

## Human Resource Officer at Plan International

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Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

Plan International was founded over 75 years ago with a mission to promote and protect the rights of children. The organisation was set up by British journalist John Langdon-Davies and refugee worker Eric Muggeridge in , with the original aim to provide food, accommodation and education to children whose lives had been disrupted by the Spanish Civil War.

### THE ROLE

The HR Officer will act as one of the HR Business Partners in ensuring that staff access timely and quality HR services. The role holder will be the Plan International Kenya HRIS system administrator, supporting staff for optimal utilization of the system. S/he will ensure that data in the system and staff files are accurate, up-to-date and easy to retrieve. She/he will also provide administrative support within the HR team to deliver end to end HR Services.

### TECHNICAL EXPERTISE

#### Qualification/ experience essential:

A Bachelor's degree in HR in a related field with a Higher Diploma in HR Management.

Membership with IHRM.

At least 3 years of relevant experience in the HR field preferably in INGO

Minimal supervision experience

Conversant with HR online systems.

Strong communication skills, both verbally and in writing.

Ability to negotiate, all levels of the Regional office and outside of line management relationships.

Strong communication skills, both verbally and in writing.

Excellent interpersonal skills with the ability to build strong relationships and networks quickly at every level within the Regional office.

Listening, coaching and counselling skills.

Ability to support and manage change effectively.

**Desired:**

Certification as a Human Resource Practitioner (CHRP).

**Languages required**

Excellent written and verbal communication skills in English.

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