

Human Resource Manager

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Company: M-KOPA-SOLAR

Location: Nairobi

Category: other-general

At M-KOPA, We Finance Progress.The scale and impact of our work is massive. M-KOPA is a fast-growing FinTech company offering millions of underbanked customers across Africa access to life-enhancing products and services. From our roots as the pioneer in pay-as-you-go “PayGo” solar energy for off-grid homes, we have grown into one of the most advanced connected asset financing platforms in the world, empowering a broad range of customers to achieve progress in their lives. Our people reflect this mission; we pride ourselves in empowering our people to own their own careers, and encouraging growth through our learning and development programs, coaching partnerships, and on-the-job training. As a collective, we value diversity, knowing every journey brings its own reward, and support each employee as they travel theirs. This includes our family-friendly policies, commitment to employee mental and physical well-being, and flexible working practices. Our aim is for every employee to be able to shape their own career, whilst helping shape the future of M-KOPA as we grow together. Want to know more about M-KOPA? Click this link: [As an HR Manager, the role holder is expected to support the business function\(s\) by being a trusted business partner to the stakeholders and staff in these functions. The aim over time is to grow and enable the role holder to play a critical role in the design and implementation of strategic initiatives to retain and grow our staff. The role holder will act as a primary point of contact for the functions, serving as a connector to internal HR functions, an advisor on all people processes, procedures, and initiatives. #LI-Hybrid](#)

To achieve this, you'll be expected to:

Support your managers in cultivating a high-performance, innovation-driven culture, and

ensure that performance management experiences are effective and empowering,
prioritizing fairness and objectivity

Work proactively to identify underperformance and thoughtfully address it professionally and
swiftly

Connect your managers and staff through the Learning and Development function to
compelling learning opportunities to address mentorship, coaching for performance and
growth, advising on career opportunities

Develop and implement, in close conjunction with your managers - staff retention, career,
and succession strategies.

Participate in Employee Engagement measurement programs, and action planning and
champion the cause of employee engagement as a measure of leadership.

Work closely with your managers to understand organizational challenges and
design/implement creative solutions

Coordinate and support the implementation of strategic initiatives within your function and
more broadly

Works in partnership with managers to provide guidance and advice in dealing with difficult
people issues in a fair, straightforward manner and without delay.

Build and maintain healthy relationships with key stakeholders within your group and the
larger organization

Coach and develop leaders/managers on how to inspire and influence their teams as well as
improve their communication practices.

Work closely and effectively with other HRBP, HR Shared Services, and Centres of
Excellence teams to identify best practice and use it to define effective business
interventions.

Share knowledge and insights with the wider People team to help shape best practices from
a people perspective

Experience

Previous working experience preferably as an HR Generalist for 5 years (s)

Degree in Human resources or similar relevant field

Excellent IT skills including the use of Microsoft Suite of Applications,

Ability to interact and use online assessment and feedback platforms

Comfortable with data analytics and has good experience with data manipulation using Excel for reporting

Personal

Impactful presentation style

Excellent organizational and time management skills

Ability to multitask and prioritize daily workload

Creative thinker and proactive problem solver

Excellent writing, proofing, and editing skills.

Able to work effectively and productively with internal and external stakeholders at all levels.

Excellent attention to detail and well organized

Ability to work in a fast-moving environment.

Good team player

Self-motivated, creative, self-starter

M-KOPA is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained staff. Women, minorities, and people with disabilities are strongly encouraged to apply. M-KOPA explicitly prohibits the use of Forced or Child Labour and respects the rights of its employees to agree to terms and conditions of employment voluntarily, without coercion, and freely terminate their employment on appropriate notice. M-KOPA shall ensure that its Employees are of legal working age and shall comply with local laws for youth employment or student work, such as internships or apprenticeships. M-KOPA does not collect/charge any money as a pre-employment or post-employment requirement. This

means that we never ask for 'recruitment fees', 'processing fees', 'interview fees', or any other kind of money in exchange for offer letters or interviews at any time during the hiring process.

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