



Position Title: Administrative and HR Officer

Location: Accra, Ghana

Reports To: Vice Executive Coordinator

Contract Duration: 1 Year Renewable

Salary: Competitive

Background

Strategic Youth Network for Development (SYND) is a youth-led organization committed to advancing sustainable development and empowering young people. To support its growing operations and ensure operational excellence, SYND seeks a qualified and experienced Admin&HR Officer with a strong administrative background to manage its administrative and human resource function effectively.

Objective of the Role

The Admin/HR Officer will be responsible for overseeing administrative and human resource functions. Reporting to the Vice Executive Coordinator, the role will ensure operational efficiency, regulatory compliance, and alignment with SYND's organizational objectives.

Key Responsibilities

Administrative Duties

1. Oversee daily office operations, including procurement, inventory management, and facility maintenance.
2. Plan and coordinate meetings, workshops, and events, ensuring proper logistical support and documentation.
3. Maintain and update organizational records in compliance with legal and policy requirements.
4. Liaise with external vendors, service providers, and partners to ensure quality service delivery.
5. Prepare comprehensive reports, presentations, and official correspondence for the Senior Management Team.

Human Resource Duties

1. Develop and implement HR policies and procedures to support organizational growth and compliance.
2. Lead recruitment efforts, including job postings, candidate screening, interviewing, and onboarding.
3. Maintain accurate and up-to-date employee records while ensuring compliance with Ghana's labor laws.
4. Coordinate performance management processes, including appraisals, training, and development plans.
5. Address employee relations matters, promoting a positive and inclusive workplace culture.



Required Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of 5 years of experience in human resource management and administration role.
- Strong knowledge of Ghana's labor laws, financial regulations, and HR best practices.
- Proficiency in administrative and HR management systems.
- Excellent interpersonal, organizational, and communication skills.
- Demonstrated ability to work independently and collaboratively in a dynamic environment.

Competencies

- Strong problem-solving and analytical skills.
- High integrity and ability to manage confidential information.
- Exceptional attention to detail and multitasking capabilities.
- Commitment to SYND's mission, vision, and values.

Application Process

Interested candidates should submit the following documents recruitments@syndghana.org, with solomon@syndghana.org copied in the email.

1. A detailed CV/resume.
2. A cover letter outlining suitability for the role.
3. Copies of relevant certifications,
4. Names and contacts of two professional references.

Deadline: 31st January 2025