

Human Resource Manager at Brookside Africa Limited

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

Brookside is synonymous to quality milk. Our belief in providing products that satisfy and gratify is envisioned in our tagline “Goodness for all.” Brookside is the leading dairy in East Africa and has operations in more than 12 countries across 2 continents. We are also the home to Ilara, Tuzo, Molo Milk and Delamere which are Kenya’s most loved milk brands. We were the first to introduce long life milk to the market along with Tetra Park packaging. We continue to look forward to transforming the dairy industry in Africa and beyond. Sometimes, good things happen more by accident than by design, like the birth of Brookside Dairy in . Milk production in Kenya was at its lowest with farmers in despair after the sole dairy company suddenly collapsed. There was a milk surplus in the market, but nobody to process it. From this difficult moment, a small enterprise was set up at Kahawa Sukari Ranch with about 20 employees hand packaging 1, liters of milk a day. Its name: Brookside Dairy.

Job objective

Responsible for providing direction to the Human Resource department and enforcing company policies and practices. The position is also responsible for providing Human Resource advice and assistance to managers and employees on human resources policies and procedures.

Key Responsibilities

To develop and update new and existing human resources policies, procedures and manuals

Serve as a link between management and employees by interpreting policies and helping

resolve work related issues

Support in the execution of human resource strategy

Manage the organization's recruitment and selection processes to support current and future organizational needs

Participate in the interviewing process to fill vacant positions

Plan and on-board new employees into the organization culture and value objectives

Provide employees with information on company policies and working conditions

Handle employee complaints, manage grievance procedures, facilitate and conduct employee counselling and mentoring sessions

Carry out administrative duties supporting various Human Resources processes

Maintain, analyze, issue and update employee job descriptions

Maintain staff records and compile statistical reports concerning human resources metrics

Manage staff separation process including conducting exit interviews

Keep abreast with changes in the labour legislations

Participate in both internal and external system and compliance audits

Minimum qualifications, experience, knowledge and skills

Bachelor's Degree in Human Resource Management.

Certified Human Resource Professional Kenya (CHRP(K)

At least six years' experience in human resource management

Knowledge in labour laws

Knowledge of HR systems and databases

Data analytics skills

Proficiency in MS packages

Leadership and people management skills.

Interpersonal and communication skills (written and verbal)

Ability to build collaborative relationships

Decision making and problem solving skills

Analytical thinker with strong negotiation, influencing and organisation skills

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