

People and Development Officer

Job Title	People & Development Officer	Probation Period	3 months
Location	Nairobi with travel to counties	No. of Direct Reports	2
Reporting to	Director, People & Development	Budget Responsibilities (Y/N)	N

Marie Stopes Kenya (MSK) has been operational in Kenya for 35 years. It is the largest provider of family planning services and offers life-saving and life-enhancing services to men and women of all ages through a range of sexual and reproductive health service through its own clinic outlets, a network of franchise outlets and the marketing of RH commodities. In addition, MSK has an MCH 24 bed nursing home in Nairobi.

This post reports to the Director - **People and Development** and provides essential administration of a range of HR functions enabling the smooth running of Marie Stopes Kenya. In addition to the delivery of effectively administered HR functions, the incumbent will manage a lean team of office and care assistants.

Stationed within the People and Development department, the position is part of a team that provides active support to all teams by ensuring that systems, policies and procedures are adhered to. Specifically, the HR Function led by the Director operates to enable the strategic engagement of human resources in excellent sexual and reproductive health operations through: planning, recruitment, selection, remuneration, development and retention with policy and practice that results in high quality performance by excellent staff.

Key Responsibilities

1. Assist in the recruitment and selection of staff in line with the organizations' policies and requirements
2. Manage new staff on boarding schedules
3. Maintain an effective Human Resource Management Information System (HRMIS) system through accurate data entry; ensure that both physical and electronic staff records are stored securely and are private and confidential.
4. Manage staff leave and attendance records
5. Draft HR related documents such as letters, memos and contracts.
6. Respond to HR queries from staff as required.
7. Ensure that changes in staffing by way of exits, promotions, are well documented.
8. Manage the HR files. This includes ensuring accuracy and completeness of files.
9. Ensure that all staff members are registered for NSSF, NHIF, WIBA, among others
10. Write and file minutes for staff meetings, town hall meetings or as requested
11. Maintain a database of staff lists for compliance purposes

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12. Conduct reference checks for new hires
13. Process payments both internally and externally for suppliers and contractors for the departments.
14. Manage staff exit processes including exit interviews and hand over of MSK property.
15. Manage short-term staff contracts. Ensure that contracts are well managed by tracking start and end dates and send reminders to line managers when contracts near expiry.
16. Manage staff probation by following a probation tracker and ensuring that after probation assessments are done. Issue confirmation letters post-probation.
17. Liaise with service providers as required. These include the medical service providers, legal counsel, insurance provider and utility providers among others.
18. Ensure that all staff members have staff IDs and access to the HRMIS
19. Assist in payroll preparation including providing monthly inputs including new entrants into the pension scheme after successful completion of probation.
20. Assist in processing of HR related insurance covers and claims
21. Ensure that all OGMS forms are correctly filled with SMART objectives and filed in staff files. Capture all training needs from the set OGSMs and keep a database of training requests and approvals.
22. Ensure that mid and end year reviews are submitted by staff and filed in their respective HR files.
23. Manage documents on behalf of MSK for the NGO Board and Immigration
24. Submit HR documents and files as required by auditors or external parties.
25. Management of HR Interns and cleaners.

Knowledge skills and attitude

Qualifications:

- A degree in Human Resource Management with at least 2 years of progressive generalist HR experience.

Skills and Experience:

- Organisation skills are critical with high word processing and excel proficiency
- Knowledge of share point and/or strong willingness to adopt new technology critical
- Excellent communications skills internally and externally
- Confident in providing information as requested and taking initiative as required
- Proven discretion

Attitude / Motivation:

- **Initiative**
Thinking ahead and taking action to make the most of opportunities by finding the optimum solution
- **Innovative**
Thinking creatively and outside of the box so that ideas generated create a positive outcome
- **Effective Communication**
Communicating through active listening and good questioning techniques, using appropriate body language, ensuring information is clear and concise.

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- **Responsive**
Being responsive to changing priorities and demands
- **Working Efficiently**
Planning, prioritising and organising work to ensure work is accurate and deadlines are met
- **Sharing Information**
Sharing information and knowledge whilst maintaining confidentiality
- **Focus on Learning**
Taking responsibility for keeping knowledge and skills updated and for seeking opportunities to develop further
- **Commitment**
Awareness and understanding of goals, vision and values and how your role impacts on this and going the extra mile to meet role requirements
- **Driven**
Drive and determination to deliver results
- **Accountable**
Taking responsibility for appropriate decisions that you make, and the actions and behaviour you demonstrate
- **Embracing Change**
Openness to embracing change within the organisation and being able to adjust plans/activities accordingly
- **Motivated**
Motivation towards achieving quality results to maximise potential
- **Team Player**
Working as part of a team by being supportive, flexible and showing respect for each other

How to Apply

Suitable and qualified candidates should email one document combining an application letter and CV to pd@mariestopes.or.ke on or before 31st October, 2019. The subject of the email should read **People & Development Officer**. Do not attach certificates and testimonials. Marie Stopes Kenya is an equal opportunity employer and does not ask for fees at any stage of the recruitment process.

Only shortlisted candidates will be contacted.