

Human Resource Officer II at Population Council

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); In Kenya, the Council leads research and develops programs to reduce maternal mortality; build protective health, social, and economic assets for adolescent girls; reduce HIV transmission; respond to sexual and gender-based violence; address disrespect and abuse in maternity care; assess various service integration models; assess whether reproductive health voucher programs can help vulnerable populations access critical reproductive health services; and strengthen evidence for programs related to unintended pregnancy and unsafe abortion. The Council helped the Kenyan government develop its first population policy in , and played a key role in establishing the Population Studies and Research Institute at the University of Nairobi. The Council initiated a regional capacity-building program that led to the formation of the African Population and Health Research Center in , now a leading independent research institution. The Council sustains the Africa Regional Sexual and Gender-Based Violence Network, a coalition that meets annually to review best practices for strengthening and integrating medical and legal services for survivors of sexual violence.

RESPONSIBILITIES:

Recruitment and selection – 30%

Coordinate the recruitment efforts including assisting with staffing requisitions, drafting and posting job descriptions, scheduling interviews, advertising vacancies, screening resumes, schedule interviews, ensure a positive interview experience for the candidates, coordinate reference checks, hiring and orientation processes;

Ensure that all necessary recruitment documentation is completed, and processes conformed to;

Ensure that recruitment of new staff is in line with program budgets and salary structure;

Ensure that consultants, research assistants, and other temporarily staff are engaged as per Council policies and procedures and in compliance with local labor laws and Kenya Revenue Authority requirements;

Coordinate the documentation of interns and ensure that they are appropriately placed supervised and mentored.

Talent management – 25%

Manage the performance systems and tools including probationary process, regular performance evaluations, discipline / corrective action, professional development, and termination;

In consultation with Senior Management Team (SMT), conduct regular organizational, job, and individual training and development needs analysis;

Serve as a resource for in-house orientation on HR management and related subjects;

In consultation with SMT, establish and regularly review standard and generic job descriptions, for all positions;

Ensure that PC Kenya understands the Council Appraisal process, monitor the implementation of the appraisal systems and maintains a full record of all local performance appraisals;

In consultation with SMT, identify areas for staff development and provide guidance to staff in accomplishing their development objectives;

Maintain up-to-date records of:

i) accurate and appropriate job descriptions and ensure the PC Kenya employees have copies of these job descriptions and

ii) staff contracts

Grievance Management – 5%

Advise supervisors on personnel management issues and staff disciplinary actions;

Assist staff with the resolution of grievances;

In close communication and collaboration with the Director of HR, the Council's Legal Counsel, and the Executive Director, deal with grievances and appeals in disciplinary cases, and advise SMT on legal implications;

Advise the Executive Director, the Office Manager, and Thematic Leads on any legal matters that may require HQ involvement.

Termination – 5%

On termination of service with PC/Kenya ensure that ensure compliance with termination procedures, including completion of appropriate forms and notification of relevant service providers.

Benefits and Administrative Duties -35%

In close consultation with Kenya staff, review and manage health insurance benefits and discuss concerns with service providers;

Generate purchase orders for all HR related procurement of a confidential nature;

Ensure HR-related support is provided to all PC/Kenya staff;

Participate in meetings of office management, operations, and program teams as required;

Help identify and allocate office space, computer, etc.;

Foster and organize staff activities;

Perform any other relevant duties as required by the Executive Director.

QUALIFICATIONS:

Master's degree in human resources or human resource management.

3 years post-qualification experience as a human resources officer or in a similar position.

Membership and/or certification from a recognized Human Resources Professional Body

Evidence of implementing human resources policies.

Excellent working knowledge of current Kenyan labor laws.

Proven communication skills including fluency in speaking/reading/writing in English.

Exposure to and interest in staff development.

Previous demonstrated ability to work as part of a team and interact with all levels of staff and management.

Demonstrated disposition towards ethical and non-discriminatory behavior that will act as a role model for others.

Strong organizational and time management skills.

Detail-oriented and sensitive to confidential information.

Good human relations skills and proven integrity.

Strong organizational and team-building skills, attention to detail, and ability to work both independently and collaboratively and produce under a heavy workload with competing priorities with minimal supervision.

Expertise with MS Office applications (Word, Excel, Access, Outlook, PowerPoint) and web-based communications platforms.

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