



Job Announcement

GNI is an international humanitarian and development NGO established in 1991 in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development project. We provide help and expertise through relief and development projects in sectors of education, health, water and sanitation, advocacy, child rights protection, income generation, environment and climate change, disasters, and emergency relief.

GN Kenya is seeking ***transparent, passionate and qualified*** candidate to fill the position of ***HUMAN RESOURCES OFFICER***

Location: Head Office (Ruiru, Kiambu County)

Employee Terms: Fixed Term contract

Key Responsibilities

- Staff recruitment which includes developing job descriptions and person specifications, preparing job adverts, short listing and interviews.
- Staff onboarding and offboarding.
- Maintaining personnel files and ensures that files are up to date.
- Working closely with departmental heads in managing performance management.
- Processing, verifying and maintaining documentation relating to personnel activities such as recruitment, training, grievances, performance evaluations, and reference checks.
- Reviewing HR policies and handbook to ensure compliance with labour laws.
- Human Resource reporting and administration: Timely and accurate updating of the HR reports.
- Carrying out HR audit to ensure that the organization is compliant with legal requirements
- Managing and Coordinating staff welfare functions such as seminars, conferences and trainings.
- Ensuring execution of day-to-day operations at the HR department and resolving operational issues.
- Ensuring Human Resource Management and administration of service delivery to staff as well as Human Resource Operational support to Business and implementation of HR Policies.

- Providing guidance on policies and procedures that need to be implemented in the organization and educate employee about them.
- Leave management
- Talent Management
- Any other responsibility that you may be called up on to support in your department.

Qualifications and skills

- Bachelor's degree from a reputable university
- Professional HR qualification from the Institute Of Human Resources Management
- At least 2 years' experience in human resource administration
- Knowledge of labor laws
- Excellent organizational skills, self-directed and ability to work under pressure
- High level of confidentiality
- Possess strong client-relations, interpersonal, written and oral communication and analytic skills.

Please send your applications enclosing Certificates, testimonials and resume stating current and expected remuneration on or ***by 9th February 2024*** to administration@goodneighbors.ke

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