

VACANCY ANNOUNCEMENT

About Gold Star Kenya

Gold Star Kenya (GS Kenya) was established in 2010 as a local Non-Governmental Organization; GS Kenya was born out of the success of the Gold Star Network, a social franchise program initiative established in 2006 to promote comprehensive quality HIV care amongst a network of private health providers in Kenya. GS Kenya implements health related projects in Kenya providing HIV care and treatment, as well as other health services in the areas of family planning/reproductive, maternal, newborn, child, and adolescent health (FP/RMNCAH), nutrition, and water, sanitation, and hygiene (WASH).

Working Here

We value our employees, and we believe our organization offers friendly working environment and a balanced work culture that inspires self-growth and professional excellence where individuals are inspired to live and driven by our core values:

- Teamwork
- Integrity
- Community engagements
- Quality
- Innovation

Where we work

Driven by our mission of empowering communities to achieve better health, our current team is spread across six counties in Kenya.

We are seeking to fill the position of **Senior HR Admin and Operations Officer** to be based in **Nairobi** on a **1-year fixed-term contract renewable subject to availability of funds and performance.**

The **Senior HR Admin and Operations Officer** will report to the **Executive Director.**

Position Summary:

The Senior Human Resources /Administration / Operations will manage and/or coordinate operational functions Human Resources (HR), Administration, Fleet. S/he is responsible for the implementation of human resources processes and operations functions – systems, processes and staffing in support of the achievement of the organization objectives. S/he will drive the strategic HR agenda and ensure that HR practices and processes are efficient, up to date and satisfactory to both employees and organization.

Duties and Responsibilities:

Human Resource Management

Strategy and organizational culture: Develop a HR Strategy and ensure that the organization is resourced to deliver on its strategic objectives; ensure that all aspects of the HR function promote an organizational culture of collaboration, teamwork, transparency, accountability, and inclusiveness. Participate in driving forward the creation of a healthy work culture

Workforce Planning and Recruitment:

Coordinate staffing plans and perform full cycle recruitment activities for positions in the organization portfolio through posting jobs, interviewing, reference checks and contracting processes. Maintain recruitment best practices within the recruitment cycles and continuously reviewed the effectiveness and quality of recruitment policy, procedures and strategies. Work with senior management team and senior staff on new staff retention strategies and initiatives. Ensure proper on boarding process. Ensure oversight and consistency in position titles and grades, across all field locations

Human Resources Policies and Support:

Develop and implement HR strategies, policies and procedures that guide the management of employees to govern management of human capital.

Ensure continuous improvement of HR systems and policies, in line with internal and external best practices and Kenya's legislation and regulations.

Compensations & benefits:

Work with internal stakeholders to build the organizations remuneration framework, promoting attraction, motivation, and retention of employees in accordance with budget availability. Manage employee benefits such as medical, GPA and provident funds.

Performance Management:

Lead the performance management process. Ensure the effective and timely implementation of the appraisal process, including mid and end of year reviews and support of the ongoing monthly /quarterly/ biannually meetings.

Staff development, engagement, and career progression: Develop and support staff development, through the regular processes of staff appraisal and feedback, goal setting, professional development, and career development to ensure that all employees have the opportunity to fulfil their career potential.

Employee Relations: Proactively respond to and manage performance counselling, employee grievances and disciplinary issues as required, with a focus on building manager competency. Act as an impartial mediator in disciplinary procedures and ensure it is administered in an equitable and fair manner and meets all legal and labor regulations and requirements. Lead people well-being initiatives.

Duty of Care: Ensure the organization meets its Duty of Care towards all employees including building awareness on well-being and implementation of safeguarding measures amongst ALL staff.

Talent Management: Ensure that the business is proactive in the interactions with staff; by ensure the staff are well equipped to perform their duties. Plan, organize, review and direct a wide range of training and development activities, in response to the organizations plan. Consult with line management regarding available performance improvement programs, conduct orientation sessions and arrange for on the job training for new employees and those allocated new responsibilities

Staff Records:

Manage staff files and records and ensure all required documents are submitted accordingly.
Manage employment contracts as guided by the organization policies and existing national legislation.

Provide oversight and updating of the HRIMS systems and generate routinely required reports.

Leave management.

Timesheet management

General Administration

Manage day-to-day office operations; oversee and coordinate overall office activities and provide administrative support to the executive leadership

Manage relationship with facilities management; coordinate office maintenance and support needs

Operations Management

Manage or coordinate operations functions – systems, processes and staffing – that meet GSK standards, donor requirements, and local regulations and support high-quality programming. Collaborate with programming leads to ensure appropriate project expenditures in line with financial plans and proper stewardship of material sources.

Coordinate and monitor day-to-day operations to ensure support services are delivered with high quality in an efficient manner. Identify and help address challenges that affect the proper stewardship and optimal utilization of program assets and resources (financial, human, and material). Proactively manage security and mitigate security risks.

Minimum Requirements and standards

Master's degree in Business Administration or related field

Bachelor's degree in Human Resource Management or Higher Diploma in Human Resource Management or any other business related field from a recognized institution.

Minimum of 7 to 10 years' experience in a generalist human resource management role

Professional Certification (CHRP-K) desired

Member of IHRM Kenya

Previous experience in NGO is preferred.

Ability to manage large volume of work independently, accurately and in a timely manner.

Solid understanding of local labor laws

Working knowledge of administrative, HR procedures, and business systems (such as HRMS, timekeeping, fixed asset management, etc.)

Ability to work with managers to assess complex issues pragmatically.

Ability to define problems, establish facts, analyze situations and make decisions.

Solid communication skills and decision-making capabilities based on analytical skills and critical thought processes.

Proficiency in MS Office and HR Information Management systems is required.



How to Apply:

Gold Star Kenya has a competitive compensation package and is an equal opportunity employer. Interested candidates are encouraged to apply via email to: gskenya-hr@goldstarkenya.org. Please quote the **Job Title** provided on the subject line while sending your application & CV in one folder (pdf format) including salary requirements and availability to be received by **July 16, 2024**.

Kindly note that only shortlisted persons will be contacted.