

## Senior Human Resources and Compliance Manager

### Museum of West African Art

#### Job Overview

The Museum of West African Art (MOWAA) is an independent non-profit organisation in Nigeria set up to drive research and execute high-value cultural, arts and heritage initiatives in West Africa. Our ambition is to create a world-class museum, research, and training centre – connecting West Africa's ancient heritage to its thriving contemporary arts and culture.

As part of our commitment to effective governance and organizational development, we are seeking a qualified senior HR Manager to provide support in HR functions, corporate compliance management, and board relations. The primary objective of this position is to oversee human resources functions while also providing support in corporate compliance management and board relations to ensure organizational effectiveness and regulatory compliance.

#### Key Responsibilities

##### Recruitment & Employee Relations

- Manage recruitment processes, including job postings, candidate screening, interviews, contract negotiation, and onboarding.
- Oversee performance management systems and processes, including staff appraisals and performance improvement plans.
- Design and implement HR services products to improve staff retention, satisfaction, and overall experience
- Manage HR databases related to personnel data, contracting, benefits and performance, ensuring these are up-to-date
- Manage and develop junior HR and admin staff
- Conduct special projects, such as workforce planning or leadership development programs, as needed

##### Staff Training and Internal Compliance

- Develop and implement HR policies and procedures in accordance with relevant laws, regulations and MOWAA's mission
- Educate and train employees on policies, regulations, and industry practices
- Address employee concerns or questions regarding all organisational policies and regulatory compliance
- Develop crisis management plans and lead responses to compliance violations

##### Legal and Regulatory Compliance

- Develop and implement a comprehensive legal and regulatory compliance program
- Establish effective internal controls and monitor adherence to them
- Draft and revise organisational policies to align with industry standards, with input from relevant MOWAA and external specialists
- Review contracts for risks and provide mitigating solutions
- Conduct proactive audits to identify process weaknesses
- Oversee the filing of tax, legal and regulatory documents, including annual reports

## Board Relations and Corporate Governance

- Organize board meetings, including agenda preparation, material distribution, and minute-taking
- Ensure effective communication and implementation of board decisions
- Advise the board on legal responsibilities and corporate governance policies
- Promote ethical practices and compliance with codes of conduct and anti-corruption policies
- Undertake other reasonable administrative duties and written assignments as required

## Key Qualifications

- Bachelor's degree in Human Resources Management, Business Administration, Law, or related field. Master's degree preferred.
- Proven experience in human resources management, corporate compliance, and board relations, preferably in the non-profit sector.
- Strong understanding of Nigeria's labour laws, regulations, and compliance requirements.
- Strong English language communication, both verbally and in writing
- Proficiency in Microsoft Office Suite and HRIS software

## Key Attributes

- Excellent analytical and problem-solving skills
- Excellent communication and interpersonal skills
- High attention to detail
- Ability to manage multiple projects and work under pressure
- Strong organizational skills, able to prioritize, plan and meet tight timeframes
- Ability to work independently and as a member of a team to coordinate and lead the efforts of other professionals to effectively meet program goals
- Commitment to the organization's mission and values

## Career Growth, Training & Development

MOWAA has a strong culture of constant learning and invests in developing people. This post offers exposure and hands-on experience on ways of working global institutions across MOWAA's wide network of partners and affiliates. By joining our team, you'll have an opportunity to shape a growing organization, work on ground-breaking initiatives and build a rewarding long-term career.

## Terms and Conditions

- Reporting Line: Head of Finance and Corporate Operations
- Duty Station: Benin City
- Tenure: Full time employment
- Compensation & Benefits: Competitive, subject to credentials

## Application Process

Interested candidates should submit a cover letter and CV to [careers@wearemowaa.org](mailto:careers@wearemowaa.org) by 10 May 2024. Please include "HR & Compliance Manager" in the subject line of your email.