

## Human Resource Manager-NGO at Flexi-Personnel

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Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

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Flexi Personnel Ltd is a HR Company that was founded in . It is currently the fastest growing HR firm in Kenya offering a wide range of services including Headhunting and Executive selection, Outsourced Labor management, HR Outsourcing, Outsourced Payroll Management, HR consultancy, Psychometric Assessments and Expatriate Services and relocation support. What makes us a unique Recruitment and Outsourcing Agency in Kenya, and the whole of Africa, is our systematic approach and listening to our clients' recruitment and payroll needs. We've offered and will continue offering appropriate solutions to our clients. We only forward candidates within the client's specification. As a Recruitment firm, integrity and value are key elements of our Recruitment, Staff Outsourcing, Payroll Management, and HR Consultancy services. We deliver to our promise to our clients within a 3-day deadline. This is enhanced by our dedicated team of recruitment, screening, and management experts.

### Job Purpose

The Human Resource Manager is responsible for managing the HR functions for Global Programs.

### Key Responsibilities:

Human resource planning and budgeting.

Ensure compliance to HR policy and procedure.

Make recommendations to modify HR policy and procedure.

Ensure compliance to labour law and stay up to date on its development in Kenya.

Manage staff recruitment from development of job descriptions, posting job openings, interviewing and on-boarding.

Work with department heads in preparing job descriptions.

Design, make evidence-based recommendations and implement compensation and benefit plans.

Negotiate with insurance companies for best value for fringe benefits.

Work with managers and supervisors to create and foster staff development opportunities.

Develop and maintain performance evaluation system for all employees.

Create materials, conduct trainings, and advise staff on HR processes.

Develop and maintain staff management systems including policies for addressing employee relations, grievances, and discipline.

Conduct appropriate staff training and orientation of staff.

Build on internship program and work with managers to train and mentor interns.

Maintain staff records in confidential filing system.

Prepare monthly payroll list and liaise with Finance Manager to allocate effort.

Keeps the Director of Finance and Operations informed of problems, issues, and concerns on a regular basis.

Any other duty allocated.

### **Minimum Requirements:**

#### **Education, Knowledge, And Experience**

Bachelor's degree in Human Resource Management or related field

MBA in Human Resource Management, Business Administration, or related field preferred

Member of the Institute of Human Resource Management (IHRM) with a current practicing license.

A minimum of 7 years hands-on experience in a senior HR role

3-5 years of supervisory/management experience

### **Skills And Competences**

Personal integrity and transparency with direct supervisor(s).

Experience in managing staff using HR management software.

Strong leadership, interpersonal and networking skills.

Strong analytical, planning, negotiation, and communications skills.

Strong supervisory and managerial skills.

Must be a team player and motivator.

Good training facilitation and presentation skills.

Working knowledge of Kenya labour laws as well as immigration processes.

Proficient in computer usage for business including Microsoft Office Suite, email and electronic HR systems, recruitment via social media platforms e.g., LinkedIn.

Fluency in written and spoken English.

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