

Job Title:

Human Capital Analyst

Reports to

❖ Head of Human Capital

#### Job Purpose:

The Human Capital Analyst will collect, compile, and analyse Human Capital data, metrics, and statistics, and apply this data to make recommendations related to recruitment, performance management, talent management and employee engagement.

Provide Human Capital support through assessing and analysing departmental people plans, goals, and related competencies and execute data driven solutions.

#### Key Responsibilities

- ❖ Collaborate with departmental heads to determine and prioritise Human Capital projects, ensuring quality and timely delivery thereof.
  - ❖ Consult with line management and provide data driven guidance on people matters such as recruitment cycles, performance management and employee engagement.
  - ❖ Analyse, monitor and report on Human Capital trends and metrics on a monthly/quarterly/annual basis through well-articulated dashboards.
  - ❖ Manage the Performance Management, career development plans for employees in consultation with the Head of Human Capital.
  - ❖ Drive Human Capital initiatives and communicate with managers to identify new ideas that improve organisational culture.
  - ❖ Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
  - ❖ Identify training needs for departments and support the execution and monitoring of the annual training plan.
  - ❖ Champion staff E-Learning initiatives, monitor and make recommendations for employee participation.
  - ❖ Conduct periodic external peer organisation analysis and benchmark and human capital best practise with existing best practise.
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- ❖ Applicants for the internship opportunity are invited to send a letter of motivation illustrating their suitability detailed curriculum vitae, as well as the names and addresses of their referees, to the following address: [hr@shelterafrique.org](mailto:hr@shelterafrique.org)
  - ❖ Applicants must indicate the position for which they have applied in the subject line of their email. The deadline for submission is 12<sup>th</sup> May 2023 however, applications will be reviewed on a rolling basis and suitable candidates may be contacted before the submission deadline.
  - ❖ Only shortlisted candidates who meet the above requirements will be contacted.
  - ❖ We invite you to learn more about Shelter-Afrique and this role by visiting our website: <http://www.shelterafrique.org>
  - ❖ Shelter Afrique is an Equal Opportunities Employer.

