

## Human Resource Officer at Zizi Afrique Foundation

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Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

s for existing and new positions

Leads staff recruitment and hiring processes, including advertisement, interviewing, reference checking and contracting

Manages the staff separation and exit processes

Onboards new staff through a comprehensive induction program with all departments

Supports the Executive Director in managing staff welfare, and grievance handling

Manages the staff compensation and benefits packages as per internal policies and local law requirements

Liaises with insurance providers to efficiently take care of staff health and safety

Manages the daily worksheets platform, and prepares simple briefs to the Executive Director

Coordinates the staff performance cycle, including target setting, quarterly and annual staff appraisals

Updates and prepares the monthly staff payroll and liaises with the finance department in respect to any changes that affect the annual budget

### Record Management

Manages confidential HR staff records

Collects HR data and information as required and prepares basic reports

Manages leave records for the organization, including the HR software

Attends Management team meetings to present briefs on HR

### **Staff Training and Development**

Coordinates the identification and documentation of staff training needs

Manages the staff training budget and schedules

Coordinates all other aspects to yield staff motivation and satisfaction.

### **Qualifications**

#### **Minimum Requirements**

Bachelor's degree in human resource management or equivalent

8-10 years' experience in a similar HR role

Registered (and up to date) member of the Institute of HR

#### **Skills and Attitudes**

Excellent knowledge of various HR functions such as pay & benefits, recruitment, on boarding, evaluation, training & development

Good understanding of labor laws and disciplinary procedures

Proficient in MS Office

Outstanding organizational and time-management skills

Excellent communication and interpersonal skills

Strong integrity and ethical standards

#### **What we Offer**

A humane and homely work environment, with a very active staff welfare

A challenging and dynamic work environment, quite fast-paced

Intellectual environment where ideas are shared and challenged

Competitive salary (KES ,-,) with benefits including a super health insurance, pension scheme and lunch

Space to innovate, and the expectation of independent working.

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