

JOB DESCRIPTION- HR & ADMINISTRATION SENIOR OFFICER

Job Title: HR & Administration Assistant (Ivy Kihara)	Reports to: Financial Controller
Department: Administration	Job Grade: D(Officers)
Head of Department: Financial Controller	Position Type: Contract
Direct Supervisees	Front Office & Administration Assistant
Location: Nairobi	Date: June 2024
Job Purpose The HR & Administration Assistant is responsible for maintaining employees' records, coordinating recruitment processes, managing employee relations, and providing general administrative support to the broader organization. The position is also responsible for promoting a positive working environment and managing employee engagement.	
Key Responsibilities	
• Develop and implement organization HR policies and procedures and ensure compliance. • Coordinate the organization end-to-end recruitment process which include job posting, candidate sourcing, screening resumes, coordinating and scheduling interviews. • Prepare employee's contract letters, promotions, transfers and terminations. • Lead new hire onboarding to ensure smooth transition for new employees. • Manage offboarding processes, including exit interviews and documentation. • Maintain updated employee records and files with an easy retrieval process, ensuring accuracy and confidentiality. • Coordinate employees training sessions, workshops, and development programs in line with identified training needs. • Manage employee relations in line with organization policies and labour laws which include disciplinary process and grievance processes in line with the labour laws. • Respond to employee inquiries on HR policies, benefits and procedures in a timely manner. • Assist with payroll processing by collecting and verifying employee records for payroll input e.g. NSSF, PIN, and NHIF numbers. • Utilize HR software and systems for data entry, accurate reporting and record keeping. • Support and coordinate the organization performance review management. • Prepare HR reports and documents as requested for decision making. • Oversee the office administration team to ensure smooth operation of the office. • Prepare drivers roster and monitor implementation of the same. • Manage employee benefits e.g. health insurance and pension scheme. • Manage the office lease to ensure it's always up to date • Keep an up-to-date record of employee's annual leave, sick leave and compensatory time off	

• Keep an updated fixed asset register (Liaise with finance). • Keep track of all bank guarantees and ensure they are renewed in good time • Ensure that all health and safety measures are implemented, communicated and monitored and that Office premises comply with legislative requirements. • Ensure that full office security measures are always in place, including procedures for staff and visitors. Ensure that the Office premises comply with legislative requirements. • Any other responsibility as delegated by the management	
Minimum Knowledge, Qualifications and Experience required for this role	
• A Higher National diploma in Human Resource Management • At least minimum 3 years' experience in a similar role in a busy HR environment • Demonstrated supervisory skills. • Proficiency in using office software and HR systems. • Knowledge of HR policies, procedures, and employment laws • Experience in office administration and HR support	
Role Related Competencies (Behavioural Indicators):	
• Strong interpersonal skills • Excellent communication skills (Verbal & written) • Excellent organizational and time management abilities • Reliable and thrives working in a busy environment. • Ability to work as part of a teaming a fast paced and pressured environment. • Flexible and willing to adapt quickly to changing procedures. • Attention to detail and ability to maintain confidentiality. • Maintain a professional and presentable appearance.	
Key Performance Indicators	
• Employees satisfaction levels with HR services and support • Adherence/compliance to organizational HR policies and labour laws and ensure zero litigations. • Accurate and complete employee records with minimal audit errors • Timely recruitment for any open or new positions • Timely & accurate HR reports for management decisions	
Key Relationships	
Key Relationships	Employees Third party providers (Insurance, consultants etc)
Approvals	
Reviewed by: Direct Supervisor	Signature:
Reviewed by: HR & Administrative Assistant	Signature:

Received and Accepted by Jobholder	Name:
	Signature:
	Date:

Start Date Immediately
Budget 80,000KES Gross