

Human Resource Coordinator

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Company: International Rescue Committee

Location: Nairobi

Category: other-general

Requisition ID: req51358

Job Title: Human Resource Coordinator

Sector: Human Resources

Employment Category: Fixed Term

Employment Type: Full-Time

Open to Expatriates: No

Location: Nairobi, Kenya

Work Arrangement:

Job Description

Background: The International Rescue Committee's (IRC) Kenya country program provides life-saving and developmental services that empower vulnerable local and refugee communities, enabling them to lead secure, productive, and healthy lives. Collaborating closely with national and county governments, community organizations, and partner NGOs, the IRC operates across health, nutrition, protection, livelihood, education, and WASH sectors, in Turkana, Garissa, Samburu, West Pokot and Nairobi counties. The IRC responds to emergencies such as drought in Garissa and Turkana counties, supports refugees in Hagadera and Kakuma Refugee Camps, and implements urban programming for livelihoods in Nairobi's informal settlements.

Purpose of the Position:

The Human Resource Coordinator is responsible for ensuring that the day-to-day HR functions are performed to a high standard and in accordance with IRC policies, procedures and HR

standard processes. Provide technical advice and guidance to the HR Teams, field management and staff across the country program on HR policies and procedures. The position is also responsible for ensuring quality assurance function in delivery of Human Resources function for the IRC Kenya country program.

Under the supervision of Deputy Director – Human Resources, the position holder is responsible for providing effective and efficient HR service to the programs, optimizing the HR functions, handle and mentor HR team in Kenya country program.

Specific Duties and Accountabilities:

Policy/Advisory/Management

Under the direction of the DDHR, ensure effective implementation of the HR initiatives in the Country Program SAP.

Recommend innovative approaches, practices, and procedures to effect continual improvements in efficiency of the HR department and services performed accordingly.

Serve as the HR Compliance specialist for human resources services within all the Kenya CP offices.

In collaboration with Field HR focal points, guarantee adherence with the IRC's Global Human Resources Operating Policies and Procedures and Kenya CP HR Policies and procedures.

Maintain a thorough knowledge and understanding of the National Staff policies and leading compliance and consistent application across the country program.

Provide timely advice and briefings to staff on HR policy and new policy developments, ensuring correct and consistent application through training, monitoring and appropriate follow-up action.

Provide advice and support to HR teams, Field Managers/Coordinators and program managers on HR related matters, including but not limited to, recruitment, orientation, career development, performance management and separation.

Support and advise on disciplinary related matters in accordance with established labor law and IRC disciplinary policies and procedures.

Conduct quarterly IRC Way refresher trainings.

Be responsible for the planning and rolling out training of and adherence to IRC Way, in coordination with the IRC Way Ambassadors in all locations.

Actively participate in proposal design and grants opening and review meetings specifically advising on organizational structure, position scoping, demographic/staffing analysis and other inputs critical to ensure a strong HR foundation to support program quality.

Coordinate the workforce and organizational planning processes and ensure this is implemented on an annual basis.

Recruitment and performance management

In collaboration with the Recruiter, ensure transparent recruitment processes and all sectors align with recruitment related policies and procedures including and not limited to advertisement of positions, consistent documentation of the recruitment process (interviews notes, reference check, ATC check, etc).

Coordinate and provide guidance on the integration/transition processes to assure new and transferred staff receive an effective onboarding.

Ensure IRC Performance Management Program is effectively implemented through effective performance management, objectives setting, monitoring and coaching, performance review process, etc.

Documentation

Conduct periodic personnel file audit and work with the HR teams in the maintenance of up to date files for all staff and ensure that personal document for new and existing staff are maintained confidentially both electronically and physically.

Ensure HR databases are regularly updated to maintain up to date information.

Ensures that all the exit processes are in compliance with the IRC's policy and local legislation.

Carry out quarterly HR audits on all record keeping and documentation of processes and make vital recommendations for improvement of processes.

Employee Relations:

Assess and provide support with disciplinary cases and investigations.

Work closely with the Country program compliance team and Ethics & Compliance Unit (ECU) team to follow up on ethics and compliances cases as well as employee relations cases and effect recommendations from the cases.

Facilitate employee relations resolution based on local laws and IRC standards;

Facilitate relationships between labour/social services and IRC staff. Lead employee relations and discipline in accordance with the IRC's policy and local law.

Maintain a fortnightly update with the Deputy Director HR over HR related issues arising in any of the locations.

HR Skills Development

Audit and ensure that HR duties of all HR teams are performed satisfactorily.

Liaise and provide HR technical support and guidance to the HR team members.

Ensure timely and accurate reporting from the field offices.

Serve as a mentor and capacity building advisor for HR staff to ensure sustainability and career growth.

Duty of Care

Provide leadership in leading staff wellbeing and duty of care – disaster and emergency support, mental wellbeing and resilience.

Perform other relevant duties as assigned (of a similar nature or related and in the interest of the organization).

Key Working Relationships:

Position Reports to: Deputy Director – Human Resources

Position directly supervises: 4 HR Managers and 1 HR officer

Key Internal Stakeholders:

The Senior Management Team; Field Coordinators, Technical Coordinators, Field HR Leads, Nairobi HR Managers, Recruiter and all staff within IRC Kenya Program.

Qualifications

Bachelor's degree required. Master's university degree in HR management or related field is preferred.

Certified HR Professional and Member of Human Resource Management Institute

6 years of progressive experience as an HR generalist, including recruitment, performance management, employee relations, compensation, training and development and HR Administration.

Minimum 4 years of leading own HR function for large budget programs and/ in a fast-paced environment in the INGO sector is strongly preferred.

At least 3 years of experience with an international organization or international experience.

Leading staff, workforce planning, and development of HR processes during a start-up phase is a plus.

Validated sense of professional discretion, integrity, and ability to lead sophisticated HR situations diplomatically and to effective resolution.

Excellent management, interpersonal and negotiation skills and ability to promote harmonious/cohesive teamwork, in a cross-cultural context.

Experience in running and capacity strengthening of staff.

Ability to plan long-term, organize priorities and work under administrative and programmatic pressures with detail orientation and professional manner.

Highly collaborative and resourceful; ability to establish positive working relationships with senior level management and all other collaborators to improve cooperation and productivity.

Analytical ability in creating effective HR solutions while adhering to labor laws; good understanding of Kenyan labor law is a plus.

A commitment to IRC's mission and vision.

Language /Travel:

English

Travel: Frequent travels to fields.

Professional Standards: The IRC and IRC workers must stick to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service,

Accountability and Gender Equality. In accordance with these values, the IRC operates and implements policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity Anti-Retaliation and Combating Trafficking in Persons

Gender Equality: IRC is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols, and other supportive benefits and allowances

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

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