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Consultant

Hiring organization
HReade Limited

Experience

- 3 – 5 years of post-NYSC experience in HR consulting.
- Demonstrated experience in client management, project leadership, and meeting deadlines.

Industry
Consulting

Job Location
Lagos, Nigeria

Date posted
February 26, 2026

Description

Leads and executes end-to-end consulting projects across core service areas. Provides professional advisory services and collaborates with clients to design and implement HR solutions aligned with their needs. Ensures project efficiency, adherence to timelines, and delivery of high-quality outcomes that support client and organizational strategic objectives.

Responsibilities

Recruitment and Selection

- Facilitates pre-recruitment meetings to understand client needs and role expectations.
- Determines appropriate selection tools for various positions and job levels.
- Reviews CVs, conducts screenings, and assesses candidate suitability.
- Conducts interviews and evaluates candidates' competence and cultural fit.
- Manages client communication throughout the recruitment cycle and provides timely updates.
- Manages project timelines and deliverables for recruitment engagements.
- Conducts reference checks and verifies candidate credentials.
- Reviews and approves assessment reports and pre-engagement documents.
- Schedules interviews between clients and shortlisted candidates.

Learning and Development

- Engages clients to understand training needs and program objectives.
- Designs customized training programs, curricula, and supporting materials.
- Facilitates training sessions through physical or virtual platforms.
- Implements post-training evaluations and analyzes feedback.
- Prepares and submits training reports to clients.
- Stays updated on industry trends and recommends improvements to learning initiatives.

HR Strategy and Organizational Design

- Conducts pre-engagement meetings to understand client project requirements.
- Reviews and develops project plans, allocates resources, and assigns tasks.
- Provides strategic direction on HR system reviews and organizational design.
- Identifies gaps in HR processes and recommends improvement strategies aligned with industry standards and legal requirements.
- Designs or updates HR templates, forms, and process flows as needed.
- Monitors project progress to ensure timelines and deliverables are met.
- Reviews and submits final project reports to clients.

Outsourcing

- Holds client consultations to understand outsourcing needs and expectations.
- Prepares and sends engagement documents outlining project scope and terms.
- Provides advisory services and implements approved HR solutions within the outsourcing scope.
- Manages the delivery of outsourced services to ensure compliance with standards and agreements.
- Addresses employee and client management issues promptly.
- Maintains strong relationships with clients, vendors, statutory agencies, and regulators.
- Participates in interviews to support the selection of outsourced staff.
- Reviews payroll, benefits, and compensation for outsourced employees.
- Prepares and sends final project reports summarizing activities and outcomes.

Qualifications

- Bachelor’s degree in any field from a reputable and accredited University.
- Certification in CIPM, CIPD, or other related certifications.
- A master’s degree is an added advantage.

Knowledge Requirements

TECHNICAL REQUIREMENTS

- Proficient in the use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Proficient in the use of HR applications (Indeed, Zoho recruits, LinkedIn, HRIS software, or ATS)
- Proficient in the use of collaboration tools such as SharePoint and Microsoft Teams.

KNOWLEDGE REQUIREMENTS

- Strong knowledge of HR concepts, principles, and laws.

Skills

- Communication
- Ethical Practice
- Business Acumen
- Relationship Management
- Leadership and Navigation
- Analytical Thinking
- Problem Solving
- Innovation and Creativity