

VACANCY ANNOUNCEMENT

Job Title: Human Capital Manager

Grade:

Department: Human Capital

Shelter Afrique Development Bank (ShafDB) is a Pan-African housing finance and development institution established by African Governments to provide financial solutions and technical assistance for affordable housing and urban development across the continent.

The Human Capital Manager is responsible for managing the Bank's human capital function to ensure that Shelter Afrique Development Bank attracts, develops, motivates, and retains a high-performing workforce aligned with its mandate as a pan-African development finance institution. The role provides strategic and operational leadership on workforce planning, talent management, performance management, organizational development, and HR governance, while ensuring MDB best practices.

Key Responsibilities

A. Human Capital Strategy and Workforce Planning

- ❖ Implement a Human Capital strategy aligned with the Bank's corporate strategy and institutional priorities.
- ❖ Lead workforce planning, succession planning, and organizational design initiatives.
- ❖ Advise Executive Management on staffing needs, role clarity, and capacity development.

B. Talent Acquisition and Onboarding

- ❖ Oversee transparent, competitive, and merit-based recruitment processes.
- ❖ Ensure effective onboarding and induction of new staff.
- ❖ Promote diversity, equity, and inclusion in recruitment and staffing.

C. Performance Management and Talent Development

- ❖ Manage the Bank's performance management system and appraisal processes.
- ❖ Support managers in setting objectives, conducting reviews, and addressing performance gaps.
- ❖ Design and implement learning, leadership development, and succession programmes.

D. Compensation, Benefits, and Rewards

- ❖ Administer compensation and benefits frameworks in line with approved policies.
- ❖ Support job evaluation, grading, and market benchmarking exercises.
- ❖ Advise Management on reward structures and recognition mechanisms.

E. Employee Relations and Workplace Culture

- ❖ Promote a positive, ethical, and performance-driven organizational culture.
- ❖ Manage employee relations matters, including grievances and disciplinary processes.

- ❖ Support staff engagement, well-being, and change management initiatives.

F. HR Governance, Policies, and Compliance

- ❖ Develop, review, and implement HR policies, procedures, and guidelines.
- ❖ Support internal and external audits relating to human capital.

G. Management Support

- ❖ Prepare Human Capital reports for Management and Board Committees.
- ❖ Support implementation of Board and Management decisions relating to staffing and organization effectiveness.
- ❖ Provide strategic HR advisory support to senior leadership.

Experience and Academic Qualifications

- ❖ **Education:** Master's degree in Human Resource Management, Business Administration, Organizational Development, or a related field
- ❖ Bachelor's degree in human resources or related discipline
- ❖ **Professional Certification (Advantage):** IHRM, SHRM, CIPD, or equivalent
- ❖ **Experience:** Minimum of 8–10 years progressive experience in Human Capital / HR management.
- ❖ At least 7 years at a managerial or senior advisory level
- ❖ Experience in a development finance institution, multilateral organization, financial institution.

How to Apply:

Interested candidates should submit a detailed CV and cover letter to hr@shelterafrique.org

with the subject: "**Application – Human Capital Manager**"

Shelter Afrique is an equal opportunity employer.