



Site Human Resources Officer

Reports To: Corporate Controller

Location: Masaka Project Site & Kacyiru Office (rotational), Kigali, Rwanda

Fortis Green Construction is a subsidiary of Fortis Green Holdings, a US-based investment platform with operations headquartered in Kigali, focused on creating durable, commercially viable investments that deliver meaningful social and economic impact across Africa. The Fortis Green Holdings operates through two primary investment verticals: *Fortis Green Housing*, which develops and constructs high-quality housing projects across Africa beginning in Rwanda; and *Fortis Green Renewables*, which invests in renewable energy assets across multiple African countries. Fortis Green Construction serves as the construction and project delivery arm, executing construction works for Fortis Green Housing developments, including flagship projects such as the Masaka Views Eco Housing.

Role Purpose:

The Site Human Resources Officer is responsible for the day-to-day human resources administration at the construction site, with a strong focus on workforce management, payroll support, compliance with Rwandan labour laws, and records management.

The role is operational in nature and sits under Finance due to its direct interface with payroll, wage verification, compliance, and cost control, while working closely with the construction team to support site labour requirements.

Key Responsibilities:

Workforce Administration & Site HR Operations

- Manage HR operations for 250+ site-based employees, including permanent, temporary, and casual workers.
- Maintain up-to-date records for all employees and workers on site (contracts, IDs, attendance, wage rates).
- Ensure accurate classification of workers (permanent, fixed-term, casual, daily-rated).
- Coordinate onboarding and exit processes for site workers.

Casual, Temporary & Daily-Rated Workers Management

- Oversee administration of casual and temporary workers paid on daily, weekly, or fortnightly basis.
- Maintain and validate attendance and construction-approved production records
- Support the preparation and verification of wage sheets for casual workers in coordination with the construction team.
- Ensure wage calculations are accurate, approved, and submitted on time for payment processing by Finance.

Payroll Support & Finance Interface

- Serve as the primary link between site operations and the Finance team for payroll matters.
- Confirm accuracy of wage sheets before submission for payment.
- Support Finance in reconciling payroll costs to approved labour plans and budgets.
- Assist in tracking labour costs and variances where required.

Employment Contracts & Compliance

- Prepare and manage employment contracts in collaboration with the construction team and Finance.
- Ensure all employment practices comply with Rwandan labour laws and regulations.
- Advise site management on employment law requirements, disciplinary procedures, and termination processes.
- Ensure compliance with statutory requirements related to employment records and worker welfare.

Records Management & Audit Readiness

- Maintain organized and secure HR records (physical and electronic) for all site workers.
- Ensure records are complete, accurate, and audit-ready at all times.
- Support internal and external audits by providing HR and payroll documentation as required.

Coordination & Communication

- Act as the HR focal point between the site and the wider organization.
- Liaise with the construction team to anticipate workforce needs and changes.
- Support site leadership in managing workforce-related issues and queries.

Employee Welfare, Health & Safety Oversight

- Coordinate employee enrollment and administration of health insurance, pension, and workman's compensation schemes.
- Maintain accurate welfare and benefits records for permanent, temporary, and eligible casual workers.
- Support incident reporting, injury documentation, and insurance claims processes.
- Monitor compliance with working hours, rest periods, and site welfare standards.
- Act as the primary site-level contact for employee welfare concerns and escalate as required.

Discipline, Grievance & HR Policy Implementation

- Coordinate grievance handling and disciplinary processes in line with the Employee Handbook and HR policies.
- Serve as secretariat to disciplinary committees, including documentation, scheduling, and record-keeping.
- Ensure compliance with anti-discrimination, anti-harassment, and non-retaliation policies.
- Support implementation of reasonable accommodations for employees with disabilities.
- Ensure all site employees are inducted, trained, and periodically refreshed on HR policies.

Qualifications & Experience

Essential Requirements

- Minimum 4 years' experience in a large construction site HR, manufacturing, or industrial environments.
- Proven experience overseeing 250+ workers, including casual and temporary labour.
- Strong working knowledge of Rwandan employment and labour laws.
- Fluency in Kinyarwanda (spoken and written) is mandatory.
- Proficiency in Microsoft Word and Excel.

Desirable

- Experience working closely with Finance or Payroll teams.
- Exposure to payroll preparation or wage verification processes.

Key Skills & Competencies

- Strong organisational and record-keeping skills
- High attention to detail and accuracy
- Ability to work in fast-paced, site-based environments
- Strong interpersonal and communication skills
- Integrity, confidentiality, and professionalism
- Ability to work across departments and manage competing priorities

Working Conditions

- Regular presence on site in Masaka with scheduled time at the Kacyiru office
- Site-based work environment requiring adaptability and strong coordination