

Secretary General / Secrétaire Général(e)

Job Description

Position: Secretary General

Reports to: Director

Supervisee(s): Personal Assistant, Facilities & Estate Manager

Liaises with: Heads of Departments

Purpose of the position:

Develop, advise on and implement policies relating to the effective use of personnel within an organisation. The Secretary General will ensure that Alliance Française employs the right balance of staff in terms of skills and experience, and that training and development opportunities are available to employees to enhance their performance and achieve the organization's business aims.

Main Responsibilities

Human Resources

- Maintain an updated database of **job descriptions** and job requirements
- Lead through the whole **recruitment** procedure: assessing staffing needs, advertising vacancies, short-listing, interviewing and selecting candidates
- Responsible for drafting and amending employment **contracts** (trial period, confirmation letter, final contract)
- Request and follow-up **visas and work permits** application procedure for foreign staff
- Research, develop, manage and monitor clear **HR policies** and procedures (wages, benefits, annual leave...), including the HR manual
- Develop and maintain a database of staff current and past **records**, through efficient filing
- Develop and monitor a schedule for regular staff **performance appraisals**
- Keep record of **annual leave** and liaise with accounts.

Staff Welfare

- Conduct **staff orientation** for new employees, preparing induction plan and liaising with each Head of Department
- Develop Alliance Française' **training** policy, and oversee the training calendar and budget, ensuring equal opportunity for all staff members
- Develop and update Alliance Française's **salary grid** according to HR policy on salary increments
- Conduct and analyze **exit interviews**

General Management

- Act as the contact person for any **legal** question: ensuring legal compliance, monitoring and implementing HR requirements, conducting investigations; maintaining records; representing the organization at hearings.
- **Deputize** for the Director and stand-in as Acting Director when he is away

- In charge of all **insurance**-related issues
- Contact person for **conflict prevention and resolution**
- Counsel and **discipline** employees when appropriate
- **Coordinate** activities with other departments through regular meetings followed by minutes
- Manage the Facilities & Estate Manager and conduct bi-annual work performance appraisals
- Any other duties as assigned by the Director

Education and Experience

- MBA in Administration and professional certificate (IHRMP GH)
- A minimum of 5 years in a similar position

Key Competencies

- Excellent communication, diplomatic and organisational skills
- Ability to work under pressure and with personnel from all levels
- Tact and the ability to deal with difficult situations
- Strong interviewing and analytical skills
- Good command of French and English, both written and spoken
- Knowledge of benefits administration, compensation and wage structure
- Thorough and up to date knowledge of Ghana employment legislation
- Experience of performance management
- Independent, resourceful and able to make decisions
- Good budgeting and IT skills
- An interest in career development and training within the workplace
- Culturally sensitive, in favour of diversity

To apply: Send you CV and a cover letter to dg@afaccra.org and culturel@afaccra.com before **11th December**. Position starting on 11th January 2016.

Salary dependent on experience. Benefits include private health insurance, access to private pension scheme, access to language classes and cultural events.