SOGESART

TERMS OF REFERENCE (TOR)

Head of the Administrative and Human Resources Division

Type of Contract: Indefinite term

Background

The Sambangalou Energy and Transmission Network Management Company (SOGESART) is an inter-State public company of the Gambia River Basin Development Organisation (OMVG). It is responsible for the management, operation, maintenance and optimisation of the hydroelectric facilities and transmission network infrastructure forming part of the assets of the OMVG Energy Project.

SOGESART was established on 29 January 2016 in Addis Ababa, Ethiopia, by the OMVG Member States (The Gambia, Guinea, Guinea-Bissau and Senegal). The Company became operational in June 2025 following the appointment of its governing bodies.

SOGESART's operational success depends on the effective structuring of its human resources and internal organisation. In this regard, its three-year recruitment plan is being implemented in a phased manner to support its deployment and operational effectiveness. It is within this framework that SOGESART is recruiting a Head of the Administrative and Human Resources Division.

Reporting Line

The Head of the Administrative and Human Resources Division shall report to the Director of Administration and General Services.

Key Duties and Responsibilities

The Head of Administration and Human Resources Division coordinates and supervises all administrative and human resources management activities of the Company, ensuring that all administrative actions comply with the Staff Regulations, the Internal Rules and Regulations, and the constituent instruments of OMVG. The postholder shall ensure that all SOGESART departments are provided with the human and administrative resources required to fulfil their respective mandates.

In this capacity, the successful candidate shall:

- Supervise administrative staff and support teams;
- Establish and oversee the functioning of the Health and Safety Committee;
- Manage relations with staff representatives;
- Develop and implement the human resources management policy (recruitment, career management, training, performance appraisal, staff mobility, leave management, health

insurance, etc.), while ensuring compliance with personnel procedures and management rules;
- Supervise the management of personnel records, human resources databases, and the preparation and monitoring of all documents and administrative acts relating to personnel administration;
- Develop and implement the staff potential and performance appraisal system;
- Oversee payroll preparation;
- Prepare and submit the annual social report;
- Ensure compliance with internal administrative procedures;
- Manage document control, preserve institutional archives, and ensure the implementation of document filing and archiving procedures;
- Support the organisation of meetings, missions and institutional events;
- Participate in the preparation and monitoring of service contracts relating to the Division's area of responsibility (health insurance, training, recruitment and support services);
- Contribute to the preparation and monitoring of administrative budgets;
- Prepare periodic activity reports (monthly, semi-annual and annual) and human resources dashboards;
- Perform any other duties within the scope of the position as assigned by management.

Required skills and qualifications

Candidates must possess:

- A Master's degree (Master's level/Bac+5) in Administration, Human Resources, Law, Management or a related field;
- At least seven (7) years of relevant professional experience in administration, human resources management or institutional support services;
- Proven experience in supervising multidisciplinary teams;
- Sound knowledge of administrative and management procedures;
- Proven knowledge of recruitment and staff onboarding processes;
- Good knowledge of performance management and remuneration systems;
- Proficiency in payroll software and standard IT applications;
- Strong communication and reporting skills;
- Strong analytical and synthesis skills;
- Excellent drafting and report-writing skills;
- Excellent command of at least one of the official languages of OMVG (English, French or Portuguese); proficiency in a second official language will be considered an asset;
- Leadership and strong organisational and coordination skills;
- High professional standards and attention to detail;
- Responsiveness and problem-solving skills;
- Discretion and respect for confidentiality;
- Availability;
- Ability to work effectively in a multicultural and multilingual environment.

Other Applicable Conditions

Candidates must:

- Be nationals of an OMVG Member State;
- Be no more than fifty-five (55) years of age;
- Be capable of working in a multicultural and multidisciplinary environment;
- Be willing to undertake missions within the Member States of the Organisation.

SOGESART is an equal opportunity employer and strongly encourages applications from qualified women.

Duty Station

The position is based at the SOGESART Headquarters, located in Kaporo Centre, Commune de Ratoma, Conakry, Republic of Guinea. As part of the Company's future development, the successful candidate may be assigned, on either a temporary or permanent basis, to any subsidiary or entity that SOGESART may establish in the Republic of Guinea or in any other OMVG Member State, in accordance with the provisions governing SOGESART staff and, where applicable, by an amendment to the employment contract.

Application file

Applications shall include:

- A cover letter;
- A detailed curriculum vitae (maximum five pages);
- Certified true copies of academic qualifications and employment certificates;
- A certified true copy of a valid passport or national identity card;
- One (1) recent passport-sized photograph;
- the contact details of three (3) professional referees.

Submission and Closing Date

Applications must be submitted by e-mail no later than **6 September 2026** to: **recrutements_sogesart@omvg.org**, with the subject line: "Application – Head of the Administrative and Human Resources Division (SOGESART – Conakry)"

Only shortlisted candidates will be contacted.

SOGESART reserves the right not to proceed with this recruitment process or to amend it without prior notice or justification.