



## HR Manager

SINGITA VOLCANOES NATIONAL PARK, RWANDA

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### Key Responsibilities

The main purpose of the Human Resources Manager is to manage all aspects of the HR department, and aspects of management of the staff village.

Key responsibilities include:

- Industrial Relations Management
- Administration
- Employee Relations
- Employee Development
- Reporting
- Budget Management
- Staff welfare & employee health & wellness
- Recruitment & staff onboarding

### Skills & Experience

- HR Qualification
- Experience in HR at management level / senior HR Generalist
- Ideally Hospitality Background
- Accuracy and attention to detail
- Good interpersonal and communication skills (verbal and written)
- Understanding and managing computer systems in particular MS Word and Excel as well as Sage VIP

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[www.singita.com/about/careers](http://www.singita.com/about/careers)