



# CAREER OPPORTUNITY

## HR Graduate Trainee

The Graduate Trainee will be responsible for managing and supporting the Human Resources Systems functionality. The Analyst will play a critical role in reducing manual processes and improving data integrity through technological innovation and best practices.

Working with the HR Generalist, the analyst graduate trainee will support the management of the day-to-day technology integration and HR operations.

### KEY PERFORMANCE AREAS:

1. Data Clean-Up
2. Populate HR Module
3. Workflow Mappings
4. Employee Information and Leave Management
5. Payroll Changes and Input
6. Data Migration
7. ESS support
8. End User Support of HR systems
9. HRIS

## KEY FOCUS AREAS AND RESPONSIBILITIES

- HR Business Process analysis
  - Analyse HR system processes, identifying and recommending areas of improvement to maximise technological capabilities and HRIS best practices, including but not limited to, testing of new/updated processes and developing user documentation of new or changed processes.
- Learning System Maintenance
  - Participate in HR technology initiatives by assisting with business requirement gathering,
  - Custodian of learner management system
  - Trains users and on boards users
  - Maintains content and reports
- Workflow Mappings
  - Serve as advocate and interface between the Human Resources Department (HR) and the Technology Department (IT) to provide ongoing support for end-users;
  - Lead the development of onboarding/offboarding processes to effectively
  - Manages UpToDate workflows mappings and approvers
- Employee Life Cycle Information
  - Maintain employee database
  - Update employee information to reflect changes
  - Monitoring performance, and resolving issues
- Leave Management
  - Ensuring the efficient recording leave management
  - Update Leave Approvers to reflect changes
  - Records manual leave on VIP
  - Produce Weekly reports on leave management
- ESS/MSS Support
  - Work Closely with VIP Consultant and HR Generalist to onboard all staff on ESS
  - Perform orientations and update records of new staff
  - Work on mappings to reflect current organogram and changes
  - Provides training and end user support
  - Assist with all internal and external HR related inquiries or requests.

- HR information System Management
  - Works to develop enhanced HR reports for ongoing HR needs and to support HR's interface with other departments and other key metrics to drive HR effectiveness
  - Manage online learners' registration and employees' training history
  - Monitoring performance, and resolving issues
  - Identifying HR concerns, and other key metrics to drive
  - In partnership with IT ,Lead support for the HRIS functionality

## KEY REQUIREMENTS

### **QUALIFICATIONS**

Minimum Business-related Degree in information systems and/or Technology, Computer Science, or other related discipline.

### **EXPERIENCE**

Exposure on HR systems or applications or Data and information technology (IT) systems

### **KNOWLEDGE AND SKILLS**

- Appreciation of learning management systems and other digital learning technologies.
- High level of digital literacy

### **COMPETENCIES**

- Proficiency in database management
- Exceptional ability to gather and interpret data, as well as improve HRIS
- Must demonstrate excellent skills in communication (verbal and written), negotiation and presentation
- Embracing Change and articulating information
- Requires confidentiality of sensitive and HR information and to exercise sound judgment with confidential materials

**Only shortlisted candidates will be contacted**

Submit applications to [careers@alliance.co.ls](mailto:careers@alliance.co.ls) by **13 June 2022**