

Human Resource Business Partner – Compensation & Benefits Specialist

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Company: SGS

Location: Nairobi

Category: other-general

Job Description

Main duties and responsibilities:

Understanding of business strategy to work closely with the business teams to advise and provide data on the relevant HR budget, projects, presentations etc.

HRIS Administration:

Developing and maintaining an appropriate statistical data regarding staff records and information flow, retrieval, and dissemination to Management; Ensure effective information management of the HRMIS especially as far as data input & data generation is concerned including Payroll for all staff, leave data and updates, insertions any changes relating to staff benefits.

Total Reward Management:

Payroll management and processing; ensuring payroll inputs are accompanied with the relevant attachments and approvals; Liaison with external payroll providers to ensure all KRA remittances are made on time including confirmation of filing; monitor KRA portal for compliance.

HR Reporting, Projects, Audit and Data Analytics

Prepare and provide simple and complex reports, analysis and data relating to payroll, rewards, and benefits, leave balances comparative analysis for HR and Business Managers.

Support the business in providing data for market analysis and salary benchmarking to Mercer or any other surveys as guided by Management.

Actively participate in HR projects involving HR data, analytics, compensations, and benefits changes.

Learning and Development

Provide Learning and Development reports e.g. pivot tables; training dashboard for mandatory trainings;

Recruitment

Sourcing of candidates, through advertising in recruitment portal, recruitment agencies, job boards and head hunts.

Employee Relations

Leads the development of policies and practices that cover the full employee relationship and ER strategy.

Performance and Talent Management

Coaching and supporting managers to ensure performance and talent management drive the achievement of business goals through objective and development plan setting performance calibration and talent development.

Any other duties assigned to you from time to time by Management.

Qualifications

University degree with bias in Human Resource/Business Management/Commerce

Professional HR Qualification (CIPD, IHRM)

Higher Diploma is an added advantage.

Working Knowledge of HRIS, Payroll Systems, HR integrated systems e.g., Oracle of Finance

5 years progressive HR Generalist experience in a multinational company with capability to manage and manipulate HR data for analytics.

5 years' progressive experience in middle level management

Experience in running payroll back-to-back; multi-country runs an added advantage.

Should be computer literate and have excellent communication skills with high level of written and verbal English

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