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Human Resource Manager

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Company: Fuzu

Location: Nairobi

Category: other-general

Job Summary

Contract Type:

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Key requirements, skills and qualifications

Bachelor's Degree in human resources, business administration, or related field

Proficient with Microsoft Office and HR software programs

High level of integrity, composure and confidentiality required to handle disciplinary and grievance issues

Comfortable working in a highly visible role

Exceptional analytical and problem-solving skills

Mediation and conflict resolution skills

Deep knowledge of employment laws and best practices

Leadership/instructional aptitude for training and oversight on policies and procedures

Excellent communication and organizational skills.

Responsibilities

Participate in the development, review and implementation of departmental standard operating procedures.

Work with the Executive Director, Director of Administration and HODs to strategically plan HR initiatives that will benefit the organization and encourage more efficient and beneficial work from all employees.

Direct all hiring, onboarding, and training procedures for new employees (shortlisting, screening, interviewing staff and developing onboarding/training programs for the new staff appropriately)

Prepare and issue all probationary and long-term contracts for new and existing staff (under direction of senior management).

Help to formulate and maintain a salary scale for the organization's various job roles that takes into account level of training/education, experience, years of service, and industry ranges for salary for similar job roles. Conduct periodic pay surveys, assess current pay levels of existing employees, recommend and implement pay revisions where indicated.

Continually educate/train employees about the organization's policies (including sexual harassment policy, whistleblowing policy, appropriate dress code, child protection policy, general staff conduct, etc.) and keep employee HR Manual book current.

Hear and help to resolve employee grievances; counsel supervisors and employees.

Liaise with external recruiters for advertisement of vacant positions as approved by senior management.

Organize and conduct exit interviews with departing employees and recommend changes where appropriate

Monitor employee progress through daily checks and periodic evaluations and stay abreast of the organization's climate and culture, ensuring it stays positive and productive.

Regularly meet with employees for work progress reviews and performance appraisals.

Discuss any problems or grievances they may have.

Organize, compile and update personnel records/files for each employee and maintain all documents in an orderly and secure manner - this includes keeping such records as CV, copies of relevant certificates and licenses (updated where necessary), employee contract, JD, offer letter, updated contact information, disciplinary letters and other documents, date of

employment, due leaves, HELB Loans, NSSF, NHIF, PIN records, copy of ID, Good Conduct Certificates, performance evaluations, signed employee policy acknowledgement forms, leave requests, next- of-kin form, etc.

Monitor staff employment contracts by ensuring HODs submit performance appraisal reports to the Director of Admin and HR Manager for further action; confirm, extend or terminate employment contracts of staff where applicable. Ensure planning, monitoring, and appraisal of employee work results by training HODs to coach and discipline employees; schedule management conferences with employees.

Report staff work related injuries to the Sub-County Directorate of Occupational and Health Officer under Work Injury Benefits Act (WIBA) within 24 hours upon occurrences of such accidents/injuries.

Help in organizing and managing new employee orientation, onboarding, and training programs.

Assist in explaining and providing information on employee benefits, programs, and education.

Help to develop, implement, support, and review all HR department initiatives, policies, procedures, and systems

Maintain continued involvement in/refinement of the recruitment process, including generating job descriptions, posting advertisements, and managing the hiring process.

Provide key leadership during disciplinary processes in the organization. The HR Manager will be required to be part of the disciplinary committee in accordance with our HR policies and should provide appropriate and timely reports with recommendations regarding disciplinary matters to senior managers.

Cultivate training/development sessions for staff.

Perform other related duties as assigned..

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