



ToRs – HUMAN RESOURCES ANALYST

Job description

Job title	HR Analyst	Type of contract	Fixed-term contract (renewable)
Duty station	N'Djamena, Chad	Staff under his/her responsibility	XXX
Supervisor	Head of Division, Human Resources	Category	C5 of the working regime of LCBC

ABOUT LCBC

The Lake Chad Basin Commission (LCBC) is an Inter-State Organization which was established on the 22nd of May 1964 by the four Lake Chad riparian countries, namely Cameroon, Chad, Niger, and Nigeria. The Central African Republic (CAR) and Libya joined the Commission in 1996 and 2008 respectively, to promote cooperation and management of water and other environmental resources in the Lake Chad Basin. Its mandate includes (i) the sustainable and equitable management of the waters of Lake Chad and other transboundary water resources in the Lake Chad Basin; (ii) the conservation of the ecosystems of the Conventional Basin; (iii) the promotion of regional integration, the preservation of peace and security in the Conventional Basin. This is particularly true through implementing projects and programs to improve access to drinking water, strengthen populations' resilience to climate change, and consolidate peace and security in the region. In recent decades, however, the LCBC has faced complex multidimensional challenges such as environmental degradation, poverty, insecurity, drastic reduction in the lake's surface area due to droughts, undue exploitation of resources, climate deterioration, etc.

THE FUNCTION

Under the direct supervision of the Head of Division, Human Resources and Administration, the Payroll Analyst is responsible for, among other things, managing the payroll cycle and ensuring the smooth running of payroll processing operations while ensuring compliance with the laws, standards, and labor policies in force at the LCBC. The incumbent of this position will also be responsible for ensuring the reliability and validity of the data entered related to taxes, benefits, pension plans and miscellaneous deductions.

THE ROLE

KEY RESPONSIBILITIES

The Payroll Analyst's primary responsibilities include, but are not limited to, the following:

- Gather information on hours worked for each employee;
- Calculate the correct amount incorporating overtime, deductions, bonuses, etc.;



- Receive approval from upper management for payments when needed;
- Prepare and execute payment orders through an electronic system or distribute paychecks;
- Administer statements of payment to personnel either electronically or on paper
- Process taxes and payment of employee benefits;
- Keep track of hour rates, wages, compensation benefit rates, new hire information, etc.;
- Address issues and questions regarding payroll from employees and superiors;
- Prepare reports for upper management, finance department etc.;
- Analyse and interpret payroll data and provide recommendations ;
- Develop and implement new payroll policies and procedures in accordance with LCBC and Member States rules and procedures to streamline all payroll and benefits administration processes;
- Organize and audit bi-weekly/monthly payroll for employees;
- Review payroll audit reports for accuracy;
- Audit data integrity between our HRIS and other payroll software;
- Perform annual audits of award rates and time worked;
- Assist with any external audits and examinations, including SOX and tax audits;
- Oversee the analysis of timesheet reviews to confirm that all records are accurate;
- Manage all required paperwork for the tax deduction, allowances, and bonuses;
- Design, document, and implement procedures to streamline the payroll process;
- Oversee the processing of benefits, such as insurance, vacations, and retirement plans;
- Respond to any questions from employees regarding payroll, benefits, and other related information.

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's degree in Accounting, Human Resources, or any related field;
- At least 5 years of experience as a payroll analyst, payroll coordinator or in payroll processing (managerial or supervisory experience preferred);
- Excellent knowledge of regulations regarding payroll, social insurance contributions, and taxes;
- Hands-on experience with payroll software, such as PeopleSoft, Xero, Excel, QuickBooks or Tompaie;
- Good command of Excel spreadsheets;
- Strong capacity for analysis and meticulousness;
- Ability to work under time pressure;
- Organizational and project management skills ;
- Proven communication and interpersonal skills;
- Active and ability to work in a team;
- Good communication skills;
- Commitment to high ethical standards, integrity and transparency;
- **Age limit: Maximum 44 years old.**



To apply, please send your application (Letter of motivation, Curriculum Vitae, criminal record dated less than 3 months, officially certified copies of diplomas and work certificates, with 3 reference persons from most recent employers preferably, by, with the words "Application for the position of HR Payroll Analyst" at the LCBC Executive Secretariat, Place de la Grande Armée, N'Djamena, Chad – P.O. Box 727 or by email at : vacancy@cblt.org

Please note that the LCBC guarantees equal opportunities for everyone, promotes the diversity of its team and a zero-tolerance policy for bribery and corruption. In addition, it does not accept any payment as part of this recruitment process. Only shortlisted candidates will be contacted.

In the event of a final selection, the following will be required:

- *The originals of the highest diplomas declared;*
- *A copy of the criminal record;*
- *A certificate of medical check-up and follow-up issued by an occupational physician;*
- *Other personal documents (civil status certificates of family members, etc.)*