

Job Profile First Capital Bank Malawi

Job Information			
Job Title	Head of Human Resources	Job Grade	6
Function/Business Area	Treasury	Number of Direct Reports	5
Reports To	Chief Executive Officer	Total Number of Reports	8
Location	Blantyre	Date	24 July 2024

Job Purpose
<p>Reporting directly to the Chief Executive Officer, and a dotted line to the Group Head of Human Resources, this high-impact role offers the opportunity to shape and execute comprehensive HR strategies, lead the HR department, and oversee all HR operations.</p> <p>This position requires a seasoned HR executive with a proven track record in HR leadership, strategic thinking, and innovative solution implementation and are ready to drive significant organizational change and influence the future direction of our bank.</p>

Main Accountabilities

Strategic Business Partnership:	<ul style="list-style-type: none"> Act as a trusted advisor to the executive leadership team, providing strategic HR insights and solutions. Collaborate with business leaders to develop and implement HR strategies that support the company's strategic goals.
Talent Acquisition and Management	<ul style="list-style-type: none"> Lead the development and execution of talent acquisition strategies to attract high-calibre candidates. Implement effective talent management and succession planning processes to ensure a robust pipeline of future leaders.
Leadership Development	<ul style="list-style-type: none"> Design and implement leadership development programs to cultivate a strong leadership bench. Provide coaching and mentoring to senior leaders to enhance their leadership capabilities.
Compensation and Benefits	<ul style="list-style-type: none"> Drive performance development process and systems to drive high performance and accountability. Provide guidance to managers on setting performance expectations and delivering feedback. Drive organizational development initiatives to improve effectiveness and performance. Support change management processes to ensure smooth transitions and organizational alignment.
Employee Engagement and Culture	<ul style="list-style-type: none"> Foster a high-performance culture that aligns with the company's values and mission. Develop and implement employee engagement initiatives to enhance morale and retention.
HR Metrics and Analytics	<ul style="list-style-type: none"> Utilize HR metrics and analytics to inform strategic decision-making and measure the effectiveness of HR initiatives.

	<ul style="list-style-type: none"> • Prepare and present data-driven insights and reports to the executive team on performance and impact for business decision-making and identifying areas for improvement
Employee Life Cycle Management	<ul style="list-style-type: none"> • Oversee all aspects of the employee life cycle, including recruitment, onboarding, performance management, training, HR Operations including payroll and benefits), and employee relations. • Ensure compliance with all relevant labor laws, regulations, and company policies. • Identify and mitigate HR-related risks to protect the organization.

Knowledge, Expertise and Experience Technical skills/Competencies
<ul style="list-style-type: none"> • Bachelor's degree in Human Resources, Business Administration, or a related field is required. A Master's degree is preferred and will be considered an asset • HR certification is highly desirable and will enhance your candidacy. • Minimum of 8 years of progressive HR experience, with at least 5 years in a leadership role • Experience in business partnering senior executives, ability to drive and influence people practices, including presenting to Boards. • Extensive experience in HR operations, including managing contracts, benefits, payroll, employee data, and background screening, with a strong understanding of HR risk and governance. • Proven ability to lead, motivate, and manage a team, fostering a productive and positive work environment. • Exceptional communication, interpersonal, and leadership skills, enabling effective collaboration, influencing and relationship-building with a wide range of stakeholders and partners. • Demonstrated success in developing people plans and implementing HR initiatives that align with business goals and drive measurable results.
Technical skills/Competencies

First Capital Bank Values
<p>The values provides a framework for how we in First Capital Bank work together and how we serve our customers and the communities we are in</p> <ul style="list-style-type: none"> • Our service is our pride. • We have a shared responsibility for our business. • We value time and deliver quickly. • We are open and honest, but respectful. • We find simpler ways of doing things. • Integrity and Reputation are our wealth