

**RESUME
OF
GEORGE TEILLEH WILSON**

Contact Information:

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WORK AND OTHER PROFESSIONAL EXPERIENCE

September 2020- Present: Correction Officer, Department of Security, George W. Hill Correctional Facility, 500 Cheyney Road, Thornton, PA 19373

KEY FUNCTIONS & RESPONSIBILITIES:

Oversee and monitor activities of the inmates or detainees in living areas, including recreation activities areas, dining areas and visitation areas; Coordinate and monitor inmate or detainee movements; Conduct counts and step up to emergency responses as needed; Work within control room, front and sally port entrance, health services, special housing, perimeter safety, transportation, work details, reception, intake and visits officer, etc.

**May 2017- August 2020 (or up to November 2020 without pay): Deputy Director, Human Resources Management Department
Central Bank of Liberia, Lynch & Ashmun Streets, Monrovia, Liberia**

KEY FUNCTIONS & RESPONSIBILITIES:

Assist with the strategic direction of the HRM Department which in turn support the Strategic plan of the organization; Oversee the implementation of the organization Performance Management System; Oversee the administration of the organization's compensation and benefits program; Oversee the management of training and capacity development programs; Oversee recruitment and selection processes; Oversee the operation of Human Resource Information System (HRIS); Develop and/ or manage a robust filing system; Provide support to legal counsel in managing labor issues/ or cases; Oversee HR Operations thereby ensuring policies compliance; Ensuring audit compliance; participate in budget formulation; etc.

March 2015- April 2017: Human Resources Manager, Liberia Revenue Authority, NASSCORP Building, ELWA Junction, Paynesville, Liberia

KEY FUNCTIONS & RESPONSIBILITIES:

Administer annual compensation & benefits plans; Facilitate human resources related budget formulation and implementation; Oversee recruitment and selection processes; Manage

employees' pension schemes; Develop and maintain an effective record management system; Enforce human resources policy compliance and monitoring regime; Manage personnel action notices in compliance Decent Work Act; Develop and manage employee leave database; Oversee the management of training and capacity development processes; Assist with the implementation of performance management system and processes; Oversee staff separation processes; Maintain a harmonious employee/employer relationship; Manage staff grievances, resolve issues/conflict; Manage staff welfare; Assist with the formulation and management of HR Division annual work plan; etc.

November 2014- February 2015: ERT Human Resources & Administrative Coordinator
International Medical Corps, House B2, West African Sunshine, Lumley Beach Road, Aberdeen, Freetown, Sierra Leone

Key functions & responsibilities: Support the Setup of HR field offices, Manage full- cycle recruitment and selection processes; Facilitate staff onboarding and separation processes; Manage national and international travels; Ensure timely processing of staff remuneration and benefits; Process and manage contracts (i.e. employment contracts, housing contracts, etc.); Oversee staff leave management; Ensure full compliance of HR policies and procedures; Organize and manage an effective and efficient archiving system; Ensure audit compliance and serve as contact point for HR related audit

February 2012- November 2014: Human Resource Supervisor
IBI International, USAID-Governance & Economic Management Support Program, Coconut Plantation, U.N. Drive, Mamba Point, Monrovia, Liberia

Key functions & responsibilities: Ensure full implementation and/ or compliance of HR related policies and procedures; Serve an integral role in recruitment and selection processes aim at identifying talents that aligned with organization mission, vision and strategic goals; Play a pivotal role during development and review of job descriptions; Ensure full implementation of compensation and benefits plans; Ensure timely processing of staff remuneration and benefits; Develop and manage staff leave database; Ensure institution compliance to national laws and external regulations; Ensure full- cycle induction process for new hires; Coordinate the implementation of performance management processes; Process and ensure full management of contracts (i.e. employment, housing, etc.); Oversee the processing of work permits, residence and re-entry permits for expatriates; maintain a robust records management

February 2011- February 2012: HR & Administrative Manager
MERLIN- UK, Between 15th & 16th Streets, Russell Avenue, Sinkor, Monrovia, Liberia

Key functions & responsibilities: Oversee the management of in-country HR and Admin functions; Serve as an adviser to country management team on critical labor related issues; Serve an integral role in national and international staffs recruitment and selection process; Manage an effective and efficient HR related filing system; Manage staff housing; Negotiate staff housing contracts; Prepare and monitor leases; Monitor and enforce organization performance management system and processes; Manage a very robust induction process; Manage staff leave database;

Facilitate conduct of debriefing sections for exiting staff; Prepare HR related reports; Represent organization interest into quasi- judicial forums; Manage staff grievance and complaint processes; Ensure timely processing of staff salaries and benefits; Assist in addressing staff grievances issues; Manage local and international travel in with organization and donor regulations; Responsible to prepare necessary documentation for tax clearance certificate, duty free exemption; etc.

November 2010- February 2011: ERT Human Resources Coordinator

Merlin- UK, Pakistan Emergency Flood Relief Project

House Number 197 A/B, Street 10, Sector E-7, Islamabad, Pakistan

Key functions & responsibilities: Manage full- cycle recruitment and selection processes of up to 819 staff within 3 month; Facilitated staff onboarding and separation processes; Ensure timely processing of staff remuneration and benefits; Process and manage contracts (i.e. employment contracts, housing contracts, etc.); Manage staff leave database; Ensure HR processes are in full compliance with organization and donor regulations; Setup and manage HR related documentations; Provide on-job training to local HR staff; : Facilitated Setup of three (3) HR offices; Co-manage HR related budget,

August 2010- November 2010: Deputy HR & Admin Manager

Merlin- Liberia, Catholic Hospital Junction, Tubman Boulevard Congo Town, Monrovia, Liberia

Key functions & responsibilities: Serve an integral role during national and international staffs recruitment and selection process; Manage an effective and efficient HR related filing system; Manage staff housing; Negotiate staff housing contracts; Prepare and monitor leases; Monitor and enforce organization performance management system and processes; Manage a very robust induction process; Manage staff leave database; Facilitate conduct of debriefing sections for exiting staff; Prepare HR related reports; Represent organization interest into quasi- judicial forums; Manage staff grievance and complaint processes; Ensure timely processing of staff salaries and benefits; Assist in addressing staff grievances issues; Manage local and international travel in with organization and donor regulations; Responsible to prepare necessary documentation for tax clearance certificate, duty free exemption; etc.

January 2004- July 30, 2010: HR/ Administrator

International Medical Corps, Adjacent SOS Clinic, Congo Town, Tubman Blvd, Monrovia, Liberia

Key functions & responsibilities: National staff recruitment and selection process; Communicate HR policy to national staff and ensure full compliance; Setup and manage employees files (in both hard and soft copies); Prepare monthly payrolls for submission to Finance Department; Manage staffs leave database; Prepare and maintain contracts (i.e. Vehicles Rental Contract, Leases, Security Services Contract, Construction/ Rehabilitation Contracts, Internet Service Contract, Radio Communication Contracts, etc.); Represent interest at judicial and quasi- judicial fora; Prepare organization compliance documentations; including but not limited to registration/

accreditation paper work, duty free (tax exemption status), labor statistics return, immigration semi- annual report, Non- discrimination policies, drug free workplace, terrorism affidavit, etc.

EDUCATION

University of Liberia, Capitol Hill, Monrovia, Liberia
Bachelor of Business Administration Degree
Major: Management (with emphasis in Human Resource)
Minor: Public Administration
May 2008- December 2011

University of Liberia, Capitol Hill, Monrovia, Liberia
student/ junior level
Major: Economics
Minor: Demography
November 2002- April 2008

USAID/ Phelps- Stokes Fund Vocational Training Program
Booker Washington Institute, Kakata, Margibi County, Liberia
Certificates in Bookkeeping
June 1998- February 1999

COMPUTER SKILLS

Microsoft Office Suite:	Microsoft Word
	Microsoft Excel
	Microsoft PowerPoint
	Microsoft Outlook
	Microsoft Publisher
	Microsoft Access (Basic)

Corel Office Suite:	Corel WordPerfect
	Corel Quattro Pro

REFERENCES

Will be made available upon request