![Shelter Afrique logo - Financing Affordable Housing for Africa]

Job Title:	Human Capital Analyst (Business Partnering)	Reports to ❖ Head, Human Capital
Grade:		

Job Purpose:

The role holder will provide Human Capital business partnering support to departments by applying HR expertise to proactively address and resolve emerging people challenges.

Key Responsibilities

❖ **Business Partnering**.

- Be a departmental business partner on people related matters and provide best in class HR Advisory solutions.
- Continuously interpret key Human Capital metrics and trends to management and staff with proactive recommendations.

❖ **Talent Acquisition**:

- Assist in the development and implementation of talent acquisition strategies.
- Work closely with Communications and External Affairs in developing an Employee Value Proposition(EVP) on the institution's website and other social media networks

❖ **Employee Engagement**

- Analyse employee engagement milestones and provide insights to enhance employee satisfaction.
- Work closely with Management and Human Capital team to continuously track resultant KPI's.

❖ **Performance Management**:

- Proactively monitor Performance Management cycles and support line managers in the implementation of policy.
- Implement Personal Development Plans, 360 feedback tools and train staff and managers in application.
- Provide recommendations and improvements in the efficiency and effectiveness of Performance Management.

❖ **Training and Development**

- Champion E- Learning initiatives across the institution.
- Train staff and evaluate the effectiveness of in house/ external training programs by analysing employee performance metrics.
- Provide insights to enhance the organization's learning and development initiatives.

Qualifications

- ❖ Bachelor's degree in human resources/ Master's degree is a plus.
- ❖ CIPD/CHRA certification is requirement.
- ❖ Professional membership eg IHRM
- ❖ Six (6) years work experience in Human Capital Business Partnering (HRBP) in a Banking/Development Finance institution.
- ❖ Strong proficiency in PowerPoint and Excel data analytics tools.
- ❖ Exceptional analytical and quantitative skills with a keen attention to detail.
- ❖ Excellent communication and presentation skills. Fluency in French is a plus.
- ❖ Ability to work collaboratively in a team and adapt to a fast-paced environment.

Applications

- ❖ Applicants are invited to send a letter of motivation illustrating their suitability in relation to the qualifications listed and their detailed curriculum vitae, as well as the names and addresses of their referees, to the following address: hr@shelterafrique.org
- ❖ Applicants must indicate the position for which they have applied in the subject line of their email.