

## **Terms of Reference (ToR)**

**Position:** Human Resources Manager

### **Position Description:**

Africa Nature Investors Foundation (ANI) is a Nigerian Not-For-Profit company established to demonstrate that private sector investment can make the protection of nature profitable. ANI work in partnership with National Park Service for the protection and development of Gashaka Gumti National Park in Taraba and Adamawa states and Okomu National Park in Edo state. ANI's vision for GGNP is a well-protected, ecologically functional park that is financially self-sustaining and is a catalyst for the economic development for its communities and this part of Nigeria.

ANI requires a full time Human Resources (HR) Manager. The person would ideally be based near the park in Serti or Jalingo and will coordinate all human resource functions for the Foundation's field and support teams. The HR Manager will ensure effective recruitment, performance management, staff welfare, and compliance with labor regulations and organizational policies.

**Hierarchy:** Reports directly to the Head, Corporate Governance & Compliance

**Based at:** Taraba state

## **Experience And Qualifications**

### **Requirements**

- Bachelor's degree in Human Resource Management, Industrial Relations, Business Administration, or a related field.
- Professional HR certification (e.g., CIPM, SHRM, or equivalent) is an advantage.
- Minimum of 5 years of progressive HR experience, preferably within an NGO, conservation, or field operations context.
- Solid knowledge of Nigerian labor laws, HR best practices, and HRIS systems.
- Strong communication, interpersonal, and conflict resolution skills.

### **Qualities**

1. Must uphold confidentiality and ethical standards, particularly in handling personnel information and sensitive HR matters.
2. Able to make fair and unbiased decisions, ensuring consistency and equity in all HR processes.
3. Should demonstrate understanding and supportiveness in dealing with staff challenges, fostering a positive work environment.
4. Ability to manage multiple HR processes (recruitment, leave management, performance reviews, etc.) accurately and on schedule.
5. Experience or training in gender equality, sexual harassment prevention, gender-based violence (GBV) response, and human rights protection will be an added advantage.

## **Responsibilities**

- Manage job postings, screening applications, and onboarding of new hires.
- Coordinate annual performance appraisal cycles and maintain performance records.
- Support line managers in setting goals, conducting evaluations, and providing feedback. Also serve as a panel member on disciplinary hearing when necessary.
- Maintain updated job descriptions and personnel files/HR records and regularly update same.
- Facilitate communication between field teams and management to maintain a supportive work culture.
- Maintain up-to-date HR manuals, policies, and standard operating procedures.
- Coordinate staff access to medical care. Work very closely with ANI Nurses and the hospitals that provide medical care to staff under company's HMO plan.
- Oversee all aspects of leave administration including study leave, etc.
- Responsible for ensuring accurate and timely submission of staff-related data to Finance for payroll processing and maintain staff records on Manager IO such as payslips, etc.
- Maintain confidentiality and data integrity in all HR records.
- Prepare periodic HR reports on staffing, trainings, and other key metrics.
- Contribute to HR planning and workforce analysis in coordination with management.
- Support the Head of Corporate Governance and Compliance in relevant duties.
- Other duties as may be assigned from time to time.

## **Workplace Conduct, Protection, and Inclusion**

- Promote a safe, respectful, and inclusive workplace culture aligned with ANI's values and policies.
- Lead the implementation of policies on sexual harassment, gender-based violence (GBV), and human rights protection, ensuring staff awareness, reporting mechanisms, and confidentiality.
- Support investigations and resolution of any reported incidents in line with due process and organizational standards.
- Provide periodic training or awareness sessions on workplace ethics, gender sensitivity, and staff protection.

There will be a competitive salary commensurate with experience. Medical Insurance, Group Life insurance, Group Personal Accident Insurance and contributory pension are provided.

Applications should consist of a CV and cover letter. The CV should list two independent professional referees and contact details for previous employers should also be provided. Please send applications to [recruitment@ani-nigeria.org](mailto:recruitment@ani-nigeria.org) as one single document in pdf by January 27<sup>th</sup> 2026. The subject of the email should be HR Manager Application.