

# American school of Yaoundé

## Vacancy announcement – Human Resources Officer



The **American School of Yaoundé** (ASOY) is an independent English medium, non-profit, educational institution offering a college preparatory program from nursery through grade 12. Admission to ASOY is open on a non-discriminatory basis to all students, regardless of race, creed, color, gender, religion, national origin, ethnic background, or philosophy. Our mission is to empower, excel and engage.

### **Position Summary:**

The Human Resource Officer is responsible for the various human resource functions; including recruitment, staff, training and development, performance evaluation and basic counseling. The Human Resource Officer reports to the Business Manager and Director and is accountable for the following responsibilities:

### **Job responsibilities**

- Supports director and other heads of departments in recruiting, training and developing of staff.
- Assists overseas hired staff to obtain visas, immunizations, air travel, and shipment of personal effects, housing, registration, driver's license, and residence cards; keeps updated records of teachers' residence permits and organizes for timely renewals/extensions; Assists with orientation of new staff and provides other assistance as required.
- Creates and maintains updated HR files, without compromising confidentiality; archiving electronically upon exit of a staff member; providing employment verification for former staff when requested.
- Collaborates with supervisors to create work schedules for support staff
- Creates and monitors annual staff leave schedule; arrange for substitute or replacement of staff as necessary.
- Coordinates annual appraisals for non-faculty staff
- Monitoring staff performance, attendance, grievances, disputes.
- Advising line managers and other employees on employment law and the employer's own employment policies and procedures
- Covers for other office personnel when necessary e.g. summer break
- Coordinates with PD committee and organizes flights, accommodation for staff going away for training and maintain a records of all PDs conducted per year.

- Assist Admin team to plan for substitute teachers when needed, communicate with staff about who is substituting, follows up on unlocking rooms.
- Manages questions and relations with labor office; prepares and provides local government personnel reports as requested or required.
- Performs duties requiring knowledge of personnel policies, procedures, and regulations in Cameroon.
- Looking after the health, safety and welfare of all employees and defining a reporting module.

**Minimum requirements:**

A degree in Human Resources Management with at least 3 years progressive experience in a reputable organization, experience in an international organization would be an added advantage.

**The candidate must also have the following knowledge and skills**

**Knowledge:**

- A good understanding of relevant legislation or the Cameroonian labor law, policies and procedure
- Understanding of the Cameroonian work, cultural, and political environment.

**Skills:**

- Absolute confidentiality
- Advanced level of computing skills
- Written and verbal fluency in French and English
- Multitasking
- Diplomacy and tact
- Self-motivation, initiative
- Problem solving
- Attention to detail
- Team player

---

ASOY is an equal opportunity employer. Interested candidates are encouraged to apply by emailing their CV and motivation letter to [nonfacjobs@asoy.org](mailto:nonfacjobs@asoy.org) no later than April 19<sup>th</sup> 2019. Note that only shortlisted will be contacted. If you do not hear from us by April 30<sup>th</sup>, consider your application unsuccessful at this time. Rigorous background checks including criminal background will be conducted before offer of employment to the successful candidate.