

JOB DESCRIPTION

Job Title	HR & ADMINISTRATION ASSOCIATE
Current Job Grade	N/A
Department	HR
Section / Unit	ADMINISTRATION
Location/Work Station	HEAD OFFICE – NAIROBI
Reporting Relationships	
Reports to	HR Business Partner
Direct Reports	<ul style="list-style-type: none"> ○ HQ Office Assistant
Indirect Reports	N/A
Job Purpose c	
Working closely with the HR Business Partner, the role-holder will provide full operational, HR advisory and administrative services to employees and stakeholders in line with the HR & Administration policies and strategy.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
a) Supervise Office Assistants in the unit, dividing responsibilities to ensure optimum performance.	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a. Execute workforce planning, talent management, development and on-site support activities to optimize staff resources. b. Keep management abreast of disciplinary issues, handle the disciplinary process, and document evidence and any warning letters. c. Coordinate employee health and safety programs in line with policy. d. Coordinate pay and benefits administration and payment- facilitate the completion of payroll as well as related compensation and benefit documentation. (On-time remittance compliance; PAYE, NSSF, NHIF, HELB, NITA Levy) e. Coordinate HR projects –e. g e-learning, surveys and role management. f. Ensure staff job reviews and updating of the job descriptions are up-to-date to the company expectations. g. Continuous assessment of workforce engagement against output per department and advise management on the same. h. Facilitate contracting and onboarding of new staff in line with business needs and recruitment policies. 	

- i. Assist in planned staff welfare activities as well as coordination of event logistics.
- j. Responsible for day-to-day HR admin activities such as leave and attendance management.
- k. Custodian of accurate employee records/files, maintenance, regular update and proper storage of staff files in line with internal guidelines. Ensure high integrity of personnel data records
- l. Assist in the management of the exit process, conduct exit interviews where applicable, ensure full clearance and follow up on the processing of final dues
- m. Support all internal and external HR-related inquiries or requests.
- n. Assist with performance management procedures.
- o. Produce and submit reports on general HR activity
- p. Support maintenance of an online Human Resource Information System (HRIS) to meet top management informational needs.

Procurement Roles

- a) Assist in developing and maintaining strong relationships with vendors, subcontractors, and suppliers
- b) Encourage continuous improvement in competitive bidding practices
- c) Track and schedule all stationary, equipment, and personnel purchase orders
- d) Track inventory levels and manage purchasing activities
- e) Together with the HRBP develop and maintain inventory control procedures
- f) Assist in reviewing supplier proposals and invoices.
- g) Together with the finance department, track and report budgets by month, budget variance, and actual budget
- h) Assist in developing cost control plans.
- i) Coordinate with staff and outside agencies to ensure materials, equipment, and services are available when needed.

Job Dimensions:

Role makes:

- Supervisory decisions – on day-to-day coordination of staff and use of resources
- Analytical decisions - reviewing and interpreting data and information and options to inform decision-making and the execution of responsibilities
- Operational decisions – for day-to-day work tasks

IV. Working Conditions

Environment/work surroundings - Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include their own office with a desk and access to a telephone line with the outside world.

Job Hazards – Describe the nature of possible physical injury, illness, personal risk or reputational risk that the jobholder is exposed to while carrying out the job. State the frequency and probability of exposure.

No.	Hazard/Risk	Frequency

Job Competencies (Skills Job Knowledge, Experience and Attributes).
Academic qualifications
<i>Postgraduate Diploma or Bachelor's Degree in Human Resource Management or its equivalent from an institution recognized in Kenya</i>
Professional Qualifications (Special training or Membership to professional bodies).
<i>Active membership of IHRM is highly desirable (CHRP Certification)</i>
Previous relevant work experience is required.
Having a minimum of 3 years of progressive experience in an HR and Administration role, with exposure in procurement, contract management, or supply chain will be an added advantage.
Functional Skills, Behavioural Competencies/Attributes:
<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ○ Working knowledge of all facets of HR with an understanding of HR concepts, best practices, Employment/Labour laws and regulations. ○ Experience in a customer service environment with demonstrated experience in active listening, analytical skills and problem-solving. ○ Prior experience working with cross-functional business units, business acumen and workplace conflict management will be an added advantage. ○ Knowledge of and/or experience in Benefits, Compensation, Recruiting, and Payroll ○ Effective HR administration and people management skills. ○ Ability to exercise effective judgment, sensitivity, and creativity to changing needs and situations ○ Good computer literacy - Proficiency in MS Word, Excel, PowerPoint and Outlook ○ Exposure to HRMIS ○ Excellent verbal and written communication skills ○ Demonstrable excellent skills in prioritizing, planning and superb organization even under pressure and agreed deadlines. ○ Excellent reporting and presentation skills ○ Beyond HR skills in procurement, office administration, accounting etc will be an added advantage <p><u>Behavioural competencies:</u></p> <ul style="list-style-type: none"> ○ A desire to make the world a better place, and a passion for creating social impact through education. ○ Flexible and resourceful; the ability to work in a fast-growing institution. ○ Keen attention to detail

- High standards of ethics and confidentiality at a personal and professional level
- Good interpersonal skills and teamwork
- Self-motivated, having a strong work ethic and able to work under minimal supervision.

Approvals:

	Name	Signature	Date
Jobholder	_____	_____	_____
HOD	_____	_____	_____
HR	_____	_____	_____