



Career at ASA International

Position: Head of HR, ASA Sierra Leone

Who we are

ASA Microfinance (Sierra Leone) Limited ('ASA Sierra Leone') is a subsidiary of ASA International Group plc ('ASA International' or 'the Group'), one of the world's largest international microfinance institutions offering socially responsible financial services to low-income, primarily female, entrepreneurs across Asia and Africa.

ASA International owns and operates microfinance institutions, including deposit-taking microfinance banks, in India, Pakistan, The Philippines, Sri Lanka, Nigeria, Ghana, Tanzania, Uganda, Kenya, Rwanda, Myanmar, Zambia, and Sierra Leone. The Group is headquartered in Amsterdam, The Netherlands and Dhaka, Bangladesh and has a premium listing on the main market of the London Stock Exchange.

Central to ASA International's mission is enhancing financial inclusion and fostering social and economic development within the communities it serves. As of December 31, 2023, the Group operates over 2,000 branch offices and manages a gross loan portfolio exceeding USD 369 million. With a dedicated team of over 13,400 employees worldwide, ASA International serves 2.3 million clients.

Position Overview

ASA International (Sierra Leone) Ltd. is seeking a dynamic and experienced professional to fill the role of the Head of HR. The successful candidate will play a pivotal role in driving HR strategies that align with the company's objectives, fostering a positive work culture, and ensuring the development and well-being of our employees. The Head of HR will be responsible for overseeing all HR functions, promoting talent management, Succession planning and contributing to the overall success of ASA International (Sierra Leone) Ltd.

Key Responsibilities

- ▶ Develop and implement HR strategies aligned with the company's business objectives.
- ▶ Drive organizational culture, employee engagement, and talent retention initiatives
- ▶ Lead the recruitment process, ensuring the acquisition of top-tier talent to meet business needs
- ▶ Develop and implement effective onboarding and orientation programs.
- ▶ Oversee performance management systems and contribute to employee development
- ▶ Foster a positive work environment through effective employee relations and conflict resolution.
- ▶ Implement and communicate HR policies and procedures to ensure compliance.
- ▶ Identify training needs and facilitate the development of training programs.
- ▶ Encourage a culture of continuous learning and professional development.
- ▶ Manage and review the company's compensation and benefits programs.
- ▶ Ensure competitive and equitable pay structures and benefits to attract and retain talent.
- ▶ Utilize HR analytics to provide insights and recommendations for continuous improvement.
- ▶ Prepare regular HR reports for management review.
- ▶ Stay abreast of labor laws and regulations to ensure compliance.
- ▶ Advise management on legal and regulatory issues related to HR.

Qualifications

- ▶ Bachelor's degree in human resources, Business Administration, or a related field; Master's degree will be an added advantage.
- ▶ Proven experience as an HR leader in a dynamic and diverse organization.
- ▶ Strong knowledge of Sierra Leone labor laws and regulatory requirements.
- ▶ Excellent interpersonal, communication, and leadership capabilities.
- ▶ Strategic mindset with the ability to translate HR strategy into clear, actionable plans.
- ▶ Proactive problem solver with a hands-on and results-orientated approach.

Core Competencies

- ▶ A humble, meticulous, and confident professional with a proven track record in change management.
- ▶ Ability to quickly dig down the processes and data; however, also take a step back and take in the overview of the situation.
- ▶ Analyze problems and translate them into concrete improvements and get the right buy-in and implement them.
- ▶ Self-starter, proactive, and decisive.
- ▶ Cultivates positive employee relationships and effectively resolves workplace conflicts.
- ▶ Fosters continuous learning culture and promotes inclusivity and diversity.
- ▶ Adapts to evolving business landscapes and demonstrates resilience in challenges.
- ▶ A team player who continuously improves self and the people around him/ her.

Work environment

You will be part of the team in Sierra Leone, with opportunities to collaborate with colleagues across Asia and Africa.

Reporting line

The Head of HR shall report to the country CEO

Job location

Freetown, Sierra Leone

If you feel you are the right match for the above-mentioned position, please apply with a cover letter along with up-to-date resume as a **single document** and send it to careers@asa-international.com

Application deadline: 16th April 2026

Please Note: Only complete applications (cover letter and resume) will be considered, and only shortlisted candidates will be contacted.

We stand for inclusion & diversity. Therefore, we warmly encourage everyone to apply, regardless of gender, background, ethnicity, age, religion, etc.