

LFLP IS HIRING

HR ASSISTANT

JOB DESCRIPTION FOR

Job Title: HR Assistant

Location: Lycée Français Louis Pasteur – Lagos, Nigeria

Job Family: Human Resources

Contract: Permanent – Local Contract

Reports To: Director of Finance and Administration (DAF)

OVERALL PURPOSE OF THE ROLE:

The overall purpose of the role is to provide reliable, confidential and customer-focused human resources administrative and operational support to all staff of the Lycée Français Louis Pasteur. The HR Assistant supports recruitment, onboarding, staff administration, payroll preparation, attendance monitoring, employee relations and HR compliance, in accordance with the school's internal regulations, AEFE requirements and Nigerian labour law.

KEY ACCOUNTABILITY AREAS:

1. Support recruitment, selection and onboarding processes.
2. Administer and maintain accurate HR and personnel records.
3. Ensure effective tracking of attendance, leave, punctuality and absences.
4. Support payroll preparation, verification and liaison with external providers.
5. Provide first-level HR support to staff and line managers.
6. Assist in disciplinary, grievance and employee relations processes.
7. Ensure compliance with internal HR procedures, AEFE rules and Nigerian labour law.
8. Contribute to HR reporting, dashboards and audits.
9. Support HR projects, staff wellbeing and engagement initiatives.

MANAGING HR ADMINISTRATIVE AND OPERATIONAL SERVICES:

1. Collect, verify and control HR and payroll data.
2. Assist in payroll preparation and verification.
3. Liaise with payroll, pension, HMO and tax authorities.
4. Prepare HR administrative correspondence.
5. Maintain confidential HR records.
6. Track probation, renewals and employment status changes.
7. Participate in audits and compliance reviews.

CHARACTERISTICS OF THE ROLE:

- Degree or Diploma in HR or related field.
- 2-4 years HR experience.
- Knowledge of Nigerian labour law.
- Strong organisation and confidentiality.
- IT proficiency (Microsoft Office).
- Excellent communication skills.
- Ability to work under pressure.

KEY PERFORMANCE INDICATORS (KPIs):

- HR files accuracy rate
- Payroll error rate
- Recruitment processing time
- Onboarding completion rate
- Attendance reporting accuracy
- HR query resolution time
- HR compliance incidents rate

APPLICATION PROCEDURE

The application file must include:

- a curriculum vitae (CV),
- a cover letter,
- a copy of diplomas,
- as well as any supporting documents relevant to the field of practice.

The complete application must be submitted no later than **February 20th, 2026** to the administration of the Lycée Français Louis Pasteur de Lagos, in digital format only, by email to the following address: lyceefrancais@lflp-lagos.com

Incomplete applications or applications submitted after the deadline will not be considered.