



VACANCY
(Internal/External)

Job Title: HR Business Partner Demand Guinness Cameroun
Department: Human Resources
Reporting to: Human Resources Director
Category: L4B
No of positions: 1
Contract: **Permanent**

PURPOSE

To provide generalist HR support to the Demand functions (Sales, Marketing, Finance, HR, CR, Legal & GM) and ensure that HR Operations are administered according to the Global and local HR Policies.

To act as a liaison between the employees of the Demand functions and the HR department's various procedures.

To drive the HR and People Agenda through talent management and organisation effectiveness to support our performance ambition.

QUALIFICATION AND EXPERIENCE REQUIRED

- Minimum of a Bachelor degree in Human Resources, Labour Law or Business Management
- 8+ years of experience in HR (HRBP, Reward, L&D, Recruitment)
- Communication skills with authenticity/approachability
- Coaching skills
- Strategic/logical thinking
- Analytical skills
- Multi-tasking with priority management
- Understanding of Cameroonian Labour Law and HR Policies
- Fluent in French and English
- Strong stakeholder management at all level from junior temporary employees to Directors

ACCOUNTABILITIES

Performance Management

- Monitors, audits, builds capability for deployment and embedding of P4G
- Coaches line managers on performance management (e.g. process, PIP policy)
- Leads performance calibration at the end of year

Talent and Learning & Development

- Own the development of MYTP (Multi Year Talent Planning) working closely with local HR team and HRD
- Works with the function to identify and build internal leaders to strengthen our talent pipeline through future leaders discussion, talent review and succession pools discussion
- Leads talent review and succession pool discussions in Jan. and make them to be linked to our people agenda
- Build functional/corporate capability framework and roadmap to enhance our functional/leadership capability to achieve our strategy
- Closely work with global functional capability team and local F/H and managers to implement global program based on local priority and needs
- Embeds core leadership programmes (DLPP, BPC, Situational leadership) and facilitates them to relevant people managers.
- Coaches line managers and employees helping them to be more effective in line with any related core programs, and to be a world-class leaders
- Coaches and directs line managers in fulfilling their people management responsibilities and educates on when/how to use the HR operating model, processes and tools

Organisation Effectiveness & Engagement

- Lead organisational change initiatives (e.g. org. change / culture change management) for the business area working with the HRD
- Use the Change & OE tools/frameworks created by the global OE team. Accountable for the embedding of these tools/frameworks within the business area.
- Understands and reviews the organisational structure in the business area every month to ensure this is fully optimised (e.g. metrics such as front/back; overhead to NSV, etc)

- Initiates Values survey analysis and facilitation within the function. as part of building the desired culture, manages and monitors employee engagement interventions and practices
- Values Survey follow-up with functional leaders to embed engaging cultures
- Accountable for compliance in the business area against HR CARM requirements

Employee Relations

- Oversees (and conducts where appropriate in conjunction with the line manager) in market interviews and investigations on ER issues, complaints, and grievances, connecting with HR Solutions to ensure proper case management.
- Diversity –Builds/contributes to and executes diversity plans in business area. Understands the diversity requirements in the location and follows the guidelines
- Conducts exit interviews

Resourcing

- Manage resource planning on an annualised basis for optimised headcount management and to achieve our strategy closely working with Reward and Talent Engagement (e.g. Talent Forecasting, AOP HC confirmation, approve open vacancies for Line Managers).

Work closely with TE Specialist from end to end resourcing process (e.g. alignment with line managers, interviews)

APPLICATION

All applications to be made through the website: www.Diageo-Careers.Com.

Guinness Cameroon, which is ISO 9001/2008 and FSSC 22000 certified, is committed to meritocracy and inclusiveness and will not unfairly discriminate in recruitment, training, career development and promotion on the basis of race, color, ethnicity, gender, marital status, disability, religion or belief and age

CLOSING DATE

31/05/2018

Hervé Ngamaleu
Human Resources Director

HN/NT/18.05.2018