

## **VACANCY ANNOUNCEMENT**

### **Internal & External**

**Job title** : Talent and Performance Management Officer  
**Department** : Human Capital Management  
**Reporting Line** : Head, Human Capital Management  
**N° of positions** : 01  
**Contract Type** : Permanent  
**Location** : Douala

**Job purpose** :

- Partner with Functional Heads on the delivery and achievement of business goals through execution of People Management Agenda

**Key Accountabilities:**

- Monitor Talent related initiatives budget of Functions under scope
- Provide and implement recommendations to actively attract and retain talented and capable individual through workforce planning, recruitment, selection, learning and development initiatives and interventions
- Coordinate induction program and proper deployments of new recruits to jobs which align to their abilities and competencies
- Lead effective implementation of Talent Management process for assigned functions including Performance Management, Talent Reviews, Succession Planning, etc.
- Draft, update, interpret and implement HCM Procedures
- Manage the movement of employees from one job to another which includes job rotation, promotions and transfers
- Supervise Internship program Management and Partnership with Educational institutions
- Review career development of staff and ensure development and training programs are supportive of individual career plans and bank's objectives
- Guide all job postings in back and ensure employees are posted to jobs that align with their skills competencies
- Ensure a high level of compliance in performed duties
- Periodic reporting of the supervised activities
- Perform other duties as required

**Qualification required:**

Minimum education level – Bachelor's or Master's degree in Human Resources Management or any related Social Science.

**Experience required:**

Minimum of 4 years relevant professional experience in HR preferably in Talent Management & Performance Management

**Key Competencies:****Knowledge**

- Practical & broad understanding of policies, methods, systems, processes
- Labor Law and applicable Collective Agreement
- Broad awareness for Talent, Reward and Organizational Effectiveness agendas

**Skills/Competencies/Aptitudes**

- Interpretative and decision-making skills
- Ability to take commercial insights and transform into Organization and people Agenda
- Proven ability to facilitate, influence and build credibility at all levels and all functions
- Workload Management
- Supervisory and Leadership skills
- Bilingual (French/English)
- Strong analytical and decision-making skills
- Excellent relationship building skills

**Application submission**

Candidates should send their resume and motivation letter to [HcmRecruitCameroon@ubagroup.com](mailto:HcmRecruitCameroon@ubagroup.com), with the heading "**Talent & Performance Management Officer**" by **Friday, May, 25<sup>th</sup> 2018 at 4.00pm latest**. **Only shortlisted candidates will be contacted to proceed to the interview stage.**

**Claude B. ONGUENE**  
**Head, Human Capital Management**

**Dominique MAHEND**  
**Managing Director/CEO**

*UBA Cameroon 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.*