

Assistant Manager, People & Culture

Job Description · People & Culture Function

Position title	Assistant Manager, People & Culture
Reports to	Chief People Officer
Direct reports	People & Culture Associate(s) and Interns
Location	Abuja, Nigeria — hybrid ([3] days onsite)
Employment type	Full-time, permanent
Experience required	5–7 years
Travel	Regular travel within and outside Nigeria

Role Purpose

The Assistant Manager, People & Culture is accountable for translating Sahel's strategy into people systems that measurably improve performance, retention and compliance and for turning that internal capability into a revenue-generating advisory service.

The role carries a dual mandate: run a people function that meets audit and business standards internally, and build the credibility, tools and client relationships that establish Sahel as a trusted HR advisor externally. Success is judged on organisational outcomes and commercial contribution, not activity volume.

Strategic Context

Sahel operates in markets where the scarcity of institutional talent is a binding constraint on growth for the firm and for its clients. This role addresses both sides of that constraint. Internally, it protects delivery capacity by ensuring the firm hires, develops, and retains the right people. Externally, it builds a service line that monetizes this capability, diversifying revenue beyond the firm's existing advisory offering.

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Directors: Mezuo Nwuneli • Ndidi Nwuneli • Shachi Gurumayum (Indian) • Carla Denizard (Ghanaian)
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Key Responsibilities

Objective 1 — Culture, Capability, Systems and Compliance (approx. 50%)

Work environment

- Design and lead the culture and engagement strategy, translating Sahel's values into hiring criteria, performance standards, recognition mechanisms and everyday management practice.
- Own the engagement survey cycle end to end from instrument design, analysis, executive reporting and, critically, the action plans that follow; hold managers accountable for closure.
- Advise line managers on employee relations, grievances, disciplinary process and conflict resolution, balancing fairness to the individual against organizational risk.
- Embed inclusion measurably in shortlist composition, promotion decisions, pay equity review and meeting practice.

Capacity development

- Build the firm-wide capability strategy: skills taxonomy, competency framework, annual training plan and leadership development pathway, prioritized against strategic capability gaps.
- Evaluate learning impact at the level of behaviour change and business results, not attendance, and reallocate budget accordingly.
- Design career pathways, mentoring structures and internal mobility routes that make progression at Sahel visible and credible.

HR technology and analytics

- Own the HR technology roadmap: requirements definition, vendor evaluation, implementation, adoption and continuous improvement.
- Convert people data into decision support for the executive team such as attrition risk modelling, cost-per-hire trends, span-of-control analysis and workforce cost forecasting.
- Set data governance standards and ensure compliance with the Nigeria Data Protection Act and equivalent requirements in other operating markets.

Compliance and audit rating

- Own the compliance framework across all operating countries, including labour law, statutory remittances, contracting models and donor or client-specific people requirements.
- Lead audit preparation and response; drive the compliance audit rating to and beyond target and eliminate recurrence of prior findings.

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- Review and refresh policies annually, and ensure they are communicated, understood and consistently applied, not merely published.

Objective 2 — Talent Acquisition, Workforce Planning and Performance (approx. 30%)

- Own the talent acquisition strategy across Africa: employer brand, sourcing channels, assessment design, selection quality and hiring manager capability.
- Lead workforce planning with practice and country leads, forecasting demand against pipeline, project resourcing and growth plans, and constructing build, buy or borrow options with their cost implications.
- Redesign selection to improve quality of hire: structured interviewing, competency-based assessment, work-sample testing and interviewer calibration.
- Own the performance management system, goal alignment to strategy, calibration integrity, differentiated consequence management, and the link between performance, reward and progression.
- Design and manage the reward framework: benchmarking, salary structure review, incentive design and pay equity analysis, with recommendations to leadership.
- Build succession plans for critical and single-point-of-failure roles, with named successors and active development plans.
- Lead the retention strategy using exit, stay-interview and engagement data; report attrition drivers and their cost to the executive team quarterly.

Objective 3 — HR Consulting Service Line (approx. 20%)

- Co-develop the service line strategy: offering definition, target segments, positioning, pricing model and go-to-market approach.
- Scope, propose and lead client engagements on organization design, policy and handbook development, competency frameworks, performance systems, HR audits, executive search support and capability building.
- Serve as engagement lead, managing scope, timeline, quality, client relationship and profitability, and supervising the Associate and any contracted specialists.
- Productize internal capability into repeatable, sellable assets such as diagnostic tools, benchmark datasets, training curricula and templated deliverables.
- Build the practice's market credibility through thought leadership, speaking engagements, partnerships and published insight on African workforce issues.
- Report service line performance against revenue, margin, utilization and client satisfaction targets.

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Success Metrics — First 12 Months

Measure	Target
Regretted voluntary attrition	≤ [10%] annually
Employee engagement score	≥ [75%], improving year on year
Compliance audit rating	≥ [95%], with zero repeat findings
Quality of hire (12-month retention of new hires)	≥ [90%]
Critical roles with an identified, developing successor	≥ [80%]
Performance cycle completion with calibrated ratings	100%
Leadership development programme	Live by month 2

Competency Framework

Technical competencies

Competency	Required level
Strategic workforce planning	Advanced
Talent acquisition strategy and assessment design	Advanced
Performance and reward system design	Advanced
Employment law and multi-country compliance	Advanced

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Competency	Required level
People analytics and workforce cost modelling	Proficient
Organization design and change management	Proficient
Consulting: scoping, pricing and delivery	Proficient
Commercial and financial acumen	Proficient

Leadership and behavioural competencies

Competency	Required level
Executive influence and advisory presence	Advanced
Sound judgement under ambiguity	Advanced
Team leadership and coaching	Advanced
Integrity and discretion	Expert
Client orientation	Advanced
Inclusive leadership	Advanced
Resilience and adaptability	Advanced

Qualifications and Experience

Essential

- Bachelor's degree in Human Resources, Business, Social Sciences, Law or a related field.

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- 5–7 years of progressive HR experience, including demonstrable ownership of at least two of: talent acquisition strategy, performance management, HR compliance, or organization development.
- CIPM certification (evidence of the certification process).
- Proven multi-country or pan-African HR exposure.
- Track record of building or substantially improving an HR system, evidenced by measurable outcomes rather than process descriptions.
- Strong analytical capability; able to build a business case and defend it to an executive audience.
- Excellent written and verbal communication, with client-ready presentation skills.

Preferred

- Master's degree or MBA.
- CIPM/CIPD/SHRM-SCP or SPHR certification.
- Consulting or professional services background, including client-facing delivery.
- Experience implementing a HRIS or leading a major HR technology change.
- Prior line-management experience.

Compensation and Benefits

- Salary: competitive
- Performance bonus: annual, tied to individual and organizational performance, with an additional incentive component linked to HR consulting service line revenue.
- Statutory entitlements: pension, employee compensation scheme and all applicable statutory contributions.
- Health: comprehensive HMO cover for the employee, spouse and up to 4 biological children.
- Leave: 21 days annual leave, plus parental, compassionate, and examination leave.
- Development: funded professional certification and an annual learning allowance in line with the Capacity Development Policy.
- Work model: hybrid, Abuja-based, with flexible working arrangements.
- Exposure: pan-African project work and direct engagement with senior leadership.

Career Progression

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Assistant Manager, People & Culture → Manager, People & Culture → Chief People Officer.

Progression is judged on organizational outcomes delivered, capability built in others, and commercial contribution.

How to Apply

Submit a CV and a one-page cover letter addressing a single question: what people system have you built or improved, and what changed as a result? Send your application to **recruiting@sahelconsult.com**, with the role title in the subject line, by **10th August 2026**.

Sahel is an equal opportunity employer. We are committed to building a workforce that reflects the diversity of the markets we serve, and we particularly encourage applications from qualified women and candidates from under-represented groups. All applications are treated in confidence.

Levels referenced in the competency framework: Foundational → Proficient → Advanced → Expert.

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