



We Are Hiring!

HUMAN RESOURCES OFFICER

- INNOVATION CONSULTING
- RESEARCH & DEVELOPMENT
- PROTOTYPE DEVELOPMENT
- START-UP INCUBATION
- MENTORSHIP
- VENTURE CREATION
- ENTREPRENEURSHIP
- HUMAN CAPITAL DEVELOPMENT

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Open Position: Human Resources Officer

Reports to: Human Resources Manager / Chief Operating Officer

Location: Innov8 Hub, Abuja, Nigeria

Employment Type: Full-time, Permanent, Onsite

Experience Level: Mid Level

COMPANY PROFILE

Innov8 Hub is a not-for-profit, non-governmental organization with a mandate to groom innovators, researchers, creatives, and venture creators. We strategically aid and collaborate with organizations and individuals seeking to transform their ideas into solutions.

JOB SUMMARY

The Human Resources Officer is responsible for supporting the development and implementation of human resource strategies, policies, and programmes that align with the organisation's operational objectives. The role involves managing key HR functions including recruitment and selection, employee onboarding, HR documentation, policy implementation, employee relations, performance management, and compliance with labour regulations.

The HR Officer will contribute to building efficient HR systems that support organisational growth, staff productivity, and a positive work environment. The position requires a proactive professional capable of handling employee lifecycle management while ensuring compliance with applicable labour laws and organisational policies.

KEY RESPONSIBILITIES

Recruitment and Talent Acquisition

- Support workforce planning by identifying staffing needs in collaboration with departmental heads.
- Coordinate the recruitment process including job postings, application screening, scheduling interviews, and candidate communication.
- Assist in conducting candidate assessments, background checks, and reference verification.
- Support the preparation of employment offers and employment contracts.

KEY RESPONSIBILITIES

- Maintain recruitment records and candidate databases.

Employee Onboarding and Documentation

- Coordinate employee onboarding processes including orientation, introduction to teams, and familiarisation with organisational policies.
- Ensure proper documentation and filing of employee records.
- Facilitate employee data capturing for payroll, benefits administration, and internal systems.
- Coordinate issuance of staff identification cards and access credentials.

HR Administration and Records Management

- Maintain accurate and confidential personnel records and HR databases.
- Ensure proper filing of employee documentation in both physical and electronic formats.
- Support the preparation of HR reports and workforce analytics.

Employee Relations and Workplace Support

- Serve as a point of contact for employee inquiries related to HR policies and procedures.
- Support the resolution of employee grievances and workplace concerns.
- Promote a positive work environment through effective communication and staff engagement initiatives.

Policy Implementation and Compliance

- Assist in implementing HR policies, procedures, and operational guidelines.
- Ensure compliance with labour laws, organisational policies, and regulatory requirements.
- Support internal compliance monitoring related to employment practices.

Performance Management Support

- Assist in coordinating staff performance appraisal processes.
- Support the implementation of performance monitoring systems and feedback mechanisms.
- Maintain records of staff performance evaluations.

Compensation and Benefits Administration

- Support payroll administration by ensuring accurate employee information and attendance records.
- Assist in coordinating employee benefits including health insurance, pension contributions, and statutory benefits.

- Provide support in managing leave records and attendance tracking.
- Training and Staff Development
- Assist in identifying staff training needs and coordinating capacity development programmes.
- Maintain records of employee training activities and professional development initiatives.

Exit Management

- Support employee exit processes including resignation documentation, exit interviews, and clearance procedures.
- Ensure proper documentation of employee disengagement and knowledge transfer.

REQUIRED QUALIFICATIONS & SKILLS

- Bachelor's Degree in Human Resource Management, Business Administration, Industrial Relations, Psychology, Law, or related field.
- 3–5 years progressive experience in Human Resources or HR Administration.
- Background in Law will be an added advantage, particularly in labour law, compliance, and policy interpretation.
- Professional certification such as CIPM, SHRM, or HRCI will be an advantage.

KEY COMPETENCIES

- Strong understanding of HR policies and employment practices.
- Knowledge of labour laws and regulatory compliance.
- Excellent interpersonal and communication skills.
- Strong organisational and documentation skills.
- Ability to handle confidential information with integrity.
- Problem-solving and conflict resolution abilities.
- Proficiency in Microsoft Office and HR information systems.

PERSONAL ATTRIBUTES

- High level of professionalism and integrity.
- Strong attention to detail.
- Ability to work collaboratively in a team environment.
- Strong time management and organisational skills.
- Ability to manage multiple HR tasks effectively.

REMUNERATION

Salary Range – Open – Initially dependent on experience, thereafter on performance

HOW TO APPLY

Interested candidates are encouraged to submit their CVs and Cover letter to **hr@innov8hub.ng**.