



Vacancy Announcement

Introduction:

Global Compact Network Kenya is a leadership sustainability initiative that is working to support companies in Kenya and Uganda to translate their company's commitment to the UN Global Compact Ten Principles and put the Sustainable Development Goals (SDGs) into action. The Network brings together over 300 signatories to the United Nations Global Compact and 1000 others to the Code of Ethics for Business in Kenya, including several of Kenya's large companies, small and medium-sized enterprises, and nonprofit organizations to advance corporate sustainability. Participation in the UN Global Compact and membership to the Kenya Network gives companies the opportunity to make a statement about their values and is revolutionizing how companies do business responsibly and keep commitments to society.

Global Compact Network Kenya is located at Principal Place, Westlands, Nairobi. The specific terms of reference and person specifications for the position are as follows:

Designation: Global Compact Network Human Resources Manager
Reporting to: Executive Director (ED) – Global Compact Network Kenya
Contract Type: Two years renewable.
Location: Global Compact Network Kenya Office at Principal Place- Westlands, Nairobi.

Job Purpose:

To offer oversight to, and coordination of, the Human Resource Management functions at Global Compact Kenya for effective delivery of the organization strategy.

The objectives of this position will be met through the following key tasks:

- I. Develop and implement Human Resource Strategy and annual Human Resource plans in line with the Global Compact Kenya business strategy
- II. Prepare, propose and manage the HR operating and capital budgets with clear ROIs.
- III. Develop, implement, and evaluate staff career and succession plans, progression and development to ensure staff attraction, retention, motivation and job satisfaction
- IV. Conduct training needs analysis and baseline attitude surveys to design and implement relevant training programmes aimed at building capacity by equipping staff with the necessary knowledge, skills and behaviour characteristics in line with the strategic plan.
- V. Manage talent acquisition and provide recruitment services to ensure that the organization has a critical acquisition of qualified human resource with the required

competencies and designing on-boarding programmes in accordance with approved organization requirements.

- VI. Monitor the implementation of performance management framework, analysing the staffing levels in the organization and recommending proposals for succession planning
- VII. Provide strong leadership in developing an enabling culture that will spur employee engagement, performance and drive business growth.
- VIII. Provide guidance in the development, interpretation, implementation and review of human resource management policies, standards and guidelines
- IX. Manage and administer staff compensation and benefits including timely and accurate payroll processing, staff medical and insurance schemes in accordance with company policy.
- X. Coordinate the implementation of grievance handling mechanisms, recommending appropriate action to resolve problems in adherence to appropriate labour laws as well as assisting employees to find satisfactory solutions to personal problems.
- XI. Design and roll-out staff welfare programmes
- XII. Promote Health and safety policies within the organization geared towards an improved safe working environment.
- XIII. Support to Human Resources Committee of the board in setting HR strategies, designing HR policies and execution of the policies for effective Human Capital management to deliver business goals.
- XIV. Initiate best practices in the management of the human resource function.
- XV. Any other tasks as may be delegated by the Executive Director

Essential knowledge, skills and competencies

- Good understanding of the business and ability to develop supportive HR strategies
- Aptitude in labour laws and practices applicable in the Kenyan employment market
- Knowledge and application of effective performance management systems and tools
- Skills and ability to develop and implement effective organization policies and procedures for the organization
- Knowledge of staffing best practices, HR planning and ability to design and execute talent management strategies
- Skills in planning and administration of compensation, reward and recognition systems and related strategies
- Ability to conduct HR research
- Competence in execution of Human Resource best practices
- Good Interpersonal /people management skills
- Counselling and dispute /grievance handling skills
- Proficiency in computer applications
- Experience with quality management standards

Qualifications:

- I. Bachelor's degree in human resource management
- II. Master's degree in Human Resource Management or its equivalent will be an added advantage
- III. Over 7 Years' experience in Human Resource Management, 4 years being at management and leadership level.
- IV. Experience working in a Business Member Organization is highly desirable.
- V. A Certified HR Practitioner (CHRP) in Kenya
- VI. Membership of the Institute of Human Resource Management in good standing
- VII. Registered HR practitioner

UN Global Compact Values: Integrity; Respect for Diversity; Professionalism.

How to Apply:

Qualifying and interested candidates should submit their **Cover letter and CV only** to hr@globalcompactkenya.org and apply on the link [Here](#) indicating the word **"Global Compact Kenya Human Resource Manager** on the subject line of the email to reach us **not later than Friday, December 20, 2024 at 12 noon.**