

# VACANCY

## HUMAN RESOURCES & LEGAL OFFICER

recruitment@cddwestafrica.org



## BACKGROUND

In view of its quest for expansion, productivity and actualization of its strategic plan and Program objectives, a Non-Governmental Organisation (NGO) is currently searching for competent, experienced, resourceful and proactive officers to join its team and fill the following positions:

### Job Position: Human Resources & Legal Officer

**IndustryType:** NGO  
**Job Location:** Abuja  
**Contract Type:** Full Time

### Qualifications and Requirements

- An LLB, BL degree and a minimum of 5 years post call to Bar working experience.
- Relevant qualification in Human resource or good knowledge (either by study or work place experience) of Human Resources Management practice.
- Excellent communication, interpersonal skills and ability to operate with little or no supervision.
- Good team building qualities with excellent relationship management skills.
- He/she must be computer literate with a good knowledge of Micro soft office tools.
- A good knowledge of corporate and labour laws.
- Ability to draft legal documents.
- Ability to liaise with external legal and regulatory bodies on company matters

## Responsibilities

- Offer legal advice and support to legal related projects or task in the organization.
- Draft and review letters, contracts and all legal documents for the organization.
- Ensure that all contract terms represent the best interest of the organization.
- Identifying legal requirements and government regulations affecting human resources functions and ensure internal policies, procedures and reporting are in compliance.
- Review new contracts or amendments to existing contracts prior to execution by management.
- Assist in the resolution of legal matters and advise management on any arising legal issues.
- Liaise with government agencies and all external contractors on any legal or statutory issues.
- Draft, review and implement Human Resources policies and procedures for the organisation.
- Ensure and maintain an accurate filing system for proper staff documentation.
- Facilitate new staff recruitment, on boarding and induction of staff.
- Support the provision and management of trainings for all staff at various levels for continuous employee development.
- Co-ordinate Employee Performance Appraisal with the Head of Organisational Development.
- Supervise and manage employees' issues within the organisation.
- Continuously ensuring and safeguarding the interests of the organization and the employees as far as statutory requirements are concerned.
- Participate in other related Legal and Human Resources issues.
- Perform any other jobs as may be assigned by the Director or the Head of Organisational Development

## Core Values

- Honesty
- Integrity
- Transparency
- Hardwork

## Competencies

- Strong organizational skills and flexibility
- Being action-oriented, self-motivated, responsible and willing to take initiative.
- Excellent interpersonal skills within a multinational and cultural context.
- Creative and strategic thinking
- Good use of discretion where necessary
- Excellent writing skills
- Having an eye for detail and ability to work under work pressure of deadlines.

## Method of Application

Applicants for the respective positions above must email their CVs (Max 3pages, Word or pdf) and a letter of expression of interest to: [recruitment@cddwestafrica.org](mailto:recruitment@cddwestafrica.org) using the “Name and Job title” as the subject of the mail. Two (2) writing samples, each no longer than 5 pages in respect of the Research Officer, Communication Officer and the Head of Program.

## Applications Deadline: 28th February, 2021

### Further Notes:

- Only shortlisted applicants will be contacted.
- Only Electronically submitted applications will be entertained. Scanned applications will be disregarded.
- No phone calls, please.

— Subject line of emails must state clearly the Name of Applicant and Job Title of position applied for.



**Centre for Democracy & Development**  
Centre pour la démocratie et le développement

The Centre for Democracy and Development (CDD) was established in the United Kingdom in 1997 as an independent, not-for-profit, research training, advocacy and capacity building organisation

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