

HR Business Partner at Colgate-Palmolive

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

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Every day, millions of consumers around the world trust our products to care for themselves and the ones they love. Colgate-Palmolive is a global company serving people in over countries and territories with consumer products that make their lives healthier and more enjoyable. Colgate manufactures and markets oral care, personal care, home care and pet nutrition products under such internationally recognized brand names as Colgate, Palmolive, Speed Stick, Lady Speed Stick, Softsoap, Irish Spring, Protex, Sorriso, Kolynos, elmex, Tom's of Maine, Sanex, Ajax, Axion, Fabuloso, Soupline and Suavitel, as well as Hill's Science Diet, Hill's Prescription Diet and Hill's Ideal Balance.

KEY RESPONSIBILITIES

Champion and facilitate the implementation as well as integration of Human Resources processes throughout all functional areas within the defined scope of the role and establish relevant managing and monitoring process steps, whilst ensuring adherence to relevant HR policies and procedures as well as compliance with legislation. This includes and is not limited to:

Partnering with the business to implement development processes including facilitating diversity, change and transformation processes.

Recruitment, selection and placement of all employees in line with the relevant and approved functional capacity requirements and effective planning and implementation of the

functional on-boarding process.

Training and Development: Ensure that there is a training calendar that is created and implemented according to employees development and business priorities.

Effective capability building to ensure appropriate application as well as implementation and monitoring of the performance management system and processes.

Guide and assist management in the introduction and embedding of the succession management as well as effective implementation of subsequent Talent Management action plans, as well as supporting management identifying employee gaps and appropriate solutions to address these.

Collaborate with a team of HR professionals to ensure delivery of HR and business objectives.

Effectively use management information to identify trends and proactively provide solutions to address short to medium term human capital requirements and opportunities and aligning HR activities with business objectives.

Represent the Human Resources team through active participation in various business governance structures /forums through Participate in management meetings.

Facilitate a culture of fair employee relations through managing the internal Misconduct and Grievance Processes within the parameters of labour legislation and CP Code of Conduct as well as establishing and sustaining a professional and appropriate relationship with the union and other external stakeholders.

Proactively manage and address potential and actual external individual and collective labour disputes ensuring minimal risk to the business.

Manage all employee engagement processes and activities, with focus on strengthening company culture.

REQUIREMENTS

REQUIRED QUALIFICATIONS

A Bachelor's degree

Minimum 5 years of experience in an HR role

Demonstrable track record of dealing with senior management and ability to engage at a senior level

Computer Literacy and SAP HR

PREFERRED QUALIFICATIONS –

Minimum 2 years experience in supporting employees in a remote country/ location

East Africa experience is an added advantage

Experience in the FMCG domain

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