

## ADMINISTRATIVE/HUMAN RESOURCE OFFICER – ADRA KENYA

Adventist Development & Relief Agency (ADRA) is an International faith-based Non-Governmental Organization (NGO) with its presence in more than 120 countries worldwide and its headquarter based in Silver Spring, Maryland, USA. ADRA Kenya was registered as a non-profit organization in Kenya on March 11, 1993 and has been involved in many development and relief activities in different parts of the Country. Currently, ADRA Kenya has programs in the Western, Eastern and Northern parts of Kenya.

ADRA Kenya is seeking to recruit an experienced individual to fill the position of **Administrative/Human Resource Officer** in its head office in Nairobi.

**Purpose of the Position:** Provide leadership and technical support in Human Resource Management; ensure ADRA Kenya has competent, engaged, and productive human resources; responsible for human resource matters of the organization; main contact person in all HR matters; people acquisition and development; administration of policies, programmes & practices in HR and will be in charge of staff wellbeing; Responsible for the office administration.

### Position Details

Position title: Administrative/Human Resource Officer

Duty Station: Nairobi

Start date: Immediately

Reports to: Country Director

### Key Responsibilities

- Support in interpretation, advising and communicating to employees the HR policies & procedures, changes and updates and ensuring adherence.
- Facilitate recruitment & resourcing of employees; employment contract administration, monitoring orientation for on-boarding employees, probation reviews, performance management, staff development, termination of contracts etc.
- Responsible for the administration of various benefit schemes including insurance & pension scheme
- Recommend revision and updates of HR policies & procedures, and Wage Structure
- Staff well-being: Organizes staff retreats or outings, staff's special events and voice staff concerns.
- Create, check and maintain personnel files for all staff ensuring all documentation is complete, update and file confidential personnel information and documents, ensure relevant documents are kept in their respective files

- Office Administration Management: Receive and attend to external visitors or clients and assist with their needs
- Responsible for the travel ticket reservation and travel arrangements
- Responsible for general administrative matters of the agency

### **Key Competencies**

- Excellent interpersonal skills.
- Ability to work well with diverse teams.
- Ability to work with minimum supervision and take initiative.
- Ability to solve problems and take corrective action.
- Exposure working with HRIS System
- Knowledge of labour laws

### **Academic and Professional Qualifications**

- Bachelor's Degree in Business Management (Human Resource option) or a business related discipline from a recognized university or Institution
- Higher Diploma in Human Resource Management.
- Full Member of the Institute of Human Resource Management with a practicing certificate
- Good command of computer software including MS Excel, MS Word, and Human Resource Information System
- Must be a CHRP(K) or level III CHRP Student

### **Relevant Requirements**

- Minimum of 5 years working experience, 3 of which should be at a similar position
- Experience in a Not-for-Profit organization is preferred.
- Being a Seventh Day Adventist Church member is an added advantage

### **To Apply**

- Cover letter – of no more than one A4 page, addressing why you're the person we're looking for.
- Curriculum Vitae – no more than three A4 pages (including references)
- All applicants should quote their salary expectation

Given how crazy we are about simplicity and excellence; it is in your own interest to adhere to the limits outlined above.

Interested candidates, meeting the above specifications are advised to apply to [jobs@adrakenya.org](mailto:jobs@adrakenya.org) by latest December 17, 2018.

Only shortlisted candidates will be contacted.