

HR Assistant at Kenya Climate Innovation Center (KCIC)

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Job Description

The Kenya Climate Innovation Center (KCIC) provides holistic, country-driven support to accelerate the development, deployment and transfer of locally relevant climate and clean energy technologies. The KCIC provides incubation, capacity building services and financing to Kenyan entrepreneurs and new ventures that are developing innovative solutions in energy, water and agribusiness to address climate change challenges. The Kenya CIC is an initiative supported by the World Bank's infoDev and is the first in a global network of CICs being launched by infoDev's Climate Technology Program (CTP). The Kenya CIC is funded by the United Kingdom's UKaid and the Danish Ministry of Foreign Affairs.

Job Summary

The position is responsible for providing administrative support to the Human Resource department and assisting with various HR functions.

Responsibilities

Support with recruitment through posting job adverts, scheduling interviews, and conducting reference checks;

Support with onboarding new employees including processing paperwork and completing background checks;

Maintain employee records by updating employee files and ensuring that all employee information is accurate;

Support payroll administration by collating monthly payroll change advises;

Respond to employee inquiries on HR administrative processes, policies, and procedures;

Collect, collate, compile and update data on staff medical and other insurance schemes;

Monitor, update and maintain the HR information systems for accurate and credible HR databases;

Provide HR administrative support to other departments when required;

Update the staff leave inventory and annual leave plan for accurate records;

Support in implementation of staff welfare programs and activities.

Requirements

Qualification

Degree in Human Resource Management; OR

Degree in Social Sciences or a related field with a professional qualification in Human Resource Management.

Experience

At least one year experience in a busy Human Resource environment.

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