

# JOB ADVERT

## PEOPLE & DEVELOPMENT ASSISTANT



Job Title	People & Development Assistant	Probation	3 months
Location	Nairobi	No. of Direct Reports	N
Reports to	Senior People & Development Officer	Budget Responsibilities (Y/N)	N

Marie Stopes Kenya is an NGO registered in Kenya as a local implementing partner of MSI Reproductive Choices, a UK charity. We deliver quality sexual and reproductive healthcare, family planning and other women's health services to millions of the world's poorest and most vulnerable women. We want to make sure that women have a choice when it comes to having children and that death by unsafe abortion is reduced.

We are seeking recruit the People and Development assistant who will be reporting to the **Senior People & Development Officer** and will provide essential administration support in a range of HR functions enabling the smooth running of Marie Stopes Kenya. The position holder will be part of a team that provides active support to all teams by ensuring that systems, policies, and procedures are adhered to. Specifically, the HR Functions led by the Director People and Development to ensure 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.

It is the responsibility of this role is to further our goal of **MAKING CHOICE POSSIBLE** for every Kenyan.

The role holder commits to and is held accountable to MSI Reproductive Choices core values:

Mission-driven	Client-centered	Accountable	Courageous	Resilient	Inclusive
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### Key Responsibilities

- Assist with day-to-day operations of the HR functions and duties.
- Provide clerical and administrative support to P&D executives.
- Compile and update employee records (hard and soft copies)
- Assist process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes.
- Act as a point of contact for employee inquiries and concerns, fostering positive employee relations Assist with recruitment processes like coordinate communication with candidates and schedule interviews.
- Assist in the administration of employee benefits, including health insurance, leave management, and other related programs
- Assist in preparation of orientation for newly hired employees
- Assist and maintain updated staff records in filing all staff HR records.
- Assist staff exit processes including exit interviews and hand over of MSK property
- Any other duties delegated by the P&D team members.

### Qualifications:

- Diploma or Degree in Human Resource Management or any other related Business Management studies
- At least one year of experience of progressive generalist HR experience or in administrative position

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### Skills:

- Fast computer typing skills (MS Office, in particular)
- Excellent organizational skills
- Strong communications skills

### Behaviours and Values:

Successful performance at MSK is not simply defined in terms of 'what' people achieve, but equally is about 'how' people go about their jobs and the impact that they have on others.

<b>Work as One MSI</b>	You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximize our ability to influence others.
	You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort.
	You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.
<b>Show courage, authenticity and integrity</b>	You hold yourself accountable for the decisions you make and the behavior you demonstrate.
	You are courageous in challenging others and taking appropriate managed risks.
<b>Develop and grow</b>	You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.
	You manage your career development including keeping your knowledge and skills up to date.
<b>Deliver excellence, always</b>	You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.
	You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.
<b>Leadership</b>	You inspire individuals and teams, through situational leadership, providing clear direction.
	You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.
	You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.
	You articulate a vision of the future which inspires and excites others.

### How To Apply

**Suitable and qualified external candidates** should email **one document combining an application letter and CV** to [pd@mariestopes.or.ke](mailto:pd@mariestopes.or.ke) on or before **10<sup>th</sup> May 2024**. The subject of the email should read **People and Development Assistant**. The applications shall be reviewed on a rolling basis. **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. Successful candidates must abide by MSI's Antifraud & Bribery Policy and Safeguarding Policy, including protection of children and vulnerable adults.

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**MARIE STOPES  
KENYA**