



HR ASSISTANT JOB DESCRIPTION

Reporting to: Human Resource Manager.

We are seeking to hire an HR assistant who will provide human resources support to the Human Resources department functions and adhere to the laid-out policies and procedures within the department and across the company.

Responsibilities:

HR Business Partnering

- Offer support to the assigned departments on all aspects of people management.
- Work with respective line managers to ensure that all employees plan and take their allocated leave days within the year.
- Check that all absences are justified and that the leave policy is adhered to, including supporting documentation.

Performance Management

- Work closely with managers from assigned departments to ensure that all staff have goal sheets and job descriptions and that these are clearly communicated to each staff.
- Work closely with line managers to prepare performance review schedules. Send out alerts/reminders to line managers for probation and PIP reviews.
- Carry out quarterly performance analysis and work closely with respective line managers to instigate applicable performance management measures

Recruitment, Selection and Onboarding

- Ensure all staff details are correctly captured in the payroll system
- Ensure timely and proper filing for all staff correspondences in the staff physical files
- Participate in the hiring process including advertising, and making job offers to candidates and giving feedback to unsuccessful job candidates.
- Carry out background checks and obtain references from previous employers and referees to determine applicants' credibility.
- Work with the respective offices to ensure that applicable tools of trade (e.g., workstation, stationery, email address, vehicle, computer, airtime, PPEs etc.) are in place before a new employee joins the organization.
- Carry out orientation for new staff members. This includes staff on short-term contracts.

Employee Relations

- Support new staff members through weekly follow-ups during their first month, to ensure smooth transition and settlement into their new roles. Work with respective line managers to address any concerns raised promptly.

- Keep minutes for all departmental meetings and ensure timely closure of the identified areas of improvement.
- Conduct quarterly employees' surveys, and compile feedback and action on the identified areas of improvement.
- Ensure a smooth off boarding process for staff members leaving the organization. This will involve checking that the employee is cleared from all departments (returns company property, notifying IT and payroll about personnel changes, and preparing any paperwork the employee might need to sign and timely processing of final dues).
- Conduct exit interviews for staff members leaving the organization and compile the findings report.

Staff Training and Development

- Conduct staff training to new staff on HR policies and procedures including temporary contract staff.
- Carry out training needs assessment in liaison with the respective line managers

Payroll Management

- Monthly company payroll processing – ensuring timely salary payments and timely filing of monthly statutory returns with the relevant bodies.
- Ensure all the inputs (new employees, salaries, benefits, deductions, loans including HELB, salaries on hold) are included in the monthly payroll report.

HR Reports

- Compile HR reports from the various HR processes (performance management, recruitment, disciplinary, off boarding, employee engagement, etc).
- Perform other duties as allocated.

Skills and Qualifications

- Diploma in Human Resource Management or Certified Human Resource Professional qualification (CHRP).
- Minimum of 2 years of experience in a HR-related position.
- Proficiency in Microsoft Excel, Microsoft Word, Outlook, and PowerPoint.
- Knowledge of labour laws and government regulations that concern workplaces and employment matters.
- Thorough understanding of human resource practices and industry trends.
- Ability to manage deadlines and stressful situations.
- Attention to detail.
- Strong interpersonal and communication skills.
- Highly motivated individual.
- Flexibility – be open to change and new information; rapidly adapt to new information, changing conditions, or unexpected obstacles.

How to Apply

If you are up to the challenge and possess the necessary qualifications and experience; please send your application quoting the job title on the subject **Human Resource Assistant** to **hr@kenyabankers.coop** before **16th January 2024**.