VACANCY ANNOUNCEMENT

SENIOR HUMAN RESOURCE OFFICER

SOS Children’s Villages in Kenya is a member of the SOS Children's Villages International (CVI) Federation. SOS Children's Villages in Kenya is a child-focused Non-Governmental Organization established in 1973 to provide care and support to children who have lost or are at risk of losing the care of their biological family.

The organization’s vision is “No child should grow up alone” and its programmes are driven by the mission of “building families for children in need, helping them shape their own futures and sharing in the development of their communities”. In this regard, the organization works to reduce poverty; increase access to quality education and decent work; reduce inequalities and build strong institutions as laid out in SDGs 1, 4,8,10 and 16.

This is done through programmes that are geared towards addressing the political, economic, health and social root causes that lead to high levels of child vulnerability and put families at risk of breaking down.

SOS Children’s Villages in Kenya implements programmes in five (5) of Kenya's 47 Counties namely Nairobi, Mombasa, Uasin Gishu, Kisumu and Meru. SOS Children’s Villages programmes focus on Alternative Care, Family Strengthening, Youth Empowerment, Education, Health Care and Advocacy.

We seek to recruit suitably qualified person to become a Senior Human Resource Officer for SOS CV Kenya, based in National Office, Nairobi.

Key Functions of the Job

The Senior Human Resource Officer, under the supervision of the Human Resource & Administration Manager, will co-ordinate day to day operations and provide technical expertise and guidance in the following functional areas: Recruitment, Induction and on boarding, Performance Management and Work Development, Individual and Collective Learning and Development, Employee Relations and Compensation.

S/he will undertake various duties, which include but are not limited to:

- Reviews human resources management practices on a continuous basis, and develops new strategies and policies, which enhance the long-term commitment of the staff.
- Supports the Human Resource & Administration Manager prepare, review and monitor the annual human resource budget and ensure effective implementation of the national human resource strategy.
- Coordinates the recruitment, selection and on boarding of staff in line with internal policies.
• Prepares orientation programmes for new staff, and ensures new staffs at all levels receive appropriate orientation to the organisation.

• Coordinates staff engagement meetings at the National office and locations in conjunction with management and location programme heads respectively.

• Provides support, guidance and counsel to staff at all levels. Ensures open communication channels are maintained at all times.

• Promotes good working relationships in the organization by providing guidance and advice to management and employees on the appropriate policies and procedures with regards to disciplinary cases.

• Liaise closely with external legal counsel as required, manage labour disputes with employer bodies, government agencies, and labour relation authorities.

• Support the implementation of a vibrant performance management system in the organization to achieve quality and operational efficiency.

• Designs and supports relevant learning and development programs for all staff in order to ensure staff are provided with adequate opportunities for self-improvement and progression within the organisation.

• Supports the implementation of Compensation and Benefit strategies by coordinating periodic salary surveys, satisfaction and engagement surveys and designing compensation packages that motive staff.

**Required Qualifications/Abilities**

• Bachelor's degree in Human Resources Management OR An alternate Bachelor’s degree with a Post Graduate Diploma in Human Resources Management from reputable institutions.

• Minimum five (5) years’ relevant professional experience, preferably in an NGO set up • A master’s degree in Human Resource Management or equivalent discipline will be an added advantage

• Certified Human Resource (CHRP) Level II and III will be an added advantage

• A member in good standing of Institute of Human Resources Management Kenya, with a valid practicing certificate

• Have the ability to influence and partner with different levels of staff in the organization to build and maintain a positive work environment.

• Have a strong grasp of Kenyan labour and employment laws.

• Demonstrated Ability to analyse situations and take corrective actions, excellent quality, attention to detail, & organizational skills

• Commitment to process of continuous improvement.
- Valid certificate of Good Conduct
- Knowledge of HRIS software
- Report writing skills

**How to Apply**

If you believe your experience, competencies and qualifications match the job and role specifications described; send your application & updated CV (with details of at least 3 traceable referees one of which must be immediate former employer should be sent electronically to): Email: recruitment@soskenya.org addressed to the Human Resources and Administration Manager to reach us on or before 20th February 2022.

*Only short listed candidates will be contacted.*

SOS Children’s Villages holds strict child safeguarding principles and a zero-tolerance policy for conducts of sexual harassment, exploitation and abuse in the workplace and other places where the organization's activities are rendered. Parallel to technical competence, recruitment, selection and hiring decisions will give due emphasize to assessing candidates value congruence and thorough background checks, police clearance reference check processes.

SOS Children's Villages is an equal opportunity employer and its Recruitment Policy addresses itself to the core values of best practice, diversity and equality.