



ECOWAS Bank for Investment and Development (EBID), based in Lomé, Togolese Republic, is seeking to recruit a qualified person, who is citizen of the Community, to fill the following vacancy in the Professional Staff category.

Position	Main duties and Responsibilities	Required Qualification, Experience and Skills
<p style="text-align: center;">Head of Human Resources Division</p> <p style="text-align: center;">(Grade P5)</p>	<p><u>Job summary</u></p> <p>The Head of Human Resources Division is responsible for designing and delivering professional, efficient, and effective human resource management services to support various organizational units of the Bank. In conjunction with the Director of Administration and General Services, the role develops the human capital development strategy and coordinates the implementation and translation of human resources policies and procedures into operational HR plans. The position reports to the Director of Administration and General Services.</p> <p><u>Duties</u></p> <p><u>Duty 1: Human Resource Strategy Implementation</u></p> <ul style="list-style-type: none"> ▪ Organize and execute human resource plans and strategies to identify, train, retain, and enhance personnel contributions to the Bank's short-term and long-term needs. ▪ Align the Bank's needs with its human capital development strategy. 	<ul style="list-style-type: none"> • Master's degree in human resources management, Business Administration, Public Sector Management, Organizational Development or in a related discipline in human and social sciences • manager in human resources management within a multinational organization. • Mastery of collective bargaining and problem-solving techniques. • Knowledge of new information and communication technologies, including HRIS management. • Comprehensive understanding of HR principles, practices, and strategies.

	<ul style="list-style-type: none"> ▪ Coordinate workforce planning for the organization. ▪ Promote seamless execution of human resource initiatives. ▪ Ensure efficient management of staff administrative files. ▪ Process staff salaries, bonuses, loans and other benefits ▪ Oversee staff loans, promotions, and disciplinary issues. <p><u>Duty 2: Operational Units Support</u></p> <ul style="list-style-type: none"> ▪ Establish and manage relationships with clients at all levels, provide strategic and practical high-level advice to senior management on human resources issues. ▪ Develop, implement, and disseminate policies that define human resources service quality standards and make the HR Division a strategic partner of clients. ▪ Assist clients in defining HR priorities, work programs, and action plans based on their entity's objectives, resources, and work environment. <p><u>Duty 3: Performance Management and Talent Development</u></p> <ul style="list-style-type: none"> ▪ Develop and lead the implementation of high-quality performance management and evaluation systems. ▪ Promote an evaluation system that leads to the achievement of the Bank's objectives through individual objectives. ▪ Develop training policies and procedures, assess training needs across various structures, and determine internal and external training programs. ▪ Manage career development planning and the succession management process. 	<ul style="list-style-type: none"> • A professional certification in HR management is highly desirable. • Experience in managing multicultural environments. • Basic level proficiency in a second language (English, French, or Portuguese will be an added advantage).
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- Implement the talent management processes (recruitment, career development, succession planning, performance management, and exit) in conjunction with other departments to achieve the Bank's objectives.
- Lead the design and management of leadership development programs aimed at preparing current and future leaders of the Bank.
- Evaluate the effectiveness of the leadership development programs and recommend improvements as necessary.

Duty 4: Recruitment Management

- Regularly review, in collaboration with other departments, personnel needs in line with the Bank's long-term activity programs.
- Supervise and participate in the recruitment of personnel respecting the diversity of members and the operational needs and priorities of the Bank.
- Monitor, manage, and study ways to reduce the cost of recruitment policies, practices, and procedures, and identify areas requiring specific improvement.

Duty 5: Team Leadership and Management

- Organize, manage, and supervise the activities of the division.
- Conduct performance reviews and manage any issues that arise within the team.
- Provide necessary training and support to the team, fostering an atmosphere of continuous improvement.

Duty 6: Employee Engagement

- Develop and implement strategies to boost employee satisfaction and motivation.
- Monitor engagement levels through surveys and feedback.
- Facilitate open communication and career development opportunities.

Duty 7: Organizational Culture

- Promote a positive and productive work environment aligned with organizational values.
- Lead initiatives to reinforce and improve workplace culture.
- Advocate for work-life balance and regularly assess cultural effectiveness.

Duty 8: Ensuring Diversity

- Create and support diversity and inclusion programs.
- Implement fair hiring practices and track diversity metrics.
- Foster an inclusive culture where all employees feel valued.

Other duties:

- Execute any other task assigned by the hierarchy.
- Receive, evaluate and process requests for diplomatic privileges and immunities and provide related information and advice.

❖ **OTHER REQUIREMENTS**

- Be a national of one of the ECOWAS Member States;
- Have sound knowledge of computer tools (Word, Excel, Access and Power Point);
- Fluent in French and/or English and/or Portuguese, and proficient in one of the other two languages.

❖ **APPLICATION MUST INCLUDE THE FOLLOWING:**

- A detailed curriculum vitae;
- A cover letter;
- Copies of academic and professional certificates;
- A copy of national identity card or passport;
- A copy of birth certificate.

Interested candidates should submit by email, their applications to recrutbidc@bidc-ebid.org, no later than November 15, 2024, with the subject "**2024 RECRUITMENT PROGRAMME 2 - HEAD OF HUMAN RESOURCES DIVISION** "

N.B.: Only shortlisted candidates will be invited for interview. EBID reserves the right to withdraw the notified vacancy or offer position at a lower grade. Female applications are strongly encouraged.