



JOB ADVERTISEMENT

Who we are:

Trinity Metals is the largest operating Mining Company in Rwanda. It comprises of three operating mines, namely, Nyakabingo Mines Ltd, the largest Tungsten producer in Africa, Rutongo Mine, the largest tin producer in Rwanda and Musha Mine the second largest tin producer in Rwanda. Trinity Metals has been in existence for 3 years and has a vision of modernizing, mechanizing and professionalizing our mines into world class standard operations. We also have ambitious plans to grow our business in Rwanda and internationally. The Trinity Metals Group is seeking to appoint a Human Resource Executive to join the Company's Executive Leadership Team as detailed below:

1. Job Title: Group Head of Human Resources

2. Job Grade: E2

3. Department: Executive Leadership

4. Reports to: Chief Executive Officer

5. Job Brief: The Group Head of Human Resources is responsible for setting and executing the HR Strategy for the Company. As a member of the Company's Executive Team, works as a Business Partner collaborating with the EXCO, Heads of Functions, HR Leads and Operational Leadership Teams. to align HR strategy with business objectives, improve performance and promote business sustainability; will also be Leading the Company's HR function overseeing Organization Development, Job Design, Talent Management and succession planning, Performance Management, Compensation & Benefits, Learning & Development, Employee Engagement & Wellbeing, Employee Relations, Leadership pipeline development and workforce planning.

6. Responsibilities: The Group Head of Human Resources has the following responsibilities and duties:

- i. **Organizational Development:** analyzing organizational transformation needs, developing aligned organizational structures, job design and job descriptions to deliver the Business Strategy.
- ii. **HR Policies and Procedures:** This entails the development and implementation of HR policies and procedures, initiatives and Programs that support Organization goals.
- iii. **Talent Management :** Designs and implements a comprehensive talent management system ensuring we build a talent pipeline across all functions, through effective recruitment methods we acquire the best talent, we identify internal talent, we develop and retain our talent.,
- iv. **Integrated Performance Management:** Develops and implements an integrated and effective Performance Management system and processes across the Group ensuring a strong culture of accountability
- v. **Compensation & Benefits:** Develops competitive and fair Compensation & Benefits packages (including salaries, bonuses, various allowances, incentives, health insurance, retirement programs, leave guidelines, recognition programs and other non-cash rewards) ensuring our systems are effective in attracting, retaining and motivating our top talent aligned with industry norms and in support of the Business Strategy.
- vi. **Learning and Development:** Develops a Human Resources Development Strategy for the company and manages the organization's learning and professional development initiatives. Collaborating closely with Heads of Functions and Company Leadership to identify Training & Development needs, designing training material/content and measuring the ongoing effectiveness and impact of training.

vii. **Organisational culture and employee engagement:** Develops the Company Engagement Strategy and drives an effective organizational culture ensuring employees are fully engaged, living the company values and performing to the highest standard. Developing initiatives, programs and interventions that improve teamwork and relationships. This also entails the continuous awareness of Company Policies, Procedures, Initiatives, Compensation and Benefits packages, Labour Regulation and other related regulations in close collaboration with the Legal and Compliance Department.

viii. **Employees Relations:** Ensures management and cultivating of positive relationship between the organization and its employees by maintaining a constructive work environment. The function also entails developing and ensuring implementation of HR policies and procedures to manage employee relations issues, handling employee complaints & Grievances, dispute resolution and disciplinary measures. It also entails creating and implementing strategies to promote diversity, equity and inclusion within the organization.

ix. **HR Compliance:** Ensures that HR Policies, Procedures and initiatives comply with Company Values, applicable regulations and industry norms. It also entails ensuring that Company Policies and Procedures are applied fairly and consistently keeping up with changes in employment regulations, Company employment rules; and in compliance with relevant regulations to minimize labour litigations and guarantee moral and proper behaviour in the workplace.

x. **Workforce planning & Talent Management:** it entails Organizational Change Management, Assessing current talent pool, skills and Leadership Talents in alignment with Business structure, needs, goals and strategic plans. It also entails determining the workforce misalignment and gaps in terms of the numbers of employees and skills needed to meet current business needs to achieve its goals, establishing ways to close identified gaps, developing and retaining Talent and Leadership pool ensuring that the Company has the right talents in right positions and in leadership positions thus establishing a succession plan for future Business needs.



- xL. **HR Metrics Analytics:** Collects HR data across the Group, analyses and interprets the HR Metrics including workforce trends, employees' performance metrics, compensation metrics, employee engagement, employee turnover rates, learning & Development metrics and provides HR Information/reports and recommends suggestions for leadership decision-making.
- xII. Ensures that the Team he/she manages complies with all Company Policies and Procedures
- xIII. Performs any other task as may be required by the Supervisor and or Leadership.

7. Job Requirements: Group Head of Human Resources should have the following education, experience and skills:

- i. Bachelor's degree in Human Resources or related fields.
- ii. HR Professional certification is an added advantage
- iii. 10 Years' Experience in Human Resources Management Functions.
- iv. Strong Interpersonal Skills,
- v. Good Verbal & Written Communication and Presentation skills,
- vi. Excellent Organization and leadership skills.
- vii. Good listening skills and conflict-resolution skills
- viii. Good analytical skills.
- ix. Good understanding of HR Policies and Labour Regulations.
- x. Strategic Thinker
- xi. Strong implementation skills

8. Applying for the Position:

Please submit the following documents in a single file attachment to the **e-mail** address: tm.recruitment@trinity-metals.com Indicating the position you are applying for, and addressed to Peter Geleta, Chief Executive Officer of Trinity Metals Group.



- i. Application letter/A cover letter setting out briefly the candidate's motivation and suitability for the position not more than 1 page,
- ii. A Curriculum Vitae.
- iii. The name, position and contact number for **three references**, preferably one of them being your current Employer/Direct Supervisor.
- iv. A copy of education and training certificates/diplomas/degrees
- v. Any pertinent recommendation letter that the applicant may wish to add.
- vi. A copy of relevant work certificates.
- vii. A Copy of your national ID

9. Applications Submission Deadline

The deadline for Application is 27th June 2025.

Only short-listed candidates shall be contacted.

For other inquiries, **please contact the Group HR Manager on +250 788312104.**

A handwritten signature in blue ink, appearing to read 'Peter Geleta'.

Peter Geleta

Chief Executive Officer