

JOB DESCRIPTION – HR & ADMINISTRATION MANAGER



Job Title: HR And Admin Manager	Reporting to: Chief Executive Officer
Department: HR And Admin	Location: NAIROBI
Band: 2	Date: 11/10/2020
<p>Job purpose: The HR and Admin Manager participates in the details of the day-to-day responsibilities of Human Resources Department. Performs job duties within the Sacco's Policies and Procedures. Identifies problems and proposes solutions. Obtains approval prior to acting outside established Sacco Policy. Acts as liaison between employees and management. Oversees the departmental budget utilization and participates in the development, coordination, implementation and administering of personnel policies, procedures, and programs which address: employment process, employee benefits, compensation, labor laws, employee, relations, and records management.</p>	
<p>Key Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Develop and monitor implementation of effective human resources strategies and policies in line with the Sacco strategy. • Recruit, deploy and retain quality talents for the Society for optimal alignment of Human Capital to the strategic mandate. • Coordinate organizational training needs assessment and plan training and development interventions in line with the overall strategy for improved performance. • Develop and maintain a cohesive and flexible performance-based culture that will deliver on the Society's objectives. • Review the Society's organizational structure for optimal establishment to support business processes and ensure effective manpower and succession planning. • Develop and maintain competitive remuneration and grading structures. • Develop and maintain robust administrative systems on records management, transport, and office maintenance. • Manage employee relations, welfare, safety, and health to foster a conducive work environment and ensure legal compliance. • Coordinate and supervise the administrative function and outsourced services of the organization including security services, management of the office premises, facilities and all office equipment and property and ensure safety in the work place and provision of working tools. • Provide strategic direction on administration of the Society through development and implementation of administrative strategies, policies, procedures, and systems. • Supervise direct reports work and other administrative matters. • Review performance of direct reports. • Identify training needs for direct reports. • Participate in the recruitment of staff within the department, mentor and coach staff. • Maintain and monitor the integrity of the Human Resources Information Management Systems for accurate employee data. • Develop and monitor implementation of the Human Resources and Administration Departmental budget for cost management. 	

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- Provide leadership and ensure efficient and effective management of staff and resources in the HR department.
- Coordinate and ensure the successful implementation of change management initiatives.
- Ensure implementation of management directives on administrative matters.

Knowledge: Qualifications & Experience:

- Bachelor's degree in Human Resource Management or in social science or related field.
- Higher National Diploma in Human Resource Management.
- MBA/MSc -HRM Option an added advantage.
- Minimum of 8 years' hands-on experience.
- Knowledge of computer applications.
- Membership of IHRM and practicing Certificate from IHRM
- Knowledge of the current Kenyan Labor Laws

Personal Attributes required for this role:

- Conflict resolution skills
- Excellent written and spoken communication
- People oriented and results driven
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation, and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the Sacco.

Experience:

At least Eight (8) years working experience in the Human Resource field, five of which in a similar role.

Interested candidates meeting the above requirements should apply online by filling in the data form from the link, <http://www.kimisitusacco.or.ke/hrandadminmanager>

The data form must be filled in full. Incomplete forms will be disqualified. In addition, the applicants must send Application letter with a detailed CV, Certificates and Testimonials to jobs@kimisitusacco.or.ke by November 24th, 2020. Clearly state the subject of the email as **HR & Admin Manager**.

Shortlisted candidates shall be contacted within 30 days.

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