

**TERMS OF REFERENCE (TOR)**

**Hiring of Human Resource & Admin Officer**

29<sup>th</sup> May, 2026

**1. Background**

Ngali Holdings “The Company” is an investment company that deals in wide range of industries across Rwanda and it is headquartered in Kimihurura, Kigali, Rwanda. The organization operates through various departments and regional offices with a workforce of approximately 1,000 employees.

To strengthen organizational performance, employee engagement, compliance, and human capital management, the organization seeks to recruit a competent and experienced Human Resource and Administrative Officer to lead and oversee all HR functions.

**2. Position Title**

**Human Resource and Admin Officer**

**3. Reporting Line**

The HR & Admin Officer shall report directly to the Director of DFC Project.

Job Details	
Department	Decentralization Fee Collection Project
Job Title	HR & Admin Officer
Supervises	HR Assistant

Job Purpose:
To ensure effective and compliant human resource management for the DFC Project through proper implementation of HR policies, payroll administration, performance management, employee records management, and operational HR support, in alignment with the HR Manual and Ngali Holdings standards.

Primary Responsibilities

- Full and consistent application of the HR Manual in the daily management of human resources.
- Maintaining management guidelines by preparing, updating, and recommending human resource policies and procedures as far as the project is concerned.
- Preparation of the monthly payroll
- Plan, administer, and maintain a record of employee leave
- Prepare an annual budget for DFC human resources operations
- Maintain historical human resource records by designing a filing and retrieval system for keeping past and current records
- Perform multifaceted general support to the operations team
- Establish, update, and recommend HR policies and procedures on the DFC project as needs arise
- Maintain records related to disciplinary cases, dismissals, and terminations
- Ensure performance management by planning, monitoring, and appraising employee work results
- Contribute to the DFC team effort by accomplishing related results as needed.
- Identify training and development needs and coordinate capacity-building initiatives for project staff.
- Maintain confidentiality and secure handling of sensitive HR information.
- Ensure full compliance with national labour laws and statutory obligations (e.g., contracts, RSSB, PAYE, leave entitlements).
- Your work performance will be based on the set of KPI'S from the project manager and the target for your Regional.
- Perform any other duties assigned and deemed necessary and important to the DFC project in particular and Ngali Holdings in general.

Person specification	
<b>Academic qualification</b>	Bachelor's in Human Resource Management, Business Administration
<b>Professional qualification</b>	Any HR professional certificate is an advantage.
<b>Experience</b>	4 years of progressive HR experience.

Key Performance Indicators	Measures
<input type="checkbox"/> Effective HR Policy Implementation	<input type="checkbox"/> Percentage compliance with HR Manual provisions and the number of non-

*(Handwritten signature)*

	compliance incidents reported.
<input type="checkbox"/> Recruitment timeliness	<input type="checkbox"/> 100% timeliness of filling vacant positions
<input type="checkbox"/> Payroll Accuracy and Timeliness	<input type="checkbox"/> Percentage of payroll processed accurately and submitted on time each month.
<input type="checkbox"/> Employee Management Efficiency	<input type="checkbox"/> Employee engagement score

**Skills, Knowledge, and Abilities:**

1.	Strong judgment and decision-making skills
2.	Planning and organizing
3.	Compensation benefits management
4.	Strong understanding of business and management principles
5.	Achievement orientation
6.	Excellent communication and interpersonal skills
7.	Understanding of Recruitment processes
8.	Employment and labour law
9.	Adaptability to change

**4. Application Requirements**

Interested candidates shall submit:

- Application letter
- Updated Curriculum Vitae (CV)
- Certified academic and professional certificates
- Copies of identification documents
- Contacts of at least three professional referees

*(Handwritten signature)*

## 5. Selection Method

Selection shall be conducted through:

- Shortlisting of qualified candidates
- Written assessment/interview
- Reference and background checks

## 6. Submission Deadline

Date, 11<sup>th</sup> June, 2026,

Email: [nh.recruitment@ngali.com](mailto:nh.recruitment@ngali.com)

Contact: 0785387870

Prepared by:



**Nadine Uwera**

**HR & Admin Manager**

Approved by



**Joseph Butera**

**Chief Executive Officer**

