



The Continental HR Manager supervises and manages the HR aspects. He/she reports on his/her activities to the HR Manager and Financial Manager of Group and on request to the Continental General Manager and the CEO.

# POSITION OF CONTINENT HR MANAGER

## About Insuco

Insuco is an international social science and engineering consultancy firm that operates in nearly 50 countries in Africa, Asia and Latin America, with offices in Guinea, Burkina Faso, Djibouti, Madagascar, Gabon, Colombia, Ecuador, Peru, Haiti, the Dominican Republic and Cambodia.

The Group has more than 120 permanent employees and approximately 250 collaborators. In order to respond to the development and growth of our group, we are looking for two (2) Human Resources Managers (HRM), one in Africa and the other in Latin America and the Caribbean.

## Personal qualities

- Proactive and autonomous, you have at least 5 years of experience in similar positions of increasing responsibility in private structures and/or NGOs and experience of working in the continental context in Africa or Latin America.
- You have a good command of HR management techniques and tools.
- You have excellent analytical skills and a sense of anticipating HR needs.
- You have a sense of commitment and responsibility, and excellent synthesis and HR reporting skills.
- You have a sense of responsibility and leadership and would like to invest in challenging projects with a young, dynamic and innovative multicultural team to contribute to the expansion of the group.



## How to apply?

For to apply, please send your application (CV + covering letter), with the reference "RRHAfr2022" for the position in Africa or "RRHLac2022" for the position in Latin America to the following e-mail address: [ousmane.conte@insuco.com](mailto:ousmane.conte@insuco.com).

## Improvement and animation of the HR strategy and policy on the continent

- In collaboration with the HR Manager and Financial Manager of Group, implement HR strategies and tools to meet the expectations and needs of the different offices.
- Coordinate with the HR Manager and Financial Manager of Group on staff remuneration policy.
- Implementing and leading HR organisation and communication projects.
- Improve and monitor the implementation of HR procedures.
- Implementing HR monitoring and reporting tools.

## Supervision and management of recruitment

- Ensure the effective implementation of the HR recruitment policy.
- Oversee and manage the entire recruitment process, from the development of the job advertisement, through to the selection of candidates and the actual taking up of the post.
- Implement a search strategy for expert profiles and key positions.
- Coordinate and improve the procedure and tools for the identification, selection and management of experts within the "Experts" database.

## Personnel management

- Maintain the personnel database with the HR Manager and Financial Manager of Group.
- Ensuring the establishment and follow-up of contracts, personnel files and hiring declarations, and anticipating needs.

## Profile required



### Training

- 5 years of higher education in the fields of Human Resources and/or management.

### Experience

- At least 5 years' experience in a responsible HR role;
- Experience of working in the African or Latin American context.

### Competencies

- HR management and communication skills;
- For the position in Africa: excellent oral and written French; fluency in English preferred;
- For the position in Latin America and the Caribbean: excellent command of Spanish and English, both written and spoken; command of French, preferred;
- Good command of HR management tools and IT tools in general.

## Conditions



- Based in one of Insuco's offices in Africa or Latin America with the possibility of travel in and out of the country.
- Contract for an indefinite period.
- Other benefits.