

TEFON HUMAN RESOURCES Sarl

Vacancy announcement

HR Manager

Work location Douala
Reports to HR Head
Year 2022

ROLE RESPONSIBILITIES

- Negotiates and concludes all office related contracts
- Negotiates, concludes and renews all insurance policies. Also, ensures that the company policies do not expire and follows up on all claims
- Negotiates employees' medical insurance for better prices
- Heads the Interview Committee, and assures professionalism in the selection process
- Runs an efficient imprest system for all administrative expenditures in accordance with the imprest procedure of the company
- Reviews the Salary Scale twice a year, undertakes market surveys and recommends updates when necessary
- Undertakes the One-to-One Discussions with every employee twice a year after the analysis of the Employee Satisfaction Survey

HUMAN RESOURCES

QMS/OH&S ROLE AND RESPONSIBILITIES

- Requests for monthly OH&S reports from the Project Supervisors of each project, compiles them together with the office and the warehouse OH&S and shares it with the Group HR Head and in the management meetings
- Updates periodically the employees with all new and amended legal requirements on OH&S system
- Monitors that the office is labeled with the appropriate OH&S signage
- Ensures That all OH&S/QMS procedures are regularly monitored and followed

QUALIFICATIONS REQUIREMENTS

- 4-6 years experience in similar field



EDUCATION REQUIREMENTS

- BSc. in Administration or BA in Humanities (Sociology/Psychology)
- Certified Member of a Professional Body

All interested candidates should submit a CV and cover letter to: tefonhr@tefonservices.com/www.tefonservices.com/latest August 26th 2022

This vacancy is open to all interested candidates both internal and external



10/Aug/2022