

Head of Human Resources at Adept Systems

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Location: Kenya

Category: other-general

Job Description

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Adept Systems is a Kenyan company established in , providing a full range of management consultancy services in the areas of human resources

Key Duties/ Responsibilities

Formulate and implement HR strategies to enable the business to achieve its goals, including the preparation and oversight of the annual HR budget.

Design, develop, and execute HR policies, processes, procedures, practices, and programs to effectively support the strategic objectives of Human Capital Management.

Undertake workforce planning by assessing current capacity, forecasting future HR requirements, and integrating HR plans with the achievement of strategic objectives.

Lead all aspects of employee resourcing to establish the organization as an employer of choice with a robust pipeline of outstanding talent.

Create a compelling Employee Value Proposition and maintain a comprehensive onboarding program for all new employees.

Champion a positive organization culture hinged on productivity and performance through a highly engaged workforce.

Develop and execute a talent strategy for the identification, development, deployment,

and retention of talent, including succession planning programs.

Guide the development of learning and development programs that support the achievement of corporate goals and employee career development goals.

Lead HR compliance and alignment with business goals through continuous audit of all existing processes and documentation, ensuring legal compliance, and leading health and safety compliance.

Lead the development and continuous implementation of a robust reward strategy that is competitive, cost-effective, and drives performance.

Manage employee relations in a manner that ensures harmonious employee relations and compliance with relevant laws/legislation.

Provide leadership to the HR team by coaching, mentoring, and managing their performance.

Requirements

Qualifications, Knowledge and Experience

A Masters' degree in a business-related field/social sciences.

CHRP certification.

Full membership of IHRM.

Specialist knowledge in change and conflict management, talent management, and employee relations.

At least 15 years of HR management experience, preferably in the manufacturing industry, with at least 5 years at a senior leadership level.

Experience of working in labor-intensive environments.

Thorough understanding of Kenyan and Ugandan labor laws.

Key Competencies

Excellent leadership, analytical thinking, people-management, interpersonal, problem-solving, presentation, project management, and planning skills.

Negotiating and influencing skills.

Self-starter with a high energy level and strong communication skills.

Demonstrates commercial and financial awareness.

Demonstrates commitment to results delivery while exceeding expectations.

Highest level of personal and professional integrity.

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