

Senior Human Resource Manager at The Center for International Health, Education and Biosecurity (CIHEB)

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Job Description

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Ciheb is an international health, education, and research center founded by the Institute of Human Virology within the University of Maryland, Baltimore's School of Medicine. The center is comprised of a network of international experts who work with local stakeholders to combat infectious and non-communicable diseases in resource-limited regions of the world. Ciheb currently implements programs in seven countries. Our expertise is in technical assistance for health service delivery (with a particularly strong history of improving service delivery for HIV/TB prevention, care, and treatment; and for associated infectious and non-communicable diseases), training and equipping human resources for health, quality improvement, health information and research, and outbreak surveillance and biosecurity. Ciheb works at all health system levels, and all our programs incorporate facility and community-based programming.

Job Summary

The Senior Human Resource (HR) Manager is a strategic leader responsible for developing and implementing effective HR Management Strategies aligned with Ciheb-Kenya's vision and mission. This role involves overseeing Talent Acquisition and Resourcing, Talent Management and Succession Planning, Compensation and Benefits Management, Performance Management, Risk Mitigation and Audits, Employee Relations and Welfare, HR Planning and Management, and Administration. The Senior HR Manager ensures

compliance with labor laws, fosters a high-performance culture, provides guidance and support to employees and managers, and maintains efficient HR processes and systems. Additionally, the Senior HR Manager plays a crucial role in promoting employee engagement, well-being, and organizational success.

Duties & Responsibilities

Develop and implement a comprehensive Human Resource Management Strategy aligned with organizational goals to enhance staff engagement and drive high performance.

Provide strategic leadership and support senior management during change management initiatives.

Establish and enforce HR policies, systems, and procedures that facilitate effective people management, resulting in improved performance, motivation, and HR service delivery.

Ensure employee compliance with Ciheb-Kenya's internal policies, external regulations, and labor laws while sensitizing staff about policies, especially zero tolerance policies, and upholding institutional values.

Proactively plan workforce requirements in collaboration with line managers, ensuring talent acquisition for both short and long-term needs.

Lead talent sourcing efforts, including recruitment, hiring, reference checks, and orientation plans and procedures.

Lead and manage talent development processes, including training, mentorship, and coaching initiatives.

Develop insights and analysis of people-related business issues and opportunities.

Identify and address talent gaps through succession planning activities in collaboration with leaders and managers.

Implement strategies to maintain a highly capable workforce aligned with the organization strategy.

Apply reward/compensation management policies, including annual merit increases, salary structures, job evaluation procedures, and reward objectives.

Provide guidance to managers and employees on salary administration and reward programs.

Develop a high-performance culture by implementing organization and team design solutions with measurable performance indicators and improvement plans.

Ensure job descriptions and performance targets are up to date and reviewed regularly.

Administer performance management processes to align employee performance with program goals and assist in creating and retaining high-performance employees and teams.

Minimize, identify, and mitigate potential risks associated with staff employment, including safeguarding strategies, data protection, and compliance with HR policies, donor regulations, labor laws, and other legislation.

Report any detected legal risks to the Chief Executive Officer and suggest preventive actions.

Ensure strict compliance with labor laws, collaborating closely with the legal team on disciplinary matters.

Prepare for and support regular HR and administration audits and actively participate in safeguarding and risk management committees.

Facilitate employee communication and services while advising on disciplinary, grievance, and conflict resolution procedures.

Manage staff health policies, including medical insurance contracts and statutory obligations.

Ensure compliance with the Data Protection Act in all HR and administrative processes.

Establish and maintain an efficient filing system for HR files, ensuring strict confidentiality

Qualifications

A Master's degree in relevant field with a Bachelor's degree in HR Management is a must.

Post graduate diploma in Human Resources Management.

A minimum of Eight years of progressively responsible experience in human resource

management. With at least four years in HR supervisory role and senior management.

Proven experience managing and working in an HR management capacity with large multi-cultural teams.

Exceptional interpersonal communication skills.

Must have proven strong HR systems and process skills

Past supervisory experience a must.

Professional HR qualification highly desirable

Must have proven strong HR systems and process skills

Must be a registered member of IHRM

Working experience in Donor Funded Institution is desirable.

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