

HUMAN RESOURCE AND ADMINISTRATION MANAGER

Job Description

Job Title:	-	Human Resource and Administration Manager
Department:	-	Human Resource and Administration
Position reports to:	-	Managing Director
Job Titles of Persons Supervised	-	a) HR and Administration Officer b) Payroll Officer

Grade **NWC 3**

1 Job Summary:

Responsible for providing leadership in developing, implementing, and managing the services, programs, and activities of the Human Resources Department, including recruitment, selection, and retention of employees, compensation and benefits administration, labour relations, grievance and discipline, succession planning and performance appraisal.

2. Overall objectives:

Reviewing, developing and implementing best practice human resources policies and management programs in line with the overall company business strategy and objectives.

3. Key Duties and Responsibilities:

- a) Formulate and regularly review, update and implement human resource policies and procedures
- b) Manage the compensation, health and safety programs and ensure regular human resources surveys are conducted to ensure terms are in line with comparative companies
- c) Ensure effective implementation of all functions relating to manpower and succession planning and human resource administration in the Company
- d) Manage staff recruitment, selection and placement process to ensure the correct fit and size of employees in relation to the company strategy
- e) Review and maintain the staff complement in liaison with Heads of Departments and overall company strategy

- f) Ensure effective handling of grievances, conflicts and disciplinary issues
- g) Develop, review and maintain updated job descriptions for all positions in the company
- h) Develop and implement staff training and development programs through regular skills and training needs analysis to ensure employees have the appropriate skills in line with their job skills requirements
- i) Manage the performance management and appraisal programs to ensure staff growth and development contributing to the overall growth of the business
- j) Administer salaries, payroll and staff benefits
- k) Prepare and control human resources and administration budget
- l) Ensure employee welfare and leave programme is adhered to as per the company policy
- m) Maintain good labour relations by ensuring compliance with existing labour laws
- n) Perform any other lawful duties relevant to this role as may be assigned from time to time

JOB SPECIFICATION:

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| Education Qualification | <ul style="list-style-type: none"> - Degree in Human Resources Management, OR
A degree in Social Sciences, or Business Studies AND a diploma in HRM from a recognized institution. |
| Professional Qualifications | <ul style="list-style-type: none"> - Should be a member of a recognized professional body such as Institute of Human Resources Management (IHRM) |
| Other Competencies | <ul style="list-style-type: none"> - <ul style="list-style-type: none"> a) Be experienced in working in a multi-cultural environment. b) Good knowledge of labour laws and practices c) Must have excellent interpersonal skills and communication skills d) Ability to work under pressure and with minimal supervision e) Be a team player who is self-motivated and detail-oriented. f) Be a problem solver orientation g) Computer proficiency |

Work Experience - At least Three (3) years working experience in a management or supervisory position.

4. PERFORMANCE INDICATORS

- a) Implementation of Effective policies and procedures
- b) Staff training programs and number trained per program
- c) Number grievances, disciplinary cases properly handled and concluded successfully
- d) Continuous implementation and practices of improvements where necessary Timely recruitment of Staff
- e) Accuracy of staff data and records
- f) Standard of support provided to management
- g) Availability of records and information within required period

5. CONTACTS ARISING FROM THE JOB

(List contacts which exert significant influence on the work of the jobholder)

Within the Organization

- a) Managing Director
- b) All other managers
- c) All staff

Outside the Organization

- a) Employer organization – FKE
- b) Service Providers like hospitals, insurance c companies, NSSF and NHIF
- c) Training providers.
- d) Government Departments
- e) Union Officials

6. AUTHORITY/DECISION MAKING

The position involves making decisions within the existing Kenya Labour Laws, the policies and procedures of the company and making recommendations to the Managing Director and management team as deemed appropriate.

7. SPECIAL WORKING CONDITIONS

As a member of the management team, the job-holder will be required to work long and/or odd hours from time to time.