

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Programme HR & Administration Officer

REPORTS TO: Corporate Services Manger

REPORTING TO POSTHOLDER: None

LOCATION: Nairobi with frequent field travel as the programme requires

DURATION & HOURS: Full-time & fixed term, renewable based on performance and availability of funds.

PURPOSE OF THE ROLE

The purpose of this role is to ensure that HR support function is managed effectively, efficiently and professionally to achieve objective in the ***Empowering Youth in Sustainable Aquaculture Markets and Jobs creation program*** implemented by Farm Africa in partnership with Mastercard Foundation. The programme aims to tap the potential offered by the aquaculture sector for entrepreneurship and employment, building knowledge and capacity so that young people, especially women, are attracted by the opportunities and growth potential offered by working in aquaculture and mariculture. The programme will cover Kakamega, Kisumu, Homa Bay, Busia, Siaya and Kilifi.

The officer will be responsible for providing responsive high quality service to HR issues and administration in areas of recruitment & selection, HR database, contracts processing, record management and staff separation.

KEY TASKS AND RESPONSIBILITIES

Human Resource Management

- ✎ Communicate with the hiring managers and make sure all necessary information is captured in the job description as per Farm Africa JD template. Schedule interviews, invite candidates, carry out background checks.
- ✎ Ensure that hiring managers are periodically updated on the status of staffing requests and conduct longlisting of the application submitted
- ✎ Post the vacancy announcements, and ensure shortlisting are made in consultation with the Corporate Services Manager (CSM) and hiring managers;
- ✎ Coordinate arrangement of written tests, interview, and other selection processes and maintains proper documentation of the selection process
- ✎ Provide HR induction to the newly hired staff and ensure required department inductions are conducted as per the recruitment procedure/plan
- ✎ Maintain staff files, regularly updating them and ensuring safe storage at the designated areas both physical and digital.
- ✎ Prepare a checklist and review the employee records in light of the checklist and take appropriate measures in case of incompleteness.
- ✎ Facilitate annual policy refreshment program for staff to understand the policies e.g. safeguarding policy, conflict of interest and the code of conduct

- ✎ In collaboration with the Corporate Services Manager support to prepare the consultants contracts as per the programme activities.
- ✎ On monthly basis collect and report on the HR KPI data
- ✎ Follow up and collect all the performance appraisal/and or probation and mid-term reviews by ensuring that it is done within time.
- ✎ Maintain and record every new employment, transfer, promotion, salary adjustment, salary scale revision, resign, terminated activities
- ✎ Ensure the separated employee has completed clearance on time
- ✎ Track staff contract's expiry dates and advice for renewals
- ✎ Compile payroll data and forward for approval

Administration

- ✎ Ensure that the offices are compliant and certificate renewals for Occupational Safety and Health Act (OSHA) are valid.
- ✎ Ensure employee leave records are compiled and administered well
- ✎ Make sure that all the offices leases are up to date and valid. Manage communication with the landlords/property managers for efficient running and maintenance of the office premises
- ✎ In collaboration with the Corporate Services Manager ensure staff benefits are administered well i.e. medical and pension.
- ✎ Maintain the service agreements with service providers to ensure value for money
- ✎ Ensure that staff have the tools/assets for work and report any malfunction or repairs.
- ✎ Maintain and record every new employment, transfer, promotion, salary adjustment, salary scale revision, resign, terminated activities
- ✎ Update organization security plan
- ✎ Oversee and follow up on proper filing of all communication, correspondence,
- ✎ Any other duties assigned from time to time

These essential functions are not to be interpreted as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required. All work responsibilities are subject to having performance goals and/or targets established.

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
A Bachelor's degree in HR management, Business Administration or any other equivalent qualification from recognized institution	Diploma in HRM or similar relevant qualification
Experience	
Minimum 3 years work experience in HR & Administration or related field	Experience working knowledge of HRIS systems

Preferably with International or Local NGO experience with good knowledge of HR best practices and standards.	
Must have HR professional certification e.g. IHRM	
Skills & abilities	
Prove project management skills across matrix team	Strong customer service ethic and abilities
Ability to maintain confidential information	Ability to exercise considerable judgment and discretion in dealing with matters of significance for the company
Must have a sound work ethic, excellent communication skills and work well both independently or as members of a team.	Computer literacy
Have good spoken and written communication skills;	
Excellent written and spoken English language skills;	
Strong relations management abilities. Ability to relate with people at all levels both internal & external	

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

EXPERT: Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

GROUNDLED: Our teams and partners work closely with local communities, engaging them in every level of decision-making.

IMPACTFUL: We deliver long lasting change for farmers, their families, and the environments they live in.

BOLD: We model innovative approaches and are not afraid to challenge strategies that are failing.

HOW TO APPLY:

If interested in this role, please apply via this link

<https://www.brightermonday.co.ke/listings/programme-hr-administration-officer-07g84x>, so as to be received by **Thursday 18th January 2024**.

Only short listed candidates will be contacted.

Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees).