

Human Resource Officer at World Agroforestry Centre (ICRAF)

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Job Description

The World Agroforestry Centre, is an international institute headquartered in Nairobi, Kenya, and founded in . The Centre specializes in the sustainable management, protection and regulation of tropical rainforest and natural reserves.

Overview

ICRISAT wishes to recruit a ICRISAT seeks applications from dynamic Kenyan Nationals for the Human Resource Officer for the Institute's operations in East and Southern Africa. This position will be based at ICRISAT, Nairobi, Kenya. The incumbent will report to the Manager – Human Resources with administrative reporting to the Country Representative. Through this position ICRISAT's national workforce is supported in all aspects of the Workforce Lifecycle, recruitment, selection, remuneration, rewards & recognition, on-boarding, performance management, workforce relations, learning & development, deployment, and separation). The position will be responsible for frontline interface between Workforce Members, Leadership and functional HR specialists in the region.

Duties and responsibilities

Provide HR professional advisory support for all stages of workforce life cycle in consultation with Manager – Human Resources.

Provide advisory role to workforce members and managers on workforce management, on-boarding, policy interpretation, learning and development, advancement and recognition and other day-to-day HR-related issues.

Anchor a robust & seamless recruitment and selection process as defined in the Institute policies and Recruitment SOP

Ensure Quality-of-hire as per Institutional standards, for each vacancy filled through the recruitment process

Administer various workforce life cycle-related transactions including Contract Renewals, Probation Confirmation, Performance Appraisals, Disciplinary cases, Separations and Exits ensuring global consistency in consultation with the Program Director.

Organize multiple channels of workforce connect and utilize available channels Internal Communication.

Closely work with new joiner, throughout their probation period and administer early contract modalities (probation) process.

Organize and serve on various HR and Regional level committees and take the lead on facilitating key corporate HR related events.

Ensuring Service Level Agreements are met while delivering operational responsibilities

Vendor Management of relevant HR initiatives (Specialist area) –

Working closely with Manager – HR in designing and executing organization level HR initiatives

Requirements

Education, knowledge and experience

Post Graduate Degree /Master's in Human Resources

Experience of at least 5 years in a Business HR or HR Generalist role.

Personal attributes and competencies

Planning, organizing and execution skills

Has knowledge of facilitation and presentation skills

Strong communication skills, both verbal and written

Ability to interact confidently with Senior Leadership

Proficiency in Microsoft excel and power point

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