

The top of the page features a photograph of a modern building with a glass facade. The word "Databank" is visible in orange on the glass. Below the photo is a green banner with the text "JOB WATCH" in large white letters.

JOB WATCH

HUMAN CAPITAL & ADMINISTRATION OFFICER

Databank is the leading investment firm in Ghana. Our mission is to help Ghanaians achieve financial independence by providing financial literacy and offering a diverse range of investment products and services. This leadership role has been driven by proven investment expertise and a strong Sales and Marketing team. Databank offers investors a range of products and services that include Wealth Management, Institutional Funds Management, Pension Funds Management, Brokerage services, Corporate Finance and Research services.

Our Human Capital & Administration Department is seeking a self-motivated and innovative person for the role of a **Human Capital & Administration Officer** to join the Team.

Interested applicants should send their CV and an application letter to careers@databankgroup.com by close of business on **Tuesday, December 28, 2020**. The subject of your email application should be **Human Capital & Administration Officer**.

Job Purpose & Summary:

Provide generalist Human Capital and Administrative support to the Firm.

Duties and Responsibilities:

- Assist in recruitment and participate in the selection process to ensure that the selection decision is fully informed
- Coordinate and organise induction and on-boarding of new employees
- Coordinate employee exits and ensure accurate communication and documentation
- Support the various units in facilitating the Firm's performance management process and personal development planning
- Assist in the implementation of talent management strategies
- Provide clarification to staff on people practices and policies
- Maintain up-to-date organisational charts, headcount data, leave, training, and turnover and absenteeism statistics and provide regular reports to Departmental heads.

- Identify and analyse employee relations problems or grievances, recommend solutions and participate appropriately in the resolution of such issues
- Provide monthly reports on expenditure by the various departments in the Group
- Liaise with the various Branches, Co-Locations and Departments to ensure an adequate supply of stationery and other office supplies
- Assist in the planning and organisation of meetings and firmwide events
- Carry out any other related assignments given by the Head of HC & Admin. and Management

Education/Qualifications:

- BSc Admin (Specialization in HR), BA in Industrial Psychology from a recognized University
- Professional certification (SHRM, HRCI, IHRMP) will be an advantage

Skills/Competencies:

- Must have a minimum of three (3) years' experience in a similar role
- Must have a working knowledge of the Ghana Labour Law
- Must be computer literate
- Must have excellent communication skills
- Must be proficient in Microsoft Office applications
- Excellent interpersonal skills

Only shortlisted applicants will be contacted.

Terms and Conditions apply

0302 610610

careers@databankgroup.com