

<b>JOB TITLE</b>		<b>PEOPLE INNOVATION OFFICER</b>	
<b>JOB OBJECTIVES:</b>			
<ul style="list-style-type: none"> <li>To assist in the company's effort to increase organization effectiveness by drive initiatives that address soft issues, policy communication and border on organization culture.</li> </ul>			
<b>DEPT/DIVISION:</b>		<b>REPORTS TO:</b>	<b>SUPERVISES:</b>
Human Resources		Human Resources Business Partners	<ul style="list-style-type: none"> <li>Interns</li> </ul>
<b>RELATIONSHIPS:</b>			<b>GRADE:</b>
Divisional and Department Heads, Consultants, Auditors, Regulators, Employees.			
<b>JOB RESPONSIBILITIES:</b>			<b>KEY PERFORMANCE INDICATORS:</b>
<ul style="list-style-type: none"> <li>Develop and design templates and documents to aid division efficiency.</li> <li>Responsible for designing, conducting and analyzing employee surveys.</li> <li>Improve quality of communication to employees by designing graphical or interactive communiques.</li> <li>Support in implementing culture improvement programs</li> <li>Periodic review of HR systems, policies and procedures to ensure efficiency.</li> <li>Management of the People Management projects.</li> <li>Assist in development and implementation of employee recognition-Philosophy, policy and Procedure.</li> </ul>			<ul style="list-style-type: none"> <li>TAT on deliverable</li> <li>Accuracy of reports generated/# of Errors</li> <li># Deviations from Policies</li> <li># of Cost Saving Initiatives Implemented</li> <li>% Training Evaluation</li> <li>Internal Customer Experience</li> </ul>
<b>COMPETENCE REQUIREMENTS</b>			<b>APPLICATIONS &amp; TECHNOLOGY</b>
<b>FUNCTIONAL</b>		<b>BEHAVIORAL</b>	<ul style="list-style-type: none"> <li>Microsoft Word, Excel and PowerPoint</li> <li>HR Flex</li> <li>Microsoft Navision</li> </ul>
<ul style="list-style-type: none"> <li>Critical Thinking, Problem Solving and Analytical Skills</li> <li>Strategy Development and Execution</li> <li>Performance Management</li> <li>Good Knowledge of Technology (lending applications)</li> <li>Knowledge of Employment &amp; Labour Law</li> <li>Operations &amp; Maintenance</li> <li>Employee Engagement</li> <li>Administrative Skills</li> <li>Planning &amp; Organisation</li> <li>Change Management</li> <li>Project Management</li> <li>Diversity management</li> <li>Policy Formulation &amp; Implementation</li> <li>Database Management</li> </ul>		<ul style="list-style-type: none"> <li>Continuous Learning &amp; Improvement</li> <li>Self-Assured, Confident and Assertive</li> <li>Relationship Management</li> <li>Effective Communication Skills</li> <li>Accountability</li> <li>Conflict management</li> </ul>	<b>WORK CONDITIONS</b>
			<ul style="list-style-type: none"> <li>A typical work environment in financial services.</li> </ul>

**JOB SPECIFICATION**

<b>Educational Qualification</b>	<ul style="list-style-type: none"><li>○ A first degree in Humanities is required.</li></ul>
<b>Professional Qualification</b>	<ul style="list-style-type: none"><li>○ CIPM</li></ul>
<b>Desired Experience/ Knowledge</b>	<ul style="list-style-type: none"><li>○ At least 3-4 years' experience.</li><li>○ Experience in Financial Services industry is preferred.</li></ul>