

Human Resource Assistant at Stratostaff

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

At Stratostaff we design, implement and manage workforce solutions for large, specialized or routine staff complements giving you the opportunity to focus on your core business.

Key Areas of Responsibility

Human Resource Planning

Ensure all positions advertised have a duly signed and approved requisition.

Prepare job adverts for posting on all advertising mediums as approved by HHR/HRM- Operations.

Manage selection, and interviewing in a timely manner.

Manage all incoming Resumes (soft & hard copies): sorting and reviewing resumes as they arrive on a daily basis.

Prepare primary source verification letters for academic credentials, licenses, and registration certificates.

Prepare reference check letters to previous employers and two other professional referees.

Work with HODs to ensure that they prepare job descriptions and obtain signoff from their relevant SLT representatives.

Work with relevant HODs to ensure they develop and review staffing plans by first quarter of every year in readiness for budget discussions.

Employment contractual management

Monitor employment contracts, expiry, renewal, and issuance.

Organizational design – Job descriptions

Reviewing and upgrading job descriptions to ensure every employee role is clearly defined to support the hospital services.

Staff on boarding process

Participate in the on boarding process of newly recruited staff to ensure they settle down on time.

Probation Management

Ensure effective management of probation policy.

Licensure

Monitor license expiry, renewal and issuance for all licensed employees and provide notifications to HODs as and when these falls due.

Disciplinary management

Prepare and conduct disciplinary hearings in accordance with Kenya Labour laws, Fair Administration Act and Constitution of Kenya.

HR Metrics and Analytics

Timely submission of HR data as required specifically HR-Key Performance Indicators and clinical governance report, Monthly report, among others.

Maintain the Staff Qualification and Education compliance schedule.

HR Administration

Participate in delivery of internal and external correspondences, reports, arranging meetings, documents, filing electronic and hard copy and tracking deadlines and participating in other corporate projects.

Responsible for ensuring the procurement of staff corporate wear and staff ID Badges.

Participate in policy formulation and development.

Management of expatriate staff

Coordinate employment of expatriate staff and ensure they are in possession of the relevant permits, passes and visas as provided in the law.

Liaise with AKDN-Nairobi.

Liaise with Immigration Department.

HRMIS and employee records management

Monthly update of employee information in PeopleSoft in terms of new hires, terminations, transfers, changes in remuneration each month.

Analyze statistical data and reports to identify and determine causes of staff issues and develop recommendations for improvement of organization's personnel policies and practices.

Employees welfare and benefits

Monitor employee retirements, issue necessary notices and promptly process their terminal dues Administer staff leave.

Ensure all employee exiting the Hospital have duly completed clearance process and paid their terminal dues on time.

Quality management

Comply with labour laws, statutory requirements and AHKSK policies and procedures.

Comply with JCIA and SAFE CARE Standards for measurable elements in Staff Qualification and Education and Human Resource Management.

Cost Management

Ensure compliance with the budgeted employee Head count.

Constant analysis and review of locum/overtime utilization is all business units.

Ensure any procurement of HR supplies are channelled through MMD.

Ensure that new vendors are vetted and approved by MMD.

Customer service

Deliver value in Human Resource services.

Ensure timely response and support to queries raised.

REQUIREMENTS

MINIMUM REQUIREMENTS:

Bachelor's degree in Human Resource Management /Organizational Development or equivalent.

Post Graduate Diploma in HRM.

Over four years' relevant work experience.

Member of a recognized professional HR body.

PERSONAL ATTRIBUTES

Knowledge of recruitment process.

Able to present information in forms, tables, and spreadsheets.

Should be an effectual communicator verbally as well as through writing skills.

Should be committed to diversity and equality culture.

Ability to operate under immense pressure with tight deadlines.

Ability to work under minimal supervision.

Proficiency in Microsoft office suite.

Able to exhibit a high level of confidentiality.

Excellent organizational and interpersonal skills.

Must be able to identify and resolve problems in a timely manner.

Must be able to gather and analyse information skilfully.

Able to deliver effective results, meet tight deadlines and targets.

Has a good understanding of labour laws.

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