

## Human Resource Officer at Yehu Microfinance Services Limited

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Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Our Story Genesis of Yehu and Its brief history Yehu Microfinance began as a project of CHOICE Humanitarian in with female members in a small rural village in the Kwale County, Kikoneni located in the former (before the promulgation of the new Constitution) Coast Province of Kenya. The initial group was formed to mobilize savings among its members to inculcate the saving culture, though the need for credit provision quickly became apparent, and in the year the first loans were disbursed. YMSL Mission Empowering rural communities through access to innovative, affordable and sustainable financial solutions in a socially responsible manner

### Responsibilities

Develop and implement HR strategies and initiatives aligned with the overall business strategy,

Management of employee relations by addressing demands, grievances or other issues,

Manage the recruitment and selection process,

Support current and future business needs through the development, engagement, motivation and preservation of human capital,

Develop and monitor overall HR strategies, systems, tactics and procedures across the organization,

Nurture a positive working environment,

Oversee and manage a performance appraisal system that drives high performance,

Maintain pay plan and benefits program,

Assess training needs to apply and monitor training programs,

Report to Head of HR & Admin and provide decision support through HR metrics,

Ensure legal compliance throughout human resource management.

### **Qualifications**

Minimum Education: Undergraduate degree in Human Resource Management from a recognized University

Exposure in supervision role in similar profession i.e. in HRM for at least 3 years.

Confidence & persistence: having confidence in own knowledge and skills i.e. understanding of Strategic Human Resource Management orientation.

Excellent interpersonal skills – able to align staff with the right culture, values and attitude, building employees commitment, influencing sustainable staff and organizational productivity.

Excellent communication skills- Promotes the image of the organization at all times to all the stakeholders through practical demonstration of the Core values and all other policies.

Proficiency with Microsoft Office products required; strong working knowledge of Microsoft Access & Excel among other data analysis tools is preferred.

Ability to plan maintains focus and positive attitude during high volume of work while multi-tasking with changing priorities.

Self-motivated, efficient worker with high standards for quality of processes and results who can work independently.

Quick learner that is methodical and analytical who possesses excellent organizational and people management skills.

Intrinsic desire to continuous learning.

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