

Human Resource Officer at Premier Hospital

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Job Description

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Premier Hospital is an 82 bed specialized hospital located in Nyali, Mombasa offering high quality emergency, outpatient and inpatient care. We have a patient centered culture and our approach is to provide you with comprehensive healthcare, which is focused on all aspects of your health and overall well-being. Our service delivery model is anchored on Compassion, Care and Competence. Our Doctors, Nurses, other Medical Professionals and support staff will provide you with personal service with great regard to respect and dignity to ensure that your experience with us is as comfortable as possible.

JOB PURPOSE

To manage Human Resource Functions in the hospital through formulation, implementation, education, monitoring, reporting and custody of policies, procedures, documents and best practices.

CORE RESPONSIBILITIES

LEAVE MANAGEMENT

Ensuring leave schedules are done yearly and adherence to the same

Monitoring leave liability and sending monthly reports to various heads of departments.

STAFF RECORD MANAGEMENT

Conducting HR file audits to ensure personnel files are up to date

Maintaining and processing accurate and complete HR and employee records, custodian of employee's data, process documentation and prepare reports relating to personnel activities.

COMPENSATION AND BENEFITS

Work with the HRM to ensure monthly payroll is processed on time by providing information on any changes that may affect payroll (New hires, exits, salary increment, surcharge etc.)

RECRUITMENT, SELECTION AND PLACEMENT

Work with the Human Resource Manager and Heads of Departments to plan for human resource needs consistent with hospital growth and expansion.

Work with the HRM and Heads of Departments to develop job descriptions for new positions and update the same for existing positions when need arises.

Assisting in identifying and advertising job vacancies

Shortlisting candidates, plan for interviews.

Assist in reference checks and onboarding process of new hires.

STAFF TRAINING AND DEVELOPMENT

Assessing training needs for various cadres of staff, formulate a training and development policy

EMPLOYEE RELATIONS

General administrative tasks in HR department.

REQUIREMENTS

MINIMUM REQUIREMENTS/ QUALIFICATIONS

Higher Diploma In Human Resource Management.

Customer Care training.

3Years working experience managing a HR department.

Registration with IHRM

PERSONAL CHARACTERISTICS & BEHAVIOURS

Strong work ethic and desire to achieve goals.

Excellent Computer Skills.

Attention to detail and able to multitask.

Excellent Organizational skills.

Good Customer service skills.

High level of concentration. Strong written and oral communication skills

Problem solving, conflict resolution and crisis management skills.

Analytical and decision-making skills

Good interpersonal skills and a team player.

Honest and Ethical

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