



OVERVIEW & JOB OBJECTIVE

Job Title	Human Resources & Business Strategic Office	Pay Range (Annual Gross)	N2.8m- N4.0m	Location	Lagos, Head Office
Grade Level	Senior Officer				

Background:

The CIPM is the umbrella Association for Practitioners of People Management with the vision to be the Institute of Choice for People Management.

At the CIPM:
 We care for our People
 We partner to build their Careers and
 Together we strive for EXCELLENCE
 “We focus on building people, so our people will focus on building our Institute”

The purpose of this job shall be to:

- The Human Resources & Strategy Officer job exists to provide administrative support to the Team Lead; People Experience in order to help the Institute achieve its strategic mandate/goals. The job holder is responsible for HR administrative tasks such as maintaining employee records and coordinating employee onboarding, training, and performance appraisal as well as other daily activities of the HR department. He/She shall support all activities related to the corporate business performance management cycle and manages all communications, sensitization and monitoring of the process to ensure its effectiveness and relevance to the business needs

EQUAL OPPORTUNITY STATEMENT

CIPM is an equal opportunity workplace and an affirmative action employer. We encourage applications from suitable candidates, irrespective of gender, physical ability/disability, color, tribe, race, religion, marital status, pregnancy or other status protected under the law.

REPORTING RELATIONSHIPS

Reports to	Team Lead, People Experience	Supervises	None
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JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES

Internally Relates with	<ul style="list-style-type: none"> All staff 	Externally Relates with	<ul style="list-style-type: none"> All members, Corporate clients. Regulators
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PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES

HR Administration	<ul style="list-style-type: none"> Ensure that all employee records are properly filed, clearly labeled and maintain records of documents received. Update employee records to reflect changes in employee details such as address, educational qualification etc. Assist in identifying competent training vendors to close identified learning gaps of staff. Monitor compliance of signed-off pre-learning agreements. Monitor the performance management process and compliance by all staff. Assist in undertaking annual remuneration survey. Assist with monthly payroll management processes. Assist with monthly attendance management.
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	<ul style="list-style-type: none"> • Execute and monitor agreed staff welfare activities like HMO, Pensions, Group Life Insurance, ITF etc. • Assist in recruitment and selection process administration as well as new employee onboarding. • Assist in the development and implementation of HR policies. • Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.). • Coordinate HR projects (meetings, training, surveys etc.) and take minutes. • Deal with employee requests regarding human resources issues, rules, and regulations. • Provide support to employees such as leave administration, disciplinary Issues, employee engagement. • Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
HR Analysis and Reporting	<ul style="list-style-type: none"> • Research, analyze, and present data for reports assigned. • Develop standard and ad hoc reports, templates, dashboards, scorecards, and metrics. • Meet with the Team Lead, People Experience to discuss and clarify requests for projects, highlight issues, and make recommendations to address issues and priorities. • Write detailed reports and make oral presentations as required. • Assist in rollout and implementation of HR programs. • Identify and participate in continuous improvement initiatives.
Business Performance & Strategy	<ul style="list-style-type: none"> • Work in liaison with key departments and departmental heads to establish and support the link between strategic business objectives and people's day-to-day actions and tasks by implementing a process for tracking progression from goal setting, quarterly reviews, and end of year evaluations to support individual, team and organizational performance. • Ensure targeted communication of the performance management process to enable managers to evaluate and measure individual and team performance and to optimize performance and productivity. • Assist in Managing and coordinating organization-wide efforts to ensure that performance management and performance improvement programs are developed and managed using a data-driven approach that sets priorities for improvements in line with on-going strategic imperatives. • Develop and communicate the strategic vision, scope, priorities, processes, systems, and tools of the performance management desk. • Assist in setting up a Performance Management/Corporate priority reporting framework that enables employees and teams understanding of the organization goals and to identify how individual and team outputs contribute to the achievement of the company's objectives. He or she must manage the performance cycle to ensure alignment at departmental level and cascading business goals and Key Performance Indicators across the organization. •
KEY PERFORMANCE INDICATORS	
Operational Targets	<ul style="list-style-type: none"> • Strategic Alignment & Business Impact • Talent Acquisition & Workforce Planning • Employee Experience, Engagement & Culture • HR Operations, Compliance & Governance
PERSON SPECIFICATION	



Knowledge, Technical Skills and Attitudes				
<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>		
Experience				
<ul style="list-style-type: none"> • Bachelor’s degree in Human Resource management and other Social Sciences related discipline. 				
Qualifications				
1. Minimum of 3 years post-graduation experience on a similar role in a reputable organization		2. Professional membership of CIPM is compulsory.		
Other Requirements				
Proficient in the use: Computer Literate: Excel, Word, Outlook and PowerPoint.				
PHYSICAL REQUIREMENTS				
Location	Office Based <input type="checkbox"/>	Both Office & Field Based <input checked="" type="checkbox"/>	Field Based <input type="checkbox"/>	
Travel	None <input type="checkbox"/>	0% - 30% <input checked="" type="checkbox"/>	31% - 60% <input type="checkbox"/>	61% - 100% <input type="checkbox"/>
Work Cycle/Days	Mondays – Fridays			

Application Process

- Method of Application: Send your CV quoting appropriate Job title to: recruitment@cipmnigeria.org
- Application Deadline: **Thursday, May 7th, 2026**
- Remuneration: We value our employees, and the role comes with attractive compensation, benefits and a great work environment.