

Employer: Village Enterprise

Industry: Nonprofit/International Development/Social Entrepreneurship

Duration: Two years' commitment with opportunity to extend

Job Location: Kitale, Kenya

Job Title: Human Resources Coordinator – Kenya

Reports to: Director of Talent Management

Job Description

Reporting to the Director of Talent Management and with a dotted line to the Country Director, the Human Resources Coordinator will support and contribute towards the achievement of the overall strategic business plans and objectives of the human resource function of the Kenya Field Office. Specifically, s/he is responsible for staff recruitment and placement, staff policy implementation and ensuring HR activities are conducted in line with Village Enterprise policies and procedures and in accordance with Kenya employment laws.

Your primary job duties and responsibilities shall include, but are not limited to:

- Implementation of HR Strategies and Policies
- Coordinating Staff recruitment, Induction and retention
- Ensuring Legal Compliance in all processes
- Facilitating implementation of Staff professional Development activities

Detailed Roles and Responsibilities

1. Implementation of HR Strategies and Policies

- Provide administration of the HRIS system to ensure staff have access to the systems and information is up to date.
- Make suggestions for improvement of the HR system, policies and procedures and contribute to their definition, elaboration and implementation
- Support initiatives geared towards creation of a safe, healthy and happy workplace
- Create and track employment contracts
- Maintain an active and organized data bank of applicants for various positions
- Develop procedures for staff retirement taking into consideration any packages that might come with it
- Maintain and update Field Staff HR Manual, working closely with other HR staff and legal Counsel to maintain legal compliance in liaison with the Director of Talent Management
- Develop Manual for any HR activities that fall outside of core HR manual
- Source, manage and maintain insurance contacts ensuring staff benefits are well handled, and timely renewal of insurance schemes
- Interpret Leave policy to staff for all leave types to ensure proper usage while ensuring proper planning and leave management in the system and as a practice.
- Maintain staff data ensuring personal files are frequently updated with relevant information
- Preparation of HR reports as requested from time to time

2. Coordinating Staff recruitment, Induction and retention

- Coordination of transparent and competitive recruitment and selection processes.
- Review, standardize and prepare recruitment materials including job descriptions, job specifications, adverts and interview questions for positions to be filled
- Carry out short listing, coordinate & participate in interviews
- Manage all new hire employment forms

- Plan and conduct/coordinate new employee orientation including provision of information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits etc.
- In consultation with the Country Director and Director of Talent Management, advise staff changes on a monthly basis in preparation of the payroll and submission to Finance by 20th of every month

3. Ensuring Legal Compliance

- Display in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risk and ensuring regulatory compliance.
- Ensure recovery of all organization items in possession of any staff departing from the organization
- Act as the focal point on the administration of complaint/grievance and disciplinary matters and processes ensuring clear documentation of process.
- Ensure exit interviews are carried out and appropriate records are maintained

4. Facilitating implementation of Staff professional Development activities

- Assist field management team with development of professional development goals for staff
- Ensure that all promotions are properly justified and documented both in terms of performance and compensation.
- Work with different team leads to facilitate completion of Performance Reviews within the stipulated period, and develop appropriate tools for staff capacity building

5. Any other tasks that may be deemed necessary

Qualifications:

1. A Bachelor's degree in Human Resource management, Business Administration, Social Sciences, or other related academic discipline.
2. A higher diploma in Human Resources Management is an added advantage
3. Minimum 3 years' relevant human resources management experience in a corporate or INGO environment;
4. Member of IHRM
5. Excellent planning, coordination, and reporting skills, with the ability to organize substantial workload comprised of complex, diverse tasks and responsibilities;
6. Strong communication, people management and interpersonal skills in English, with experience in working with international staff.
7. Expertise in HR Information Systems is an added advantage
8. Knowledge of facilitating adult learning.
9. Ability to negotiate, advocate and influence effectively.
10. Listening, coaching and counselling skills with ability to manage change effectively.

Interested and qualified candidates who meet the set criteria are invited to send their Cover Letter and CV (Maximum 3 pages) including 3 referees, salary history and expectation to :

kenyajobs@villageenterprise.org addressed to: The Director of Talent Management

Subject Line: 'Human Resource Coordinator'

Applications should be received not later than **Thursday, 24th January 2019**.

Note: As this position is based in Kitale, preference will be given to candidates living in Kitale or its environs. This being an urgent recruitment, shortlisting will be done on a rolling basis.