



## **Job Description**

### **Human Resources Manager – Ghana, Agogo, Ashanti Region**

#### **Company Description:**

Miro Forestry is a sustainable plantation forestry businesses with operations in Ghana and Sierra Leone, currently establishing 3,000 hectares of commercial forests per annum for the production of solid wood products.

Miro is one of West Africa's leading plantation forestry businesses, employing approximately 800 people, operating high quality plantations while preserving ecological environments and supporting local employment and community development.

The Human Resources Manager will be based on Miro's Boumfoum Plantation, near Agogo, in the Ashanti Region of Ghana, and engaged by Miro's Ghana operating company.

#### **Job Description:**

The Human Resource Manager will develop, implement and manage Company policies and processes relating to the effective use of personnel within the Company. He/she will take primary responsibility to ensure that the Company employs the right balance of staff in terms of skills and experience, and that training and development opportunities are available to employees to enhance their performance and achieve the Company's business objectives.

The position requires a dynamic and motivated individual, who will have significant opportunity to grow, develop and be rewarded with the Company. The Human Resources Manager shall play a pivotal role in driving the development of the Company, which aims to be a leading example of plantation forestry in West Africa.

The Human Resources Manager shall report directly to the Company's Business Manager.

#### **Responsibilities:**

##### **1. Management and Leadership:**

- a. Leading and directing the human resource team to deliver a comprehensive HR service to the business;
- b. Lead from the front, working alongside the Company managers, educating, acting as a mentor and imparting best practice knowledge so as to build and develop all Company personnel;

##### **2. Occupation Specific Tasks:**

The HR Manager's role will include:

- a. Managing all employee relations, including managing absences, disciplinarys and grievances;
- b. drafting and maintaining (in neat and orderly format, in hard and soft copy) employment contracts for all personnel (including leave, promotion, performance records etc.);

## Job Description

### Human Resources Manager – Ghana, Agogo, Ashanti Region

- i. designing employment contracts in a cost / tax efficient manner working with Company finance personnel;
  - ii. design individual annual performance bonus objectives in cooperation with line-managers;
  - iii. interpreting, advising on and implementing employment law;
- c. developing and implementing with line managers HR planning strategies which consider immediate and long-term staff requirements;
- d. recruiting staff, including developing job descriptions, preparing job adverts, engaging recruitment agents and positing job adverts, checking application forms, shortlisting candidates, arranging interviews and selecting candidates working with relevant line-managers;
- e. working closely with Company departments, assisting line managers to understand and implement HR policies and procedures;
- f. administering payroll and maintaining employee records in hard and soft copies;
  - i. organize and manage probation period end reviews;
  - ii. organize and manage performance reviews and resulting action;
  - iii. maintain leave registers;
- g. Analyse training needs and managing talent and succession planning in conjunction with departmental managers;
- h. Implementing the training and development agenda, sometimes delivering training, including inductions for new staff, overseeing all external training;
- i. negotiating with staff and their representatives (for example, trade union officials) on issues relating to pay and conditions (the collective bargaining agreement);
- j. undertaking regular salary reviews and performance appraisals, supporting line managers and maintaining records; coaching managers on performance management processes;
- k. promoting equality and diversity as part of the culture of the organisation;
- l. Measuring employee satisfaction and identifying areas for improvement;
- m. Management of the Company clinic and all healthcare issues, including workman compensation and related referrals;
- n. Oversee the administrative side of the Company's smallholder initiative, ensuring all relevant documentation is maintained and updated;
- o. Ensuring all company policies and procedures are up to date and in line with current employment law and ensuring line managers are up to date with any change in policy

### 3. Key Performance Indicators:

The following key performance indicators will be taken into account in assessing the achievement of job responsibilities as set out above:

- a. The management of human resource information system functions smoothly;

## **Job Description**

### **Human Resources Manager – Ghana, Agogo, Ashanti Region**

- b. Personnel data and statistics are efficiently recorded, stored and retrieved as appropriate ;
- c. Reports are completely accurately and timely, and in accordance with established policies and legal regulations;
- d. Strict adherence to HSE rules and regulations;
- e. Ensure accurate reporting of staff attendance and leave management;
- f. Ensure accurate and prompt filing on the appropriate document;
- g. Timely and efficient management of grievances and disciplinaries;
- h. Successful training and development agenda resulting in ongoing personnel resource improvement;
- i. Successful talent and succession planning with timely and effective promotion and recruitment;
- j. Improved healthcare management and reduced absenteeism;
- k. Maintain the highest level of confidentiality in respect of all matters relating to personnel, wages, salaries, communications and HR strategies

#### **Qualifications and Experience:**

- Undergraduate degree in Human Resource or related field (e.g. Human Resource/Organisational Development or Business Administration);
- Over 10 years of professional experience with at least 5 years of progressive and hands-on HR generalist experience and 3 years supervisory experience;
- Must have a working knowledge and be current with all relevant employment related laws;
- Experience with developing a HRIS for a staff of at least 200 people;
- Broad knowledge and experience in Ghana employment law, compensation, benefits administration, organizational planning and development, employee relations, safety, training and development and office administration;
- Must have good computer skills in MS Office and related programs
- Must be accurate and efficient, high energy, comfortable performing multifaceted projects in conjunction with day-to-day activities;
- Strong oral and written communication skills. Superior interpersonal and coaching skills including patience and ability to work well with staff at all levels;
- Evidence of the practice of a high level of confidentiality and excellent organizational skills;
- Excellent analytical skills, good reasoning abilities and sound judgement.
- Motivated, with a strong work ethic;
- The ideal candidate will be ready to work in an entrepreneurial environment, work as part of a team with a variety of backgrounds and have the ability to use his/her experience to drive and expand the business.



## **Job Description**

Human Resources Manager – Ghana, Agogo, Ashanti Region

### **Remuneration:**

- An remuneration package is available commensurate with qualifications and experience.
- Performance bonus subject to meeting key deliverables

### **Contact:**

Applicants are requested to send their application letter and curriculum vitae to [info@miroforestry.com](mailto:info@miroforestry.com).