



THE NATIONAL HUMAN RIGHTS COMMISSION

National Secretariat: Kotu (Opposite DSTV), KSMD – Telephone: 4461713 / 4461717

VACANCY ANNOUNCEMENT

The **National Human Rights Commission (NHRC) Secretariat** invites applications from suitably qualified Gambians for the position of **Human Resources Officer**. The post holder will report to the **Director of Human Resources**.

PURPOSE OF THE JOB

The **Human Resources Officer** serves as an integral part of the NHRC as the duties and responsibilities of the post are crucial to the smooth operation of the office. The post requires a person who is attentive to details, energetic, maintains strict confidentiality and has strong interpersonal skills.

DUTIES AND RESPONSIBILITIES

1. Assist in the recruitment of staff, interns and short-term contractors when required;
2. Assist the Director with coordination of onboarding and offboarding processes;
3. Provide support in initiatives related to human resources development;
4. Provide support in generating periodic human resources reports as required;
5. Perform other related human resources and administrative duties as assigned by the supervisor;
6. Contribute to the preparation of the directorate's annual workplan and budget;
7. Assist with the processing of staff entitlements such as leave and medical insurance claims;
8. Provide support in staff welfare initiatives;
9. Provide support to the Logistics and Office Assistant with store management for consumables and ensure timely replenishment;
10. Manage outsourced cleaners to ensure they perform their duties as required;
11. Provide support to ensure that office maintenance services are done on time with value for money;
12. Assist with management of the NHRC vehicle fleet;
13. Act as first line supervisor for the Logistics and Office Assistant and Chief Driver;
14. Assist with some information technology support tasks when required;
15. Perform other duties as assigned by the supervisor that commensurate with the position;

Qualification & Experience

Possess a **bachelor's degree** in human resources management, public administration or related discipline with at least three years of relevant work experience.

Or possess a **Diploma** in human resources management, public administration or related discipline with at least five (5) years of relevant work experience

DESIRED SKILLS

- Good knowledge and experience of human resources best practices;
- Good interpersonal and communication skills – both written and oral
- Strong computer skills including in Microsoft packages such as word, excel and PowerPoint;
- The ability to serve as a backup for the Senior Information Technology Officer is an added advantage;
- Must be a person who can maintain strict confidentiality;
- Must be a quintessential team player;
- Possess sound planning and organizational skills;
- Proficiency in at least two Gambian local languages is required;

IMPORTANT INFORMATION FOR APPLICANTS

Deadline for submission of Application: Monday, 28th April 2025 by 3pm.

Remuneration: A competitive remuneration package will be offered to the successful candidate.

The NHRC is an equal opportunity employer. Qualified females are encouraged to apply.

Please note that late or incomplete applications will not be considered. Prior to the issuance of an offer letter to the successful candidate, a reference check will be conducted. Due to the high volume of applications expected for the position, only shortlisted candidates will be contacted.

Send applications together with relevant supporting documents including the names and contact details of two referees one of whom should be either a current or immediate former employer/supervisor clearly marked “**Application for Human Resources Officer**” to: **The Executive Secretary, National Human Rights Commission, Kotu** - Google Code: **C7WR+WFQ** or by email to: advert@gm-nhrc.org

NB: Only applications, either hand-delivered to the office or sent by email, would be accepted.