



SONARWA LIFE - JOBS ADVERTISEMENT

SONARWA Life Assurance Company Limited (SONARWA LIFE) is a public limited liability company registered under the laws of Rwanda and licensed by the National Bank of Rwanda to transact the business of life assurance & pension management. The company is looking for a competent & experienced person to take on the following role of in the company.

Position: Human Resource Business Partner/Manager.

Purpose of the Job:

This position is responsible for provision of support in the implementation of human resources strategies, policies, and other functions in the company.

Key Responsibilities:

- Proposing HR initiatives in line with business objectives of the company. Technology driven to streamline processes.
- Ensure staff productivity by implementing performance management and reward strategy.
- Tracking KPIs and implement the reward strategy.
- Initiate, review, customize and implement HR policies.
- Identifying skills gaps and preparing the annual training plan for staff.
- Organising coaching sessions to groups of employees or individual employees.
- Organising leadership coaching and team building activities that support growth and change in line with business objectives.
- Change management.
- Naturing a positive work culture, employee -centric (employee engagement, satisfaction, & wellbeing), & foster harmonious employee relations within the business.
- Proactively assessing team and manager development needs, recommending and implement relevant solutions.
- Performing data analysis and reporting solutions based on business needs.
- Organising Partnerships with different academic/training institutions for professional internship and employees training programs.
- Ensure proper Succession planning.
- Any other duties as may be assigned by management.

Minimum Requirements:

- Bachelor's degree in human resource management, business administration or commerce with specialisation in human resource management or any other related field from a recognized institution.
- Having a master's degree in the above-mentioned academic fields plus the required hands-on working experience, will be an added advantage.
- At least 4 years of hands-on experience in human resources management in a financial or any other business organisation.
- Experience in implementing human resources management information systems.
- People skills.
- Organisational skills.
- Excellent Communication skills.

- Presentation skills.
- Time management.
- Report writing.
- High level of integrity.

If you believe you fulfill all the requirements, please submit your application letter, latest CV, including three (3) referees, copies of degrees & certificates, & copy of ID, not later than 15th January 2025 to the following email address: recruitment@sonarwalife.co.rw

Only shortlisted candidates will be contacted for further recruitment steps.

Done at Kigali on 09/01/2025.