and strategic objectives 				

CIPM House, 1 CIPM Avenue, Central Business District, Alausa, Ikeja, Lagos.

CIPM House, Plot 12, Benghazi Street, Wuse Zone 4, Abuja.

Tel: 07001237555, **Email:** info@cipmnigeria.org, www.cipmnigeria.org

PRESIDENT: MR. OLUSEGUN MOJEEB, **FCIPM**, **VICE PRESIDENT:** MR. HENRY UNUAKPOR, **MCIPM**, **NATIONAL TREASURER:** MRS. OGOCHUKWU EGBUONU, **MCIPM**, **REGISTRAR/CHIEF EXECUTIVE:** MS. OLUWATOYIN NAIWO, **FCIPM**



- Provide assurance that all strategic risks are identified, managed and senior stakeholders are informed of the potential impacts and preventative actions
- as Head of Profession for HR, champion and develop the profession within the Institute, upskilling the Institute on HR related matters and the application of HR policies.
- Develop a strong network and reputation for collaboration with a diverse range of stakeholders and delivery partners across the Institute and her partners winning and retaining the trust of stakeholders at all levels.

HR Operations

- Prepare and implement the annual HR plan of the Institute
- Identify, design and implement strategic HR projects as and when required
- Manage the process of recruitment and selection of staff and ensure proper onboarding
- Ensure effective design of employee terms and conditions of service, people management policies and procedures, welfare conditions, etc in order to ensure a consistent and fair approach to people management within the Institute
- Ensure effective management of grievance and disciplinary procedures, ensuring compliance to labour laws, Institute standards and global best practices
- Ensure ongoing two-way communication with staff to maintain harmonious relations between management and staff and build a responsive culture
- Institute and maintain an effective performance management system
- In conjunction with the head, learning and development, implement competence management and learning interventions to drive high performance among staff
- Implement a compensation strategy and compensation administration structures as agreed with the leadership of the Institute that ensures internal equity and supports the Institutes high performance objectives
- Implement and manage appropriate HR support technologies to enhance HR service delivery and process administration, and deliver improved customer service
- Collaborate with the Head, Consulting Services to provide specialized HR expertise for specific programs and projects as necessary

Business Performance & Strategy

- Drive the formulation and implementation of strategies considering the strategic thrusts of the Institute over short, medium and long-term.
- Provide guidance for internal and external stakeholders on strategic focus of the Institute; bearing in mind roles played.

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- Liaise with other Strategic Business Units in driving implementation of corporate strategies, assessment of impacts on business and promoting performance at all levels.
- Obtain information prepare periodic reports for the attention of the SMT, Top Team, Leadership and Council.
- Support other departments to drive the achievement of their strategic objectives.
- Participate in the development of business (services and products) of the Institute.

People and Resource Management

- In line with the Institutes Strategic Objectives, set strategic goals, objectives, budgets, policies, and procedures to enhance return on investment and enhance the profile of the Institute.
- Set departments' high-level goals, objectives and plans and conduct a strategic review of performance on a regular basis to determine whether the Department is meeting its short-and long-term objectives
- Review the operating results and service standards of the Department & compare them to established objectives and goals, and follow-up to ensure appropriate measures are taken to correct unsatisfactory results.
- Establish and maintain an effective system of communications throughout the Institute to ensure that the responsibilities, authorities, and accountabilities of all team members and service providers are clearly defined and understood.
- Manage work relationships with vendors for seamless work flow
- Manage the departmental budget towards effective optimization of allocated resources

PERSON SPECIFICATION

Knowledge, Technical Skills and Attitudes

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<p>1. Building Collaborative Relationships: The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support to the business.</p> <ul style="list-style-type: none"> - Ability to develop and maintain a vibrant, long-term network of relationships with individuals from multiple constituencies. - Has a successful track record of developing, managing, growing, and institutionalizing complex relationships on behalf of the company. <p>2. Communication: The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences.</p>	<p>3. Emotional intelligence – being able to understand and manage your own and others’ emotions, and their effect on behaviors and attitudes.</p> <p>4. Customer Orientation: The ability to demonstrate concern for satisfying one’s external and/or internal customers.</p> <p>5. Achieving results: Sets realistic targets for himself/herself and for the team; ensures availability of resources and supports staff members in achieving results. Monitors progress and performance; evaluates achievements and integrates lessons learned.</p>
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Experience

- Minimum of 6 years post NYSC experience on a similar role in a reputable organization
- Knowledge of Nigerian labour laws, rules and HR best practices
- Knowledge and use of HRIS

Qualifications

<p>1. Bachelor’s degree in human resource management and other social sciences</p>	<p>1. A certified member of a CIPM is required</p>
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Other Requirements

- Computer Literate: Excel, Word, Outlook, MS Office and HR Software

PHYSICAL REQUIREMENTS

Location	Office Based	Both Office & Field Based		Field Based
	<input type="checkbox"/>			<input type="checkbox"/>
Travel	None <input type="checkbox"/>	0% - 30% ✓	31% - 60% <input type="checkbox"/>	61% - 100% <input type="checkbox"/>
Work Cycle/Days	Mondays – Fridays			

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Application Process

- Method of Application: Send your CV quoting the appropriate Job Title to recruitment@cipmnigeria.org
- Application Deadline: **Friday, 19th January 2024**

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