



ISLAMIC RELIEF KENYA

Kirichwa Road, Next to Kirichwa Heights Apartment

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Position	Human Resource Manager
Job Type	Full time
Reporting To:	Country Director
Qualification/ Experience	<ul style="list-style-type: none">• Master’s degree in human resources or related fields.• Minimum of seven years extensive experience in a busy human Resource Management environment in both emergency and development projects• Experience of working with similar INGOs• Certified with the Institute of Human Resource Management Kenya.
Matrix Relations	International HR Manager in UK
Location	Nairobi with frequent travels to the sub-offices
Posting Date	11 th March, 2024
Deadline	25 th March, 2024

Background

Islamic Relief Worldwide is an independent humanitarian and development organization, serving humanity for over 35 years. With an active presence in over 40 countries, we strive to make the world a better and fairer place for those affected by poverty, conflicts, or natural disasters.

Islamic Relief Kenya (IRK) is part of the IR global family and first began its work through a one-to-one Orphan Sponsorship Programme in Mandera County in 1993, then working through a local implementing partner organization. In Kenya, IR started its operations in 2004, Since then, IRK has established a full-fledged country office in Nairobi with five field offices in Mandera, Wajir, Garissa, Kilifi, Tana river counties. IRK is locally registered with the Kenya NGO Board (Reg. No. 218/051/204/0374/3386) and is governed by a Board of Directors.

IRK projects span emergency and longer-term development support for the most vulnerable and marginalized communities across Kenya. These programmes include education, health and

nutrition, water and sanitation, sustainable livelihoods, child-welfare, advocacy on the effects of climate change and other special programmes such as Qurbani and Ramadhan. Islamic Relief's work is a faith inspired, non-political humanitarian organization that does not discriminate based on race, creed, ethnicity, or gender. This commitment is also enshrined in global accords and partnerships – IR is a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement; adheres to the Core Humanitarian Standards, the Sphere Standards for Humanitarian Action, the Humanitarian Accountability Standards; IRW is also a member of the START Network and the Disaster Emergency Committee (DEC).

JOB PURPOSE

The Human Resource Manager is a member of the Country Management Team (CMT). S/he is the lead person organizational development in the aspect of human resource. S/he develops and continuously improves the Human resource strategy, systems, processes, and procedures of IRK in a manner that attracts and retain high caliber people driven by the values of Islamic Relief. S/he spearheads developing and inculcating an organizational culture that respects all, nurtures talent enabling the organization to deliver its humanitarian and development mission effectively and efficiently. S/he is the focal point for staff welfare, security, and safety.

KEY ACCOUNTABILITIES

Under the direct supervision of the Country Director, the HR Manager performs the following:

1. Lead the development, implementation and regular review of the country HR strategy, work plans, and systems:

- Develop and implement national HR policies and procedures and advise management on strategies to become an “Employer of Choice” standard.
- Maintain a strategic overview of HR trends, policies, and practices; and lead on building an effective Human Resource service at a national level.
- Lead the implementation of the HR strategy and ensure continued matching of resource capability with existing and future development and growth objectives.
- Ensure that IRK policies and procedures fully align with the National Labour Act and related directives and amendments.
- Take lead in recruitment process starting from designing Job to inductions. Consult the department heads for their recruitment needs and make a strategy to ensure the gaps are covered.
- Coordinate, the attraction and retention of the right quality of employees required with the right skills and competencies in the organization.
- Manage, track, and maintain a proper filing system related to recruitment, contracts, of personnel including renewal of contracts and health benefits.
- Conduct a job evaluation survey to identify the necessary staffing needs with the aim to ensure that IRK remuneration system is market relevant.
- Coordinate all Recruitments for Kenya Program
- Manage all payroll Systems and Supervise payments of salaries to Staff.

- Draft job descriptions for all anticipated new positions and review current Job Description to make them in line with role requirements.

2. Ensure employee engagement, development and enhance performance:

- Develop and maintain a learning-conducive environment and ensure that learning needs are identified and matched with appropriate, relevant, and cost-effective solutions.
- Manage Learning & Development, including career development and succession planning to achieve divisional goals.
- Ensure that the performance management processes are appropriately implemented, which would include performance evaluation, performance planning, and succession processes.
- Devise an effective employee engagement and reward programme, and a management development programme in line with IR values and goals; to attract, retain and motivate high performing employees.
- Submit biannual reports on performance appraisal to the Country Management Team highlighting key issues arising.
- Lead and conduct Salary survey as and when needed in consultation with Country Management Team.
- Act as a focal point for all Staff grievances related to HR ensuring that they are handled as per the organisational policies.
- Coordinate and facilitate the induction of new staff and that IRK onboarding is effective and efficient enabling new starter to settling well.

3. Lead staff welfare, safety, and security:

- Lead and administer employee health and welfare, including enrolments, changes, terminations & payment. Act as a liaison between employees and insurance providers.
- Coordinate all staff benefits payable and implement benefit Plans.
- Ensure that IRK has an up-to-date security management plan detailing the security risks and corresponding mitigation measures.
- Supervise the Security Officer ensuring that they provide up to date and time-sensitive monitoring and advice to all staff.
- Convene CMT meeting on emerging critical and safety issues as and when they occur.
- Ensure that employees are trained on Standard Operating procedures, and that the security officer provides continuous briefing and advice.

4. Administrative Matters:

- Submit the monthly report on recruitment, turnover, attendance, leave, staff count and payroll, both quantitative and qualitative
- Facilitate the visitors coming to Kenya for official business by providing relevant information on entry requirements, processing their visa, booking for accommodation and in-country travels.
- Take a lead in facilitating, coordinating, and organizing work visa, special passes and work permits for short, misterm or long-term expatriate staff.

- Manage HRIS and JCAD for HR-related matters. Ensure all staff are recorded on HRIS and all formal and informal complaints are recorded in JCAD.
- Take a lead in ER related matters. Liaise with managers to ensure staff concerns, issues and grievances are managed and handled adequately and according to the IRW policies and procedures.
- Perform any other duties as assigned by the Line manager.
- Ensure quality and economically sound recruitment.

Person Specification

- Master's degree in human resources or related fields.
- Extensive experience in a busy human Resource Management environment in both emergency and development projects
- Experience of working with similar INGOs
- Certified with the Institute of Human Resource Management Kenya.
- Ability to work on own initiative as well as a part of a team.
- Proven analytical skills and ability to think strategically.
- Effective IT Skills (Word & Excel) and experience in HR-related software and systems.
- Reporting, planning and Coordination skills.
- Communication, tact, and negotiation skills.
- Problem-solving Skills.
- Effective conflict resolution skills.
- Flexible and patient.
- Sensitivity to cultural differences and the ability to work in a variety of cultural contexts.
- In agreement with aims, objectives of Islamic Relief worldwide
- Willing to travel to field locations where conditions may be harsh.
- Respect and adhere to values and code of conduct of Islamic Relief Worldwide
- Understanding of CHS specifically HR-related standards.

Note: Please note that this recruitment, shortlisting will be done on a rolling basis.

HOW TO APPLY

Please send us your cover letter and detailed CV, including your qualifications, experience, names, and addresses of three referees, a working e-mail address and daytime telephone contacts along with proof of registration with IHRM Kenya. The forwarding e-mail and cover letter must clearly indicate the position title on the subject line. Send your application to Recruitment.irk@islamic-relief.or.ke by **Monday, 25th March 2024**.

Disclaimers: The Islamic relief does not charge a fee at any stage of the recruitment process thus during application, interviews processes, offer/ contract, or training. Islamic Relief is also an equal opportunity employer and qualified women and people with disabilities can apply.