

Human Resource Analyst at Q-Sourcing Servtec Group

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

Q-Sourcing Servtec Group is a global management consulting firm that helps people make significant improvements to their business performance and realize their most important career goals.

DUTIES & RESPONSIBILITIES:

Develop and maintain HR dashboards and reports that track key HR metrics such as employee turnover, headcount, and diversity and inclusion statistics

Conduct ad-hoc analyses and deep dives to identify trends and insights related to HR programs and initiatives, including designing, managing and analyzing employee surveys

Support the development and implementation of HR analytics tools, such as predictive modeling and workforce planning

Work closely with HR Managers and Business Partners to understand their needs and analysis them and developing solutions to meet those needs

Ensure data integrity, and consistency across all HR systems and platforms

Communicate data insights and recommendations to HR and business leaders

Support strategic recruiting processes with data and statistics for trends and patterns

Compile and analyze statutory government labour statistics on behalf of the company

Analyse competitor's practices and make recommendations to management

Facilitate implementation of new employee training, development, recruiting, and other related initiatives

Contribute to system decision-making, scoping, and arranging HR system projects in support of the overall HR strategy

Support GCHRO on any other duties as may be assigned from time to time.

KNOWLEDGE, SKILLS, AND EXPERIENCE:

Bachelor's degree in HR Management, Business Administration, or related field

Human resources certification

3+ years of experience in HR analytics or data analysis, preferably in a large, complex organization

Strong analytical and problem-solving skills with experience in data modelling and data visualization

Digital literate – proficient in MS Office Suite with good experience working with HRIS

Knowledge of HR practices and policies, including talent management, labour relations, compliance, performance management, and employee engagement

Strong communication skills – written and verbal – with the ability to present data insights to non-technical audiences

Detail-oriented with a commitment to accuracy and data integrity

Capacity to apply discretion and maintain a high level of confidentiality when handling sensitive information

Ability to develop and manage interpersonal relationships at all levels of the company

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