

## Assistant, Human Resources at FSD Africa at FSD Africa

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Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

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Created in , FSD Africa is a £30 million financial sector development programme or 'FSD' based in Nairobi. It is funded by the UK Government's Department for International Development (DFID). FSD Africa aims to reduce poverty across sub-Saharan Africa by building financial markets that are efficient, robust and inclusive.

### KEY RESPONSIBILITIES AND ROLE REQUIREMENTS

#### Recruitment & On-Boarding

Coordinate recruitments according to good practice, aiming to attract and recruit candidates who go on to give a good performance in the role:

Substantiates applicants' skills by short listing, administering, and scoring tests.

Schedules interviews and coordinates HR appointments with the Assistant Manager, HR

Orientation and induction focal person; Welcomes new employees, provides information to new employee's members on their employment conditions and entitlements, including on-entry briefings, work with the Assistant Manager, HR to facilitate orientation and file orientation reports as espoused in the project on orientation and induction.

In coordination with the HR team, run all employee related satisfaction / pulse surveys and work with the team to implement corrective action.

Collects and provides payroll information to the Director HR and Payroll each month.

Maintain HR (including non-personnel) files; Track and compile the employee leave schedules, setting up all staff absence by receiving and filing leave authorizations, performing the functions of absence monitoring and recording; Advise staff on their leave entitlements.

Maintains employee information by entering and updating employment and status-change data in HRIS.

### **HR Admin, Communication & Compliance**

Assist the Manager, L&D, Sr. Manager, Talent in fostering of employee learning initiatives; talent management and growth, facilitating learning initiatives, recommending, and enrolling teams into short-term courses that are beneficial to the competency framework and in accordance FSD Africa courses and individual development plans.

Ensure HR related data for monthly payroll and payroll schedules are submitted as scheduled each month. Maintain relevant documentation in requisite folders.

Works with Assistant Manager, HR to manage all Invoices, PAF and any such procurement support.

Under the guidance of the Director HR & Talent, responsible for HR internal communications including the HR Newsletter, Announcements, Organisation Charts, and other such publications. Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.

Maintains the pillar minutes and pillar related files for all pillar meetings.

Works with the HR & Talent Pillar team to schedule meetings and plan with vendors for all such efforts

Maintains employee confidence and protects operations by keeping human resource information confidential.

Contributes to team effort by accomplishing related results as needed.

Coordinate with Assistant Manager, Sr Manager Talent and Auditors on any HR documentation required for routine and scheduled compliance and risk activities.

Work with the Assistant Manager, HR to verify benefits claims for accuracy- medical, group life/WIBA and liaise with employees and benefits vendors to action based on the SLA.

Maintains employee confidence and protects HR operations by keeping HR information confidential.

Carry out any other duties or special assignments as assigned by the Management.

## **PERSON SPECIFICATIONS – ESSENTIAL AND DESIRABLE**

### **Qualifications and Education**

Degree level with a minimum of 1 years' experience or Higher Diploma with at least 2 years of experience.

Either professional membership of Chartered Institute of Personnel & Development or other certifying body OR the degree is in Human Resource Management

Excellent written and spoken English

### **Experience, Knowledge and Skills**

Basic knowledge of best practice in HR Management is essential

Evidence of ability to apply theory to a real situation logically and ethically

Good skills in MS Office (word and excel)

As indicated by the competency framework below – high drive for results and an ability to be organised plus outstanding interpersonal skills

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