

## **Human Resources Manager - M/F** **Fr/En**

Offer reference 0015-mp

### **ONE SA IS RECRUITING IN CAMEROON**

the project's Human Resources Manager, who will play a central role in the management and execution of all human resources activities during the two-phase development plan for this major iron ore mining project.. This professional will be responsible for a variety of HR tasks, including recruitment, performance management, policy implementation, and employee relations, ensuring a positive and engaging work environment.

### **Key Responsibilities**

- Support recruitment processes by collaborating with department heads to understand hiring requirements, advertising job vacancies, shortlisting applicants, coordinating interviews, and assisting in the selection process.
- Implement and monitor HR policies and procedures in line with the project's goals, ensuring compliance with local, state, and federal laws.
- Manage employee records and ensure they are up-to-date and handled confidentially, in compliance with data protection laws.
- Facilitate performance management processes such as performance reviews, handling employee grievances, and implementing disciplinary procedures.
- Coordinate and oversee the onboarding process for new hires, ensuring their effective integration into the project.
- Assist the HR Coordinator in organizing HR projects and events, such as training sessions or employee engagement activities.
- Act as a point of contact for employees for all HR-related queries, providing prompt and reliable solutions.
- Support the development and implementation of HR initiatives and systems.

### **Qualifications:**

- Bachelor's degree in Human Resource Management or a related field. A Master's degree or relevant certification would be an advantage.
- Proven experience as an HR officer or in a similar HR role, ideally within the mining industry.
- Excellent spoken and written French and English
- Strong understanding of HR functions and best practices.
- Knowledge of HR software systems and MS Office Suite.
- Excellent communication and negotiation skills.
- Exceptional organizational and multitasking abilities.
- Ability to handle sensitive information with discretion and maintain confidentiality.

### **Personal Attributes**

- Detail-oriented with a high level of integrity.
- Strong team player with the ability to work with a diverse team.
- Proactive in identifying issues and implementing solutions.
- Strong customer service mindset with a focus on employee satisfaction.

The HR Officer will work closely with the HR Coordinator and other functional teams to ensure a positive and engaging work environment, contributing to the overall success of the Project

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