

Associate, People & Culture

Job Description · People & Culture Function

Position title	Associate, People & Culture
Reports to	Assistant Manager / Manager, People & Culture
Location	Abuja, Nigeria — hybrid (3 days onsite)
Employment type	Full-time, permanent
Experience required	2–4 years
Travel	Occasional, within and outside Nigeria

Role Purpose

Sahel's competitive advantage rests on the calibre of its people and the discipline of the systems that support them. The People & Culture Associate converts that ambition into daily execution, running recruitment, onboarding, capacity development and HR data processes so consistently that managers can focus on delivery, employees experience Sahel as a place worth staying, and leadership makes people decisions on evidence rather than instinct.

This is a build role, not a maintenance role. The Associate will help establish the processes, data and content that the firm intends to offer to clients as a commercial HR advisory service.

Strategic Context

The role sits within a People & Culture function pursuing three objectives:

- Culture — a high-performing, inclusive and values-driven workplace across Africa.
- Talent — attracting, developing and retaining top talent across the continent.
- Commercial expansion — extending Sahel's people capability into an external HR consulting service line.

Every responsibility set out below is written against one of these objectives.

Sahel Consulting Agriculture and Nutrition Limited (RC 922927)

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Key Responsibilities

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

Work environment

- Coordinate engagement activities, onboarding experiences, recognition cycles and internal communications that make Sahel's values observable in daily behaviour, not merely stated in documents.
- Administer engagement and pulse surveys; clean, code and summarize results into findings managers can act on within the same quarter.
- Serve as first-line contact for employee queries, resolving routine matters within 48 hours and escalating pattern issues early.

Capacity development

- Maintain the annual learning calendar; coordinate logistics, facilitators, materials, attendance and post-training evaluation.
- Track completion and assessment data against individual development plans, flagging capability gaps that threaten project delivery.
- Curate a searchable internal knowledge library of templates, playbooks and session recordings.

HR technology and analytics

- Own data integrity in the HRIS: employee records, leave, movements, documentation and organization charts.
- Produce the monthly people dashboard on headcount, attrition, time-to-hire, cost-per-hire, training hours, gender and diversity ratios, with a short written interpretation, not numbers alone.
- Identify manual processes suitable for automation and support implementation and user testing.

Compliance and audit rating

- Maintain audit-ready personnel files, contracts, statutory registers and policy acknowledgments.
- Support statutory compliance across Nigerian labour law, pensions, PAYE, NSITF and ITF obligations, and applicable requirements in other operating countries.
- Prepare documentation for internal, donor and external audits, and track remediation actions through to closure.

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

- Run end-to-end recruitment coordination: role advertisement, sourcing, screening, assessment scheduling, interview logistics, reference checks and offer documentation.

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- Build and maintain a pipeline of pre-qualified African talent across core disciplines, reducing dependence on reactive hiring.
- Deliver a structured onboarding journey that moves new hires to productive contribution within 90 days.
- Support workforce planning by maintaining accurate establishment data, contract end dates, project resourcing needs and succession risk flags.
- Administer the performance management cycle: goal-setting, mid-year and annual reviews, calibration logistics, documentation and follow-through on development actions.
- Coordinate offboarding and exit interviews; analyse reasons for leaving and report themes quarterly.

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

- Support client engagements through research, benchmarking, data collection, survey administration and analysis.
- Draft sections of client deliverables: policy handbooks, organization design documentation, competency frameworks and training content, to a standard that requires minimal rework.
- Maintain the consulting knowledge base: case studies, tools, credentials and reusable templates.
- Coordinate engagement logistics, timelines and client communication under the direction of the Assistant Manager.

Success Metrics — First 12 Months

Measure	Target
HRIS data accuracy	≥ 98% on quarterly audit
Compliance audit rating	≥ 90% with zero material findings
Time-to-hire	≤ 45 days on average
Onboarding completion within 30 days	100%
Performance cycle completion	100% on schedule

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Measure	Target
Employee query resolution against SLA	≥ 95% within agreed timeframe
Monthly people dashboard	Delivered by working day 5, every month
Client engagements supported	≥ 4 in the first year

Competency Framework

Technical competencies

Competency	Required level
Talent acquisition and selection	Proficient
HR operations and records administration	Advanced
Nigerian labour law and statutory compliance	Proficient
HRIS administration and people analytics	Proficient
Learning coordination and evaluation	Proficient
Research, writing and deliverable production	Proficient

Behavioural competencies

Competency	Required level
Accuracy and attention to detail	Advanced

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Competency	Required level
Confidentiality and professional integrity	Advanced
Stakeholder communication	Proficient
Ownership and follow-through	Advanced
Learning agility	Proficient
Inclusion and cultural sensitivity	Proficient

Qualifications and Experience

Essential

- Bachelor's degree in Human Resources, Psychology, Business Administration, Social Sciences or a related field.
- 2–4 years of HR experience, including at least one year of hands-on recruitment or HR operations.
- Demonstrated working knowledge of Nigerian labour law and statutory obligations.
- Strong Excel or Google Sheets capability; comfortable working with people data.
- Excellent written English; able to produce clean, structured documents without heavy editing.

Preferred

- CIPM student membership, or progress toward CIPD or SHRM certification.
- Experience in consulting, advisory, development or multi-country environments.
- Exposure to HRIS platforms and workflow automation tools.
- Working knowledge of French or another African working language.

Compensation and Benefits

- Salary: competitive
- Performance bonus: annual, tied to individual and organizational performance.

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- 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

People & Culture Associate → Senior Associate (typically 2–3 years, subject to performance) → Assistant Manager, People & Culture → Manager, People & Culture → Chief People Officer.

Progression is earned through demonstrated ownership of a full process area, consistent delivery against the metrics above, and independent contribution to at least one client engagement.

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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