

JOB OPPORTUNITY

Form Ghana is an internationally leading forest Plantation Company started in 2007 and managing 20,000 hectares of land with 12,000 plus hectares reforested with teak and indigenous tree plantations and nature conservation areas. Form Ghana Limited seeks a proactive and dynamic person to join Form Ghana team to be trained and assist in the management of its human resource.

Job Title : Human Resource Management Trainee

Job Summary- Gain knowledge and experience leading to possible employment in the company under direction of experienced management personnel

Position Period- Six (6) months

Job Location: Berekum - Bono Region

Job Description:

- Recruitment, monitoring, and assisting HR Manager in training and development of general staff
- Manage employee's attendance Register and leave schedule
- Addressing employees' concerns with assistance from the HR Officer
- Maintains employee information by entering and updating employment, status change data, and NHIS database
- Facilitate employees' representative meetings
- Assist in the preparation of permanent, and short-term workers' employment contracts
- Registration of complaints from employees
- Updating the company's training register
- Preparation and administration of performance appraisal for employees
- Review and improve employee's performance
- Assist in Health and Safety Issues
- Conducting salary survey
- Submit accurate monthly and quarterly written reports to the Human Resource Officer

Eligibility:

- Relevant tertiary qualification in Human Resource Management or an equivalent course of study.
- At least 2 years or more working experience in HR Management.
- Must have National Service Certificate
- Age 18 ≥ 35 years and computer literate



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Key competencies:

- Dynamic and responsible individual with a strong interest in health and safety standards
- Good communication and interpersonal skills
- Detail-oriented and well organized
- Logical thinking ability
- Good presentation and report writing skills
- Proactive and innovative
- Team player
- Ability to work well under pressure, either in a team or with minimum or no supervision
- Proficiency in computer applications including Microsoft Office Package, especially the use of Microsoft Word, PowerPoint, and Excel
- Trustworthy
- Diligent

Deadline: 17th June 2022 at 12 noon

Application and CV could either be sent to: m.awuni@formghana.org / afia.yeboah@formghana.org / zornahd.cosmos@gmail.com or be delivered by hand at Sunyani or Berekum or Akumadan site or posted to:

**The Human Resource and Development Manager
Form Ghana Limited
P. O. Box SYI 211
Sunyani**

Females are encouraged to apply for this position

Note:

Applicants who do not hear from us two weeks after the deadline (1st July 2022) were not selected.



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House addr: Hse 11, Blk. H, Sector 17, Sunyani, B/R, Behind Ideal College and near Tyco City Hotel.