

JOB OPPORTUNITY

Form Ghana is a Forest Plantation Company that started operating in 2007 and now 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 is in need of an innovative, intelligent and proactive HR Officer with experience in Recruitment, Performance Management, Labour regulations, Training and Development to join Form Ghana team and add value in the management of its human capital.

Job Title : HR Officer

Job Location: Akumadan, Ashanti Region

Job Summary: To provide strategies and active role in supporting HR management in Form Ghana Limited

Job Description:

1. Responsible for employees recruitment
2. Responsible for onboarding for new recruits and offboarding of employees
3. Facilitate employees communication (“bottom up” and “top down”)
4. Facilitate Employees representative meetings and union programs
5. Provide employees relation support including copilation of complaints and facilitation of addressing complaints
6. Formulating of strategies to improve employment policies and procedures
7. Manage student industrial/ internship and volunteering programs in the company
8. Manage employees attendance register and leave schedule
9. Maintains employees information by entering and updating employment, status change data and NHIS database
10. Deliver yearly HR trainings for employees at the right time and evaluate (Company rules and regulations, Leave, absenteeism, etc)
11. Updating company’s training and development register
12. Organize and coordinate employees trainings and development programs
13. Assist in the preparation of permanent and short-term employment contract.
14. Provide support for supervisors in periodic administration of performance appraisal for employees
15. Regularly inform employees and management on new HR policies and procedures
16. Assist HR and Development Manager in planning and maintaining HR department budget
17. Maintain confidentiality and correct/true HR Files
18. Perform any other HR functional roles as needed
19. Submit accurate monthly written report to the HR & Development Manager

Eligibility:

- 1) Tertiary qualification / Diploma or degree in Human Resource Management, any eligible HR professional certificate.
- 2) At least Five (5) years or more working experience in Human resource management role, preferably in the Forestry, Agriculture and Manufacturing Industry
- 3) Knowlegable in Ghana labour laws and regulations
- 4) Membership of a professional body like CIHRM,SHRM may be an added advantage.
- 5) Must have National Service Certificate

- 6) Must have valid National health Insurance Card
- 7) Age $18 \geq 35$ years and computer literate

Key competencies:

- Dynamic and responsible individual with a strong interest in HRM
- Excellent communication and interpersonal skills
- Detail-oriented and well organized
- Logical thinking ability
- Good presentation and report writing skills
- Proactive and innovative
- 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, Team Player, organizational skills

Deadline: 28th February 2023 at 12 noon

Application and CV could be sent to: hr@formghana.org 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 before 7th March 2023 were not selected.