

## Human Resource Officer at Neema Hospital

[Apply Now](#)

Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

(adsbygoogle = window.adsbygoogle || []).push({});

The Neema Hospital, located at Kahawa Sukari, is a community hospital designed to provide quality, affordable and sustainable health care to all.

### Responsibilities

Working closely with various departments, increasingly in a consultancy role, assisting line managers/HODs to understand and implement policies and procedures

Promoting equality and diversity as part of the culture of the organization

Liaising with a range of people involved in policy areas such as staff performance and health and safety

Recruiting staff, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates

Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management

Preparing staff handbooks

Advising on pay and other remuneration issues, including promotion and benefits

Undertaking regular salary reviews based on the organization's policies

Administering payroll and maintaining employee records

Interpreting and advising on employment law

Dealing with grievances and implementing disciplinary procedures

Developing HR planning strategies, which consider immediate and long-term staff requirements

Planning and sometimes delivering training, including new staff inductions

Analyzing training needs in conjunction with departmental managers.

### **Qualification & Experience**

Bachelors degree in human resource management from a recognized university.

At least 3-year relevant experience as HR Officer

Possess basic working knowledge of the labour laws

Strong communication and interpersonal skills

Hands-on individual, with personal drive and ability to respond to issues efficiently

Experience in a healthcare industry is A MUST.

Age limit above 30years

[Apply Now](#)

### **Cross References and Citations:**

1. [Human Resource Officer at Neema Hospital](#) [Latinamericajobscentral](#) [Jobs Kenya](#)  
[Latinamericajobscentral](#) ↗

2. [Human Resource Officer at Neema Hospital](#) [Jobsearchnews](#) [Jobs Kenya](#)  
[Jobsearchnews](#) ↗

3. [Human Resource Officer at Neema Hospital](#) [Erpjobs](#) [Jobs Kenya](#) [Erpjobs](#) ↗

4. Human Resource Officer at Neema Hospital [Searchcanadajobs Jobs Kenya Searchcanadajobs ↗](#)
5. Human Resource Officer at Neema Hospital [ExpertiniJobs Kenya Expertini ↗](#)
6. Human Resource Officer at Neema Hospital [Thechatgptjobs Jobs Kenya Thechatgptjobs ↗](#)
7. Human Resource Officer at Neema Hospital [Computerjobs Jobs Kenya Computerjobs ↗](#)
8. Human Resource Officer at Neema Hospital [TruckjobsnearmeJobs Kenya Truckjobsnearme ↗](#)
9. Human Resource Officer at Neema Hospital [Dataanalyticsjobs Jobs Kenya Dataanalyticsjobs ↗](#)
10. Human Resource Officer at Neema Hospital [Photographerjobs Jobs Kenya Photographerjobs ↗](#)
11. Human Resource Officer at Neema Hospital [Uzbekistanjobs Jobs Kenya Uzbekistanjobs ↗](#)
12. Human Resource Officer at Neema Hospital [ConstructionjobsJobs Kenya Constructionjobs ↗](#)
13. Human Resource Officer at Neema Hospital [AnesthesiologistjobsJobs Kenya Anesthesiologistjobs ↗](#)
14. Human Resource Officer at Neema Hospital [Asiajobs Careers Jobs Kenya Asiajobs Careers ↗](#)
15. Human Resource Officer at Neema Hospital [Berlinjobsearch Jobs Kenya Berlinjobsearch ↗](#)
16. Human Resource Officer at Neema Hospital [AustinjobsJobs Kenya Austinjobs ↗](#)
17. Human Resource Officer at Neema Hospital [Videographerjobs Jobs Kenya Videographerjobs ↗](#)
18. Human Resource Officer at Neema Hospital [EmploymentnowJobs Kenya Employmentnow ↗](#)
19. Human resource officer at neema hospital [Jobs Kenya ↗](#)
20. AMP Version of Human resource officer at neema hospital  [↗](#)
21. Human resource officer at neema hospital [Kenya Jobs ↗](#)
22. Human resource officer at neema hospital [JobsKenya ↗](#)
23. Human resource officer at neema hospital [Job Search ↗](#)

24. Human resource officer at neema hospital Search ↗

25. Human resource officer at neema hospital Find Jobs ↗

Source: <https://ke.expertini.com/jobs/job/human-resource-officer-at-neema-hospital-kenya-jobwebkenya-90c0e30c99/>

Generated on: 2024-05-04 by Expertini.Com