

Human Resource Officer at EIDU

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); In a few years, smartphones will be ubiquitous even in the least developed regions of the world. We believe there is immense potential in harnessing them as a teaching tool – it all depends on the software. EIDU is creating an app-based learning environment that enables children aged 3-5 to develop cognitive abilities on their own. Starting with the early stages of mathematical thinking, we aim to cover a comprehensive set of elementary skills. Individual children, as well as groups, can learn autonomously with the app over the course of several years. Through highly engaging interactive activities, the learning experience is constantly adapted to each child's abilities, potential and receptiveness. Our goal is to use the time the child spends with the app – around 15 minutes daily – optimally for acquiring new skills. No support from parents or teachers is required. A dedicated companion app allows adults to get involved in consolidating what the children have recently learned. We need parents and grandparents. Even the best app can only lead to learning success if used regularly and sufficiently. The conditions for this are different in every family: Some children have their own tablet and can choose from dozens of apps and games. Others are given the smartphone whenever they must (quickly) be kept busy. Many parents and grandparents are uncertain if and how much use of digital media is beneficial for children, and at what age and they want to keep an eye on what their children are doing on the devices. We want to test these aspects in as many families as we can in order to meet the circumstances and needs of parents. Please help us! Let us know your email address.

What will you be doing

Improve, develop, document, and lead the implementation of personnel processes and systems.

Automation of HR policies and systems.

Ensure compliance of HR policies and processes at EIDU.

Ensure employees are well on-boarded into the organization and develop an effective off-boarding process for employees.

Maintaining proper personnel records.

Offer HR support to the Head of HR in providing HR expertise in all aspects of HR functions.

Work closely with the Talent Manager during recruitment.

Champion the onboarding process, ensuring the process is up to date and of high quality, providing clarity and connection for all employees and their role in relation to the overall vision.

Support in the implementation of staff motivation programs which include employee development, compensation, benefits, performance management, safety, and recreation programs.

Develop and cultivate active two-way communication with all levels of employees and the management.

Handling termination procedures.

Maintaining and reporting on workplace health and safety compliance.

Provide support to the payroll team in developing, implementing, and evaluating the HR/payroll functions.

Providing the Management with HR Reports and Budgets.

Handling labour disputes at the County Labour Offices.

Who we are looking for

Required

Bachelor's degree in Business, Human Resources or other related field.

At least 3 – 4 years of experience as an HR Generalist.

Has work experience in a startup organization.

Good HR Management System Skills.

Good knowledge of the country's labor laws.

Exceptional communication skills, writing skills, interpersonal skills, and ethical mindset.

Adept to problem-solving and conflict resolution.

Extensive knowledge of HR policies and systems.

Familiarity with HR software and working knowledge of GSuite.

What we offer

Being part of a social mission-driven yet business-minded start up, founded by highly successful serial tech entrepreneurs

Working in an entrepreneurial, fun, and result-oriented environment with highly talented people who care

Contributing directly to solving a pressing global inequality problem by improving what we do and how we do it on a daily basis

Growing your responsibilities as we grow our scale

Competitive compensation package

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