

Human Resource Officer at Janta Kenya

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

Janta Kenya is a HR Consultancy firm established with an objective of encompassing integral and necessary skills that most individuals and organizations need in everyday business. We have a team of professional HR consultants with extensive experience in all people management issues, and we are therefore well placed to offer advice for private, public and not-for-profit organisations.

Summary

The HR Officer is responsible for all the administrative related duties of the Department, HR cost, part of performance management, Recruitment and Staff on boarding processes, leave administration, Human Resource Information Systems and data management including statutory compliance.

Key Responsibilities

STAFF ADMINISTRATION

Management of staff records both in the physical file and soft (checklist and update).

Making sure these records are in order and updated.

STAFF WELFARE

LEAVE MANAGEMENT (ANNUAL, SICK, COMPENSATORY) Ensure annual leave planner is done by each department and followed thru in line with company leave policy Make sure staff understand and follow the company's leave policy

DISCIPLINARY. Assist in handling grievances and disciplinary issues to its logical conclusion.

TIME AND ATTENDANCE. T/A – Manage and share reports for permanent staff and follow up on feedback, take necessary action thereafter.

GRADING & BENEFITS ADMINISTRATION. Communication to all staff qualifying for the benefits as per their respective grades. When promotions are done, the staff to be given the necessary benefits of the new grade without delays

PERFORMANCE MANAGEMENT

Ensure all staff have updated JD's and PP KRA's

Ensure that the quarterly performance reviews are done and documented.

Assist in follow up on PIP/PDP progress.

Assist in execution of staff talks.

RECRUITMENT & EXITS

Prepare JD for the vacant job jointly with the HOD for the role for approval

Advertisement and shortlisting for interviews (internal and external)

Follow through the selection and recruitment process

Manage induction end to end process and issuance of tools with sign offs.

Aim at having new hire settle in well in liaison with the concerned HOD

On boarding of new staff in the system and managing the records, ensure % compliance

Handle separation by following correct procedures as required by law including dues settlement

CULTURE

Assist in implementing the company's mission, vision and core values are owned by all staff

Assist in identifying gaps in leadership and the rest of the staff, then develop training programs

Support in implementing the staff engagement activities

TRAINING & DEVELOPMENT

Identifying training needs through needs assessment

Follow up on the trainings and ensure they are planned for by the respective HOD's

HR COSTS

Assist in ensuring that staff utilize the earned leave) Assist in ensuring HOD's are following the system for approval of all leaves

Ensure overtime is approved before hand- have the SOP implemented.

Recruitment of the right number of contract/casuals are done in line with production plan, reduce excess staff

Increase in output per employee Q on Q.

POLICIES AND PROCEDURES

Induct new employees on company policies and procedures

Continuous sensitization of staff on company policies and procedures

COMPLIANCE

Update compliance tracker, follow up recommending renewals by respective department/Government bodies

Ensure documentation for all accidents and injuries are compiled, shared and filed appropriately.

Ensure a check list is in place for all cases.

Assist in identifying the HR risks and developing mitigation measures.

OTHER HR REPORTS

Ensure your team send out ROI by every Saturday.

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Skill & Experience

Degree/ Diploma in HR/Business related field

IHRM membership would be an added advantage

Minimum 5 years of experience in Manufacturing

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