



CARE *for* AIDS

BODY+SOUL

CARE for AIDS is a Multi-Centered Christian NGO that exists to empower people to live a life beyond HIV/Aids. With our Headquarters in Limuru town, we have extended our services in five other regions in Kenya, Tanzania and Uganda.

We are seeking to fill a vacant position of a **Human Resource Officer** to be based in **Limuru**.

Job Purpose

The Human Resources Officer will be responsible for the implementation of effective HR activities such as recruitment, selection, on-boarding, performance management, reporting and other related HR initiatives to support a safe and healthy work environment for the achievement of organizational goals. This role will report directly to the Manager Human Resource. This position will be an initial one year engagement with a probability of extension based on satisfactory performance and availability of funding.

Key Responsibilities

- Sourcing: Recruiting, Contracting and On-Boarding
- Working closely with the Human Resource Manager, you will play a critical role in ensuring that we are hiring the best possible talent and achieving staffing objectives
- Coordinating recruitment with Heads of departments to ensure the organization always has sufficient, skilled and qualified talent.
- Preparing and posting job advertisements.
- Advising Heads of Departments on the recruitment process, their responsibilities and outcomes
- Conducting reference checks for finalists
- Preparing employment contracts
- Onboarding new employees in liaison with the hiring functions

Compliance

- You will support the organization to comply with the Employment Act 2007 and internal HR policies.
- Consistently review policies to ensure relevance and compliance with the labor laws
- Implement organizational HR policies and procedures.
- Work closely with the Finance Manager to ensure compliance to all statutory deductions
- Support the implementation and coordination of disciplinary procedures as per the HR policy
- In liaison with heads of departments, schedule regular trainings in areas covered in the HR policies, standard operating procedures, etc



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Performance Management

- Work closely with Heads of departments to ensure all staff understand the performance management processes and procedures
- Coordinate performance appraisals in liaison with the heads of departments
- Ensure all performance management records are properly maintained and securely stored in the HRIS

Learning and Development

- Coordinate and sometimes conduct relevant trainings, refreshers and other capacity strengthening activities like team building, coaching and mentorship

Staff Health, Safety and Welfare

- Ensure compliance to organizational health and safety policies
- Coordinate health and safety activities such as trainings and audits
- Ensure timely acquisition of medical benefits for existing and new staff

HR Administration

- Reviewing, updating and/or developing job descriptions
- General administrative support as requested, data entry, filing, transaction letters, creation and maintenance of employee files.
- Respond to basic questions in areas such as HR process and timelines, employee policies, procedures and basic benefits inquiries
- Assist in processing any HR claims such as WIBA
- Maintain the Kenya, Uganda and Tanzania-based data on the HRIS
- Participating in all HR related meetings including those scheduled with the CFA

Minimum Requirements

1. Bachelor's degree in Human Resources or Business Management or related field
2. Higher Diploma in Human Resource management if the degree above is not in HRM
3. Must be a registered member of IHRM
4. Conversant with the Kenya Labour laws
5. 3-4 years' work experience in a busy and complex HR department
6. Strong written and verbal communication skills
7. Excellent analytical skills
8. Excellent organizational skills
9. Strong communications and good interpersonal skills
10. Strong ethics reliability and dependability
11. Confidentiality of information



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12. Must be an active member of a local church
13. Ability to work with minimal supervision and under pressure
14. Understand and adhere to the CFA Statement of Faith.

If you meet these requirements, please send your application letter and CV only to: recruitment@careforaidske.org by **Thursday 26th March 2020**. CFA is an equal employer and canvassing will lead to disqualification. **Email subject:** Human Resource Officer