

Renewed Partnership for Sustained Health Outcomes

Organization	Health NGOs Network (HENNET)
Title	Human Resource (HR) Officer
Reports to	Finance and Administrative Manager (FAM)
Location	Nairobi, Kenya
Job Level	Intermediate

Background

The Health NGOs Network (HENNET) was founded in 2005 and registered in 2007 as an NGO with a goal of coordinating and networking the CSOs in the health sector. This came as a result among the players that a common platform among the CSOs dealing with health-related issues in Kenya was necessary for purposes of collaboration, sharing of experiences and advocacy. HENNET has a membership of over 112 members as of 2023 which comprises of both local and international Non-Governmental Organizations (NGOs), Faith-Based Organizations (FBOs) and Research Institutions working in all the 47 Counties in Kenya but all focused-on health and health related issues. The various members have diverse health-related interests but all share on the vision of having a healthy Kenyan society.

Vision: Vision: A healthy and empowered Kenya Society

Mission: As a network we promote civil society's roles and engagements to transform Kenya's health sector.

Hennet abides by its zero tolerance Policy on Corruption and Sexual Exploitation, Abuse and Harassment.

Overall, Purpose of this role

The HR Officer will ensure that staff access timely and quality HR services. This role reports to the Finance and Administration Manager with occasional interaction with the Executive Director advising her on staff and HR-related issues and conflicts. The Human resource Officer will support the FAM in the day to day running of the administration and procurement units.

Duties and Responsibilities

Human resource and Administration

- Organize and coordinate the recruitment, minimum supervision.
- Process contracts and tracking the same for timely renewals as per policy.
- Ensuring employees' payroll data is up to date, statutory requirements are complied with and monthly payroll changes are communicated to the FAM ahead of the payroll processing.
- Update and maintain the HR information systems as assigned.
- Support audit process by providing data as demanded and directed.
- Support management of the staff probation process.
- Work closely with FAM in preparing staff separation documents for settlement
- Coordinate the performance management process and communicate capacity gaps from the process to the relevant team leads.
- Support the performance evaluation exercise.
- in collaboration with the relevant managers, coordinate training and learning activities.
- In consultation with the relevant managers, conduct reviews and update job requirements and descriptions for all positions.

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- Prepare monthly HR reports and submit to FAM & Executive Director.
- Provide guidance and support with staff leave management & organize and maintain employee records (leave, benefits, vacation).
- In conjunction with the FAM, update and maintain HR policies and procedures.
- Sensitize all staff & partners on work place policies, & ensure all staff sign off/comply with work place policies.
- Ensure employee payroll data is up to date and statutory requirements are met
- Ensure employee health, safety and welfare.
- Implement and communicate disciplinary procedures and dealing with employee grievances.
- Ensure HR documents are filed appropriately both physically and electronically.
- Do regular employee satisfaction surveys and provide recommendations to management.
- Manage the staff health scheme.
- Advise the SMT on any staff issues and conflicts.

Requirements

- A Bachelor's degree (or equivalent) in human resources management, or business administration
- A higher diploma in Human Resources from an credited institution IHRM membership
- Minimum three (3) years relevant working experience preferably in an NGO setting.

Personal attributes and competencies:

- Good understanding of labor laws, Human Resources practices, policies, concepts, and procedures.
- Ability to prioritize, multi-task, and maintain flexibility in a fast-paced, changing environment with ability to work under tight deadlines.
- Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint) and data analytics tools
- Effective problem-solving and analytical skills
- Ability to work with well within teams in a diverse setting

Working Relations Internal: Interacts regularly with the Finance and Administrative Manager. S/He is peer to other program officers, MERL officer, Communication & Media Officer.

External: Interacts HENNET members, Health and HR Regulatory Bodies and Other likeminded organizations.

How to apply: Please apply with your CV and cover letter as one file with the Job Title of Position Applied for on the subject line to the Human Resource: recruitment@hennet.or.ke to be received not later than **27th October 2024 at 5.00pm.**

We will not accept applications without a CV and covering letter. Please indicate expected salary on the cover letter.