

Human Resource Manager at World Agroforestry Centre (ICRAF)

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

The World Agroforestry Centre, is an international institute headquartered in Nairobi, Kenya, and founded in . The Centre specializes in the sustainable management, protection and regulation of tropical rainforest and natural reserves.

Overview

The HR Manager Corporate Services works as part of the CIMMYT Regional office management team in Kenya, working alongside the CIMMYT Regional Representative (CRR) for Kenya to oversee all the human resources function of the CIMMYT Regional Office in Kenya.

Duties and responsibilities

HR Administration.

In collaboration with CIFOR-ICRAF, take responsibility for all Personnel Administration activities (hiring, retiring of regular, temporary and consultants LRS). · Provide efficient and proactive support to the IRS and attend in a timely manner to management team request from HQ related to IRS in Kenya.

Act as an HR business partner to the CCR and the Programs by identifying the Recruitment and Training needs, providing guidance and advice in the implementation.

In collaboration with CIFOR-ICRAF, ensure full compliance with local legislation and all HR policies and procedures established by CIFOR-ICRAF and by CIMMYT for various Staff categories, including but not limited to hiring, discipline, promotion, termination, etc.

In collaboration with CIFOR-ICRAF, provide timely inputs for all payroll transactions to be processed in accordance with CIMMYT's practice, thus ensuring full compliance with tax and social security provisions.

In collaboration with CIFOR-ICRAF, take responsibility for the management of all HR benefits and provide support to the Staff should they need assistance in processing claims.

Develop, plan, implement and review regular induction sessions for new staff.

Oversee maintenance of LRS staff personnel files in collaboration with CIFOR-ICRAF

In collaboration with CIFOR-ICRAF and CIMMYT Global HR at HQ, prepare benchmarking analysis on compensation and benefits and prepare and submit proposal for salary adjustment.

In collaboration with CIMMYT HQ, support any Training by providing information on the local needs, market practices and feedback on processes. Equally, support training needs assessment prepared by CIMMYT for IRS and LRS in aspects that may not be covered by CIFOR-ICRAF.

In collaboration with CIFOR-ICRAF, facilitate the processing of the yearly reviews of Performance evaluation, salary, and promotion for all LRS.

Contribute to the implementation of a new HR Information Systems and ensure that the information entered in the global HR management system is constantly updated and always accurate.

Assist in managing the satellite offices within the Africa Satellite Office Management Framework through contact with the other CGIAR hosting centers.

Oversee all casual labor agreements.

Coordinate CIMMYT Kenya Townhalls, the Director General's and other high-level visits to CIMMYT.

HR Development .

Lead the development of the annual HR work plan and budget in collaboration with relevant stakeholders from CIMMYT Programs and HR Management to ensure alignment in terms

of priorities and joint efforts across the organization.

Facilitate the resolution and escalation, when necessary, of issues at country level, in collaboration with CIFOR-ICRAF.

Facilitate the internal and external audits taking place in-country and ensure the implementation of audit recommendations relevant to the organization and/or the RO.

Approve shared budget: review and approve shared budget expenses for corporate services.

CIMMYT Country Management Committee (CCMC) – Kenya: Assume membership of CCMC-Kenya, act as its secretary and facilitate its meetings.

Contribute to the updating of CIMMYT's global HR policies and lead the changes related to Kenya. Review and prepare appendices to CIMMYT standard policies when the specific situation of the regional office requires deviation from the standard policies.

Ensure appropriate internal communication on HR related matters in coordination with the relevant HR team at HQ. Assist the CRR in mediation of conflict and addressing respect in the workplace.

In collaboration with the CIMMYT HR Management, prepare and implement the Occupational Health and Safety plan to comply with CIMMYT policies and regulations.

Management of Agreement.

Ensure agreements between CIMMYT and other government agencies are up to date and renewed on time.

Ensure the CIMMYT – ICRAF management agreement is effectively being managed and renewals are done in a timely manner.

Provide safe custody of CIMMYT Host Country Agreement with the government of Kenya. Ensure proper management of the agreement in relation to the CIMMYT's mandate in the country.

Security & Risk Management.

Oversee the Security matters and coordinate with the CIFOR-ICRAF Security officer and the CIMMYT HQ Risk Management Unit to ensure prompt resolution of any matters

arising. Assist in the preparation of the Security SOP, Contingency and Evacuation Plan.

Protocol.

Develop and maintain good working relationships with government offices, counterpart national and international organizations, partners, and communities. · Prepare and/or examine documents for exemption processing for all CIMMYT International staff and other protocol related documentation in compliance with the Kenyan laws.

Organize, coordinate, and advise on protocol services and securing support for CIMMYT.

Ensure compliance of activities with international norms of diplomatic protocol and sharing the same with relevant staff and CIMMYT stakeholders.

Education, knowledge and experience

Master's degree in human resources or related field, or professional qualification.

7 to 10 years – Requires good knowledge of theories, practices, and procedures within a discipline.

IHRM Membership – full member.

Advanced knowledge of relevant administrative and/or operating protocols and policies of the function.

Specialized knowledge limited to small field of expertise.

Basic managerial competence.

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