

Human Resource Manager at Janta Kenya

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

Janta Kenya is a HR Consultancy firm established with an objective of encompassing integral and necessary skills that most individuals and organizations need in everyday business. We have a team of professional HR consultants with extensive experience in all people management issues, and we are therefore well placed to offer advice for private, public and not-for-profit organisations.

Summary

To ensure the smooth and efficient operation of the company's human capital, driving a positive culture of performance and result delivery. The role focuses on providing guidance to the management on strategic staffing plans, performance management, compensation, benefits, learning & development, compliance, cost reduction and labour relations.

Key Responsibilities

STAFF ADMINISTRATION

Establish employment status (Management & Junior Staff) for all staff and clearly articulate the policies applicable to each section of staff.

Ensure staff records are validated and filed in the respective personnel files and in the HR Software.

STAFF WELFARE

LEAVE MANAGEMENT (ANNUAL, SICK, COMPENSATORY) Ensure annual leave planner is populated for all staff by department at the beginning of each year and followed thru. Any

deviations must be preauthorised.

DISCIPLINARY Manage disciplinary end to end process as required by law

TIME AND ATTENDANCE. Ensure Attendance report are done daily by the HR Department. Drive timely attendance and adherence to company working hours

GRADING & BENEFITS ADMINISTRATION. Administration of benefits for all staff as per the grade (Medical, tools of trade etc)

PERFORMANCE MANAGEMENT

Ensure all staff have JDs and PP-KRAs signed that correctly reflect their work deliverables

Plan and execute quarterly performance reviews for all staff.

Staff on probation to be reviewed monthly and performance tracked

Work with staff on PIP/PDP based on performance review feedback

Prepare a quarterly calendar for one on one discussions with staffs on role alignment

RECRUITMENTS;

EXITS

Identifying and filling in staffing gaps

Handle the interviews with the HOD/MD

Ensure that induction is done properly before the employee settles in their workplace

Ensure separation process is followed and updated in the HR system

CULTURE

To develop and initiate change management environment for performance and result delivery

Implement actionable plans and activities on mission, vision and core values

Develop competency leadership programs

Plan for staff engagement activities

Plan for weekly & monthly staff talks.

Plan for fungua Roho sessions on monthly basis

TRAINING & DEVELOPMENT

Manage development programs with tracking system in place for all staff in line with business needs

Ensure training calendar is in place for staff especially for general welfare and wellbeing of employees

HR COSTS

Leave – ensure staff are within 10 days carry over to the following year

Labour cost management by following up on requisitions to ensure compliance

Overtime MUST be at a bare minimum and any overtime must be preapproved.

Reduction of excess staff and ensure strict compliance to shift system for all critical departments and reduction of waste and excess labour.

Focus on increasing output per employee Q on Q.

POLICIES AND PROCEDURES

Develop and/or review policies and procedures in line with applicable labour laws

Continuous sensitization of staff on company policies and procedures

SUCCESSION

Carry out mapping of all roles to ensure there is succession plan for all roles

COMPLIANCE

Compliance – legal, statutory, labour laws, CBA, medical certificate and food handlers' certificate, NEA and other relevant laws

Ensure risk identification and put in place mitigation measures

OTHER DUTIES:

a) Ensure you prepare and send reports on weekly ROI (Result, Objectives and Issues/Initiatives), Monthly ROPE (Results, Objectives, Plan & Execution). Send ROI by

every Saturday.

Ensure your team send you their ROIs (Results for the week, Objectives for the following week and Issues or initiatives that they may have to improve their performance) to you by every Saturday, analyse and give timely feedback.

EHS

Environmental Compliance

Review and update Healthy and safety policy

Follow through on accident and injury cases including notification to insurance under WIBA

Skill & Experience

Degree in HR /Business Management

IHRM certification

Minimum 6 years' experience in Manufacturing industry in the same capacity

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