



Transforming Africa's Sustainable Socio-Economic Development through Consulting, Advisory & Investing.

Junior Consultant, Human Resource Management

Department: Business Development, Strategy, Human Resource Management and Information

PIF Africa drives Africa's sustainable growth through consulting, advisory & investing — learn more at www.pifafrica.org

Role Overview: PIF Africa's Human Resource Management function supports the design, implementation, and management of people, talent, workforce, performance, incentive, and organizational systems for PIF Africa and its clients.

As a **Junior Consultant, Human Resource Management**, you will support HRM work across the full employee and consultant lifecycle, including recruitment, job description development, organizational structure design, workforce planning, onboarding, learning and development, performance management, KPIs, competency mapping, incentives, welfare, leave management, succession planning, termination, and exit management.

This role will support both PIF Africa internally and PIF Africa's clients, including individuals, private enterprises, non-profits, public sector organizations, entrepreneurs, family businesses, and growing teams. You will work closely with senior team members and, where required, with finance, legal, governance, policy, tax, and regulatory compliance teams to ensure HR structures are practical, compliant, well-documented, and properly implemented. The role may also support more advanced HR-related structures such as employee share options, phantom rights, team investment arrangements, pensions, tax-aware compensation, welfare structures, and other incentive models under senior guidance.

All roles and responsibilities documented below and supplemented from time to time are delivered both internally (to all departments as internal clients) and externally (to PIF Africa's clients), depending on the mandate.

Who You Are:

- Relevant degree, course, or diploma in Human Resource Management, Business Administration, Organizational Psychology, Industrial Relations, Law, Finance, Management, or a related field is a plus.
- 0–1-year insight / experience in HR, recruitment, talent management, administration, consulting, organizational development, or structured professional environments is a plus.
- Strong interest in people management, recruitment, organizational design, performance management, incentives, workplace culture, and employee development.
- A self-starter with a proactive mindset and willingness to learn quickly across different HRM areas and client needs.

- Strong research, documentation, coordination, communication, and problem-solving skills.
- Good understanding of recruitment, interviews, onboarding, KPIs, performance reviews, leave management, employee welfare, and exit processes.
- Comfortable supporting the preparation of job descriptions, interview guides, HR trackers, onboarding checklists, KPI sheets, policy drafts, reports, and presentations.
- Strong discretion, integrity, confidentiality, and judgment when handling employee, consultant, client, compensation, and sensitive HR information.
- Highly organized, with strong follow-up, filing, tracker management, version control, and attention to detail.
- Proficient in Microsoft Office and Google Workspace (Docs, Sheets, Drive) and comfortable using task boards (Zoho Connect, Bitrix24, etc.).
- Comfortable using AI tools (Fireflies/AI note-takers, ChatGPT prompts) to convert meetings into action.
- Willingness to travel out-of-station with minimal prior notice and support occasional evening/weekend engagements where required.

What You'll Do:

1) Recruitment, Job Descriptions & Workforce Planning

- Support end-to-end recruitment processes, including role clarification, job description drafting, advertising, shortlisting, interview scheduling, candidate communication, testing, reference checks, and onboarding support.
- Assist in developing job descriptions, person specifications, competency requirements, interview guides, scoring sheets, and candidate assessment tools.
- Support workforce planning by helping identify required roles, number of people, reporting lines, skills needed, attitude requirements, money skills, experience levels, and timing of hires.
- Maintain recruitment trackers, candidate records, interview notes, hiring updates, and onboarding documentation.

2) Organizational Design, Competencies & KPIs

- Support the design of organizational structures, team structures, reporting lines, role maps, job families, and responsibility matrices.
- Assist in mapping competencies required for different roles, including technical skills, communication skills, commercial awareness, money skills, judgment, attitude, leadership potential, and execution discipline.
- Support the development of KPIs, OKRs, scorecards, performance expectations, probation targets, and role-based accountability tools.
- Help ensure HR structures are clear, practical, measurable, and aligned with the organization's or client's goals.

3) Onboarding, Learning, Talent & Succession

- Support employee, consultant, and client-team onboarding processes, including induction materials, checklists, access setup, policy briefings, first-week plans, and probation trackers.
- Assist in identifying learning and development needs, training priorities, capability gaps, and growth pathways.
- Support talent management work, including skills mapping, promotion readiness, succession planning, leadership pipeline tracking, and staff development documentation.
- Maintain onboarding, learning, probation, development, and talent trackers.

4) Performance Management, Incentives & Welfare

- Support performance management processes, including review templates, KPI tracking, performance evidence, feedback documentation, improvement plans, and follow-up actions.
- Assist in designing and administering incentive structures, including bonuses, commissions,

performance-linked rewards, retention incentives, non-cash benefits, welfare arrangements, and recognition systems.

- Support HR work relating to pensions, maternity leave, general leave management, welfare, staff wellbeing, tax-aware compensation, and benefit structures.
- Under senior guidance, assist with advanced HR structures such as employee share options, phantom rights, team investment arrangements, and long-term incentive models, working with finance, legal, tax, governance, policy, and compliance teams as needed.

5) HR Policies, Employee Relations & Exit Management

- Support the drafting, updating, and implementation of HR policies, procedures, handbooks, templates, and staff communication materials.
- Assist with leave management, including annual leave, sick leave, maternity leave, emergency leave, unpaid leave, and related documentation.
- Support employee relations documentation, including staff concerns, grievances, disciplinary records, performance issues, escalation notes, and follow-up actions under senior guidance.
- Assist with resignations, termination processes, handovers, clearance, exit interviews, final documentation, and lessons learned.
- Maintain HR files, staff records, consultant records, policy acknowledgements, leave trackers, performance records, and exit files with confidentiality and care.

6) HR Advisory & Client Support

- Support HRM advisory and consulting work for PIF Africa and its clients across recruitment, organizational design, talent management, KPIs, performance management, incentives, welfare, employee structures, and HR process improvement.
- Assist in preparing HR diagnostics, structure notes, reports, presentations, policy drafts, implementation plans, trackers, and client-ready materials.
- Participate in HR-related meetings by preparing materials, taking notes, documenting decisions, tracking actions, and following up on outstanding items.
- Stay up to date on HRM trends, employment practices, talent management, compensation, incentives, workplace policies, and people-management best practices relevant to PIF Africa and its clients.

Cross-Cutting Capabilities: All PIF Africa Consultants, regardless of level or role, must demonstrate some core capabilities, kindly see link attached - [Here](#)

Format: Remote.

Why Join Us? Kindly see link attached - [Here](#)

How to Apply: Interested candidates should apply [here](#). Kindly note, only shortlisted applicants will be contacted for the next stages of the recruitment process. PIF Africa is an equal opportunity employer / engagement entity and welcomes applicants from diverse backgrounds.

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