

## Human Resource Officer at Tenwek Hospital

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### Job Description

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Tenwek Hospital is a Christian community committed to excellence in compassionate healthcare, spiritual ministry, and training for service to the glory of God.” The hospital was founded in by missionaries from World Gospel Mission and has since grown to be a leading teaching and referral hospital in the region and one of the largest mission hospitals in Africa. It is a non-profit faith-based organization, a ministry of Africa Gospel Church and in partnership with World Gospel Mission. It has a capacity of beds and offers a wide-range of quality and affordable primary and specialized healthcare services.

### Key roles and Responsibilities

Coordinate end to end recruiting process and support recruiting efforts by guiding hiring on best practices in recruitment and selection to attract key talent in liaison with HR Manager

Coordinate the performance management cycle from objectives setting to performance monitoring and year-end review for the Hospital, ensuring timely submission of reports and their analysis within the hospital.

Promote learning and development culture and coordinate the end-to-end training and development process for staff including planning and logistics support.

Coordinate General HR operational processes including leave balances, policy reviews, improved employe experience,

communication, filling, and documentation and updating the HRIS.

Assist with labour relations initiatives through ensuring compliance with the Collective Bargaining Agreements as well as the company rules and regulations in the Hospital;

Provide support and advice on staff welfare matters related to staff medical, DOSH, Team building, HR activities and

programs and people-related and issues facing the Hospital;

Prepare the human resource forecasts for the departments in consultation the Heads of Departments in scoping and

justification of proposed and existing roles in line with the business strategy by recommending optimal staff establishment;

Support compliance with policies with the labour laws requirements and procedures and implementation of resolutions for audit findings

Initiate the separation process and lead the exit of the employees from the Hospital;

Support in developing payroll advice reports.

Support CBA negotiations and implementations as well as general employee relations.

Develop monthly HR reports e.g., staff cost, staff establishment, attrition data, etc.

Advise Heads of Departments and line managers on appropriate disciplinary process to determine the most prudent approach;

Hold regular meetings with Head of Departments and line managers to establish needs as relates to all HR matters including staffing needs, succession planning, attrition, etc.

Ensure that staff have relevant professional licenses and that all other documentation relating to their profession are updated and valid to ensure compliance with required standards and regulatory needs, and

Any other responsibilities that may be assigned to the job holder by the supervisor from time to time

## Qualifications, Skills and Experience

Bachelor's degree in Human resource management, Social Sciences, Business Administration or any other business related field from a recognized institution.

Certified Human Resource Professional (CHRP) qualifications

Holder of Higher Diploma in Human Resource Management is an added advantage.

Must be registered in good standing with a valid practicing license from the Institute of Human Resources Management

(IHRM).

Minimum of 5 years' experience as a HR generalist with 2 year's at supervisory level.

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