

Job Title: HRO I - Workforce Planning, Policy Development, and Recruitment

Job Summary:

The Human Resource Officer I is responsible for supporting the Senior Professional HR Planning, Policy Development and Recruitment in workforce planning, policy development, and recruitment activities. This role requires a degree in Human Resources, Business Administration, Psychology, or a related field, proficiency in Microsoft Office, and a minimum of three (3) years of relevant experience. Key skills include strong analytical abilities, effective communication, organizational skills, and the ability to maintain confidentiality and professional relationships.

Key Accountabilities:

- Analyse workforce data to identify trends and forecast staffing needs.
- Support the development and implementation of workforce plans that align with organizational objectives.
- Collaborate with various departments to gather information on current and future workforce requirements.
- Prepare reports and presentations on workforce planning metrics and findings.
- Assist in researching, drafting and updating HR policies and procedures as required to ensure to ensure compliance with laws and best practices.
- Support the communication and implementation of new policies across the organization.
- Assist in the recruitment process, including job postings, resume screening, and scheduling interviews.
- Support in the coordination of new hire onboarding and orientation programs.
- Maintain accurate records and documentation for policies, procedures, onboarding and orientation programs.
- Participate in job fairs and other recruitment events as required.

Submission of Applications: Email a copy of your CV and Cover letter to: jobs@eaastaff.com

Please be advised that submission of resumes close on 25th August 2024.

We would like to thank all applicants for their interest. However, we wish to advise that only those candidates considered will be contacted.

Job Title: Administrative Assistant (3 positions)

Job Summary

The Administrative Assistant provides high-level administrative support to the Chief Administration Officer, Chief Financial Officer and Chief Information Officer ensuring smooth operations within the respective Department. This role requires a degree in Business Administration or a related field, proficiency in Microsoft Office Suite, and a minimum of four years of experience supporting a senior executive. Key skills include excellent organizational, communication, and problem-solving abilities, as well as the ability to maintain confidentiality and handle sensitive information professionally.

Key Accountabilities:

- Develop and manage the schedule for the respective supervisor providing daily or routine updates.
- Arrange travel, accommodation, and itineraries, and handle all related correspondence.
- Coordinate meetings, including preparing and collating documentation, confirming attendees, and arranging facilities such as rooms, equipment, and refreshments.
- Record, transcribe, and distribute minutes of meetings assisting with follow up on action items as required.
- Conduct research, analyse data, and compile information as requested.
- Handle phone inquiries, direct calls, and provide basic Authority information.
- Maintain office supplies inventory by monitoring stock levels, ordering supplies, and verifying receipt.
- Develop and maintain accurate physical and electronic filing systems for documents and reports.
- Provide clerical support, including drafting correspondence, document control for incoming and outgoing mail, photocopying, faxing, and circulating documents.
- Assist in the preparation and finalization of reports for distribution.

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