

People and Culture Manager

Job Purpose

Pebuu Limited is looking for a dynamic, experienced People and Culture Manager to lead recruitment, employee relations, performance management, learning and development, HR operations, and organisational culture. The role supports the implementation of HR strategy, ensures compliance with employment laws, maintains accurate HR records, and champions continuous learning across the business.

Key Responsibilities:

Recruitment and Talent Acquisition

- Coordinate end-to-end recruitment, from job adverts and screening to interviews and hiring decisions.
- Build and maintain a strong talent pipeline, and facilitate onboarding of new employees.

Employee Relations

- Serve as the link between employees and management, addressing concerns and workplace grievances.
- Promote employee engagement, well-being, and an inclusive, positive workplace culture.

Learning and Development

- Identify training needs and coordinate internal and external learning programmes.
- Support employee career development and monitor training effectiveness.

Performance Management

- Support the quarterly performance management cycle, including goal setting and appraisals.
- Facilitate feedback sessions and support performance improvement initiatives.

Payroll and Employee Benefits

- Assist with payroll preparation and maintain accurate payroll records.
- Support fair, consistent administration of employee benefits.

HR Compliance

- Ensure compliance with labour laws, HR policies, and workplace health & safety standards.
- Maintain compliance documentation for audits and monitor policy adherence.

Organisational Culture and Change Management

- Promote the organisation's values and support change initiatives across departments.
- Encourage participation in culture-building activities and continuous improvement of HR operations.

HR Records and Reporting

- Maintain accurate employee records and keep the HRMIS up to date.
- Prepare regular HR reports and metrics, ensuring confidentiality of employee information.

Other Responsibilities

- Perform additional duties assigned by the Head of People and Culture.

Qualifications

Applicants should possess:

- Bachelor's degree in Human Resource Management, Industrial/Organisational Psychology, Business Administration, or a related field from a recognised institution of higher learning; a Master's degree is an added advantage.
- Membership in a relevant professional body is desirable.
- At least three (3) years of progressive, senior-level HR experience in a reputable organisation.
- Hands-on experience with Human Resource Management Information Systems (HRMIS).
- Sound knowledge of employment law and HR best practice.
- Proven experience across recruitment, employee relations, and HR operations.

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Required Skills and Competencies

Successful candidates should demonstrate:

- HR technical expertise: recruitment, employee relations, performance management, learning and development, payroll support, HRMIS administration, and HR reporting.
- Compliance and governance: labour law and health & safety compliance, and HR policy implementation and contracts coordination.
- People and culture leadership: driving employee engagement, organisational development, and change management.
- Digital and IT proficiency: confident with HR systems and everyday ICT tools including Microsoft Office, and comfortable using social media, WhatsApp, and AI tools to support HR work.
- Communication and interpersonal skills: building strong relationships with staff and leadership at every level, and working well in a team.
- Personal effectiveness: well organised, detail-oriented, discreet, and able to manage time and solve problems under pressure.

To Apply:

Deadline for receiving applications: **5th September 2026**

Interested candidates should submit their application as a single email attachment containing a cover letter, a complete CV, certified copies of academic documents, and contact details for two referees (one character referee and one professional referee).

To: **findus@pebuu.com**