

Job Description & Role Explanation

Position Title	Location	Team Leader Position Title
Director, Human Resources, West Africa	Onsite: Baguida, Togo	West Africa Operations, Director
Employment Type	Availability	Length
Full Time	Monday – Friday 40 hours/week	Permanent contract

Organizational Overview:

The Timothy Initiative (TTI) is a global movement committed to multiplying disciples, churches, and leaders, with a clear vision to see a church in every village, everywhere. We partner with local leaders around the world to advance Christ’s Kingdom by training them to make disciples who make disciples, and to plant churches that plant churches. TTI is active in more than 50 countries, including 29 across Africa, working primarily in regions that are underserved or hostile to the gospel. Our goal is to see the vision of ACHIEVE realized: A Church in Every Village Everywhere.

Position Overview:

We are seeking a qualified and mission-aligned Human Resources Director to lead and manage HR functions across TTI’s West Africa region. Based at the West Africa Office in Baguida, Togo, this role also provides remote support to the entire West Africa region.

This is a full-spectrum, HR leadership position responsible for developing and implementing HR policies, overseeing recruitment and onboarding, guiding performance management, managing employee relations, and ensuring compliance with local labor laws across multiple countries. The HR Director will work closely with Operations Directors, department leaders, and the Regional Leadership Team (RLT) to foster a Christ-centered workplace, promote staff development, and ensure consistent HR practices across all offices.

The position carries 360° responsibility for all HR-related functions, supporting every department, aligning with international best practices, and ensuring our teams are well-equipped to carry out TTI's mission to make disciples and plant churches throughout West Africa.

Spiritual Life Expectation:

All team members at TTI are expected to maintain a personal relationship with Jesus Christ as a top priority; be a consistent witness for Jesus Christ; maintain a courteous, Christ-like attitude in dealing with people within and outside of TTI and faithfully uphold TTI's ministry in prayer.

For clarity, we ask every TTI team member to sign the acknowledgement page and live a life congruent with the spiritual principles outlined in TTI's *"Statement of Faith"* and *"Christian Living Statement"* and policies and procedures as stated in TTI's employee handbook.

Reporting Requirements:

- Required to work in our main office in Togo and/or remotely as needed as defined by the Regional Leadership Team and the West Africa Operations Director.
- It is occasionally required to work in the evening and at weekends as needed.
- Regularly (monthly) reports to the West Africa Operations Director on the HR functions and progress of expectations, goals and objectives.
- Development and reporting of quarterly goals for the HR function for all offices.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to, the following:

- Ensure good record Keeping:
 - Maintain staff records in both physical and digital formats ensuring staff files are organized and completed per audit requirements.
 - Ensure all statutory documents/policies are signed and in staff files.
 - Develop visa letters, bank letters, etc.
 - Process travel insurance documents.
- Update staff lists on a regular basis and ensure updated employees' files with all relevant documents in place in all offices.

- Ensure easy retrieval of information related to Human Resources.
- Maintain a tracking sheet of current employee information.
- Develop appropriate HR policies and practices across West Africa.
- Administer HR policies and programs in the West Africa Office in Togo, in collaboration with the operations manager(s) and director(s). This includes advisory support for the West Africa office in Togo and other national offices.
- Provide in-depth context and insight on labor laws and regulations and ensure TTI adheres to them in Togo and other West African countries where it operates.
- Review and update the employee handbook and keep it in line with current HR trends and practices. Train and create awareness of the employee handbook and general HR policies.
- Uphold the structure and practices detailed by the employee handbook in liaison with the operations managers/directors and RLT.
- Support local recruitment needs, assess staffing needs, develop, and update job descriptions/requirements, interview and select candidates, and onboard new team members (NTMs) in collaboration with the operations director/managers and departmental leaders.
- Ensure job descriptions are compliant with the local and national regulations.
- Plan and implement onboarding and training for new and existing employees to grow a strong staff team.
- Partner with operations Directors and the Regional Leadership Team (RLT) to monitor employee performance by providing administrative assistance in coaching, counselling, career development, reviews, performance, and advisory on disciplinary actions.
- Support and advice on staff evaluation & recognition.
- Contribute to developing training materials and performance management programs to help ensure employees understand their job responsibilities.
- Manage local policies regarding working conditions, disciplinary procedures, and leave management.
- Lead in the resolution of employee issues and conflicts.
- Hold departments accountable to HR best practices with regular reviews and personalized member-care meetings.
- Exercise discretion and confidentiality at the highest level related to finances, salaries, and staff challenges.
- Support monthly payroll activities and ensure statutory compliance and remittance by due date.
- Manage and communicate compensation strategies and philosophy with all employees.

- Complete integrity with funds under your care and/or oversight. Strict adherence to legal statutes, best financial practices, and organizational requirements.
- Ensuring all team members with financial-related responsibilities clearly understand the best financial practices and requirements.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Engage staff with a spirit of empathy, love, and grace with the desire to make TTI a good place to be.
- Proven working experience as an HR related role or other HR Director.
- A passion for TTI's Mission to see multiplying disciples made and churches planted in fulfilment of the great commission.
- Competence to build and effectively manage interpersonal relationships at all levels of the organization.
- Lead with integrity, honesty, and trust, inspiring employees to reach their full potential and achieve excellence.
- Excellent active listening, negotiation, and presentation skills
- **Technical Skills:** Salary and benefits administration, employee/labor relations, employee development and training, skilled group facilitation, problem-solving and decision-making with integrity in making difficult decisions.
- **Communication skills:** ability to read, analyze and interpret professional technical procedures or governmental regulations; solid written and oral communication skills and excellent phone manners. Accountable for supporting, upholding, and engaging in TTI's Vision, Values, & Mission in internal and external communication and relationships; ability to respond soundly to questions from partners and management at all levels; ability to communicate with quality, integrity and respect in a way that inspires others and encourages innovation and possibilities.
- **Reasoning skills:** ability to define problems, collect data, establish facts and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical diagram form and deal with several abstract and concrete variables.
- **Numbers skills:** managing advanced budget and other financial measures as needed in the HR department.

- **Time Management & Organizational skills:** Flexibility and adaptability to changing priorities and assignments; strong planning and organizational skills; ability to multi-task within tight time constraints in a fast-paced environment; Strong organizational skills a must
- **Exemplary Behavior:** Remain engaged, proactive and positive even in tough circumstances; own assignments and be fully accountable for their success; align actions, behaviors and conversations to what matters most; bring out the best in others and recognize the value in every person's contributions; ability to work independently being proactive to resolve work issues or notify supervisor of resources needed; ability to coordinate with other employees and as part of a team.

Required Professional Qualification

1. **Bachelor's degree.** Preferably in Human Resources Management or related field.
2. **Registered with IHRM or similar certifications.**
3. **Experience:** Preferably 3 years. Experience with organizations similar or close to the mission of The Timothy Initiative will be an added advantage.

How to Apply

Interested candidates should send their CV and a local church recommendation letter to westafricarecruitment@ttionline.org , with the subject line: **Director, Human Resources – West Africa.**

Applications will remain open until the position is filled. Due to the urgency of this recruitment, applications will be reviewed on a rolling basis. Early applications are strongly encouraged.

Only shortlisted candidates will be contacted.

TTI does not charge any fees or request financial information at any stage of the recruitment process.