

JOB TITLE		PEOPLE INNOVATION SPECIALIST	
JOB OBJECTIVES:			
<ul style="list-style-type: none"> To assist in the company's effort to increase employees' effectiveness by driving initiatives that address soft issues, policy communication and border on organisation culture. 			
DEPT/DIVISION:		REPORTS TO:	SUPERVISES:
People Management		Head, People Management	
JOB RESPONSIBILITIES:			KEY PERFORMANCE INDICATORS:
<ul style="list-style-type: none"> Develop standard and ad hoc reports, templates, dashboards, scorecards, and metric to aid the Division's efficiency. Responsible for designing, conducting and analysing employee surveys. Improve quality of communication to employees by designing graphical or interactive communiques. Support in implementing culture improvement programs Periodic review of HR systems, policies and procedures to ensure efficiency. Management of the People Management projects. Assist in development and implementation of employee recognition policy and procedure. Capture, analyse, and report HR trends. Identify and participate in continuous improvement initiatives. Make recommendations for improvement on culture, performance and efficiency using the output of HR analytics. Research, analyse, and present data as assigned. Any other related activity assigned by the Divisional Head. 			<ul style="list-style-type: none"> TAT on deliverable Accuracy of reports generated/# of Errors # Deviations from Policies # of Cost Saving Initiatives Implemented % Training Evaluation Internal Customer Experience
COMPETENCE REQUIREMENTS			APPLICATIONS & TECHNOLOGY
FUNCTIONAL		BEHAVIORAL	<ul style="list-style-type: none"> Microsoft Word, Excel and PowerPoint HR Flex Microsoft Navision
<ul style="list-style-type: none"> Critical Thinking, Problem Solving and Analytical Skills Strategy Development and Execution Performance Management Knowledge of Employment & Labour Law Employee Engagement Change Management Project Management Diversity management Policy Formulation & Implementation Database Management 		<ul style="list-style-type: none"> Continuous Learning & Improvement Self-Assured, Confident and Assertive Relationship Management Effective Communication Skills Accountability Conflict management 	WORK CONDITIONS
<ul style="list-style-type: none"> A typical work environment in financial services. 			
JOB SPECIFICATION			
Educational Qualification		<ul style="list-style-type: none"> A first degree 	
Professional Qualification		<ul style="list-style-type: none"> CIPM or other recognized HR certification 	
Desired Experience/ Knowledge		<ul style="list-style-type: none"> At least 4-6 years' related experience. Experience in Financial Services industry is preferred. Experience in HR Analytics 	