

Vacancy Announcement

The Kenya Association of Manufacturers (KAM) is a business membership organization representing over 750 leading manufacturing and value-add companies in Kenya. KAM seeks to competitively fill the following position:-

Title : HR & Administration Officer **Department** : Finance & Operations Unit
Reporting to: HR & Administration Manager **Contract Type:** Permanent **Location:** Nairobi

Job Purpose: To offer administrative support to the HR and Administration function at KAM.

Duties & Responsibilities

1. Organize and maintain all HR records including but not limited to; employment files, appraisal records, training records, leave records;
2. Support the HR section in staff recruitment, orientation and placement processes;
3. Support effective administration of HR processes including but not limited to; contracts management, disciplinary processes, staff benefits and wellbeing programmes and health and safety initiatives;
4. Support the HR Manager in implementation and tracking of company policies;
5. Generate regular reports and presentations on HR metrics like turnover rates, employee returns, training reports, policy compliance, staff facilitations;
6. Assist HR Manager to respond to staff and supervisors on human resource and work-related matters;
7. Prepare minutes of staff meetings and periodic reports to track delivery of HR services and actions;
8. Maintain an updated employees database /employment status and any changes in staff personal details;
9. Facilitation of travel logistics including accommodations, transport and processing of expense requisitions and generate related utility reports for management use;
10. Support in coordinating staff engagement / motivation initiatives and welfare activities;
11. Assist in coordination of, and participate in cross-functional team activities as required;
12. Ensure availability of adequate /conducive amenities to support work delivery including but not limited to; washrooms, stationery, workstations, refreshments etc;
13. Ensure all licenses including business permit, workplace inspections, fire inspections, etc are renewed on time;
14. Coordinate office cleanliness and tidiness within the KAM stores, kitchenettes and entire work environment;
15. Support in management and maintenance of organization vehicles and related licenses;
16. Assign responsibilities, supervise and review performance of support staff as shall be assigned.
17. Coordinate management of incoming and outgoing company mails /letters and parcels;
18. Perform other HR support tasks as may be assigned by supervisor and /or the Chief Executive.

Required Qualifications and Person Specifications

- (i) Degree in Human Resources Management and a diploma in human resources management or a degree in business discipline and a higher diploma in human resources management qualification;
- (ii) Master's degree in relevant business field will be an added advantage;
- (iii) At least three (3) years relevant work experience in a busy HR department and in a similar capacity;
- (iv) Membership to HR professional body and preferably should be a registered HR practitioner;
- (v) Excellent knowledge of HR /Administration processes and best practices is critical;
- (vi) Person of integrity and ability to maintain confidentiality;
- (vii) Ability to multi-task and get assigned tasks done to a good conclusion;
- (viii) Excellent planning, organizational skills and good reporting skills;
- (ix) Experience and demonstrated ability to work in multi-cultural environment is desired;
- (x) Excellent problem solver, team player, optimistic, interpersonal and assertive communication skills;
- (xi) Have good organizational skills, be a team player and possess keen attention to detail.

How to Apply:

Interested and qualifying candidates should complete the online application form and submit their CV and Application letter only to hr@kam.co.ke indicating the words **"HR & Administration Officer"** on the email subject line so as to reach us **not later than 8th January, 2020**. Click on Link to apply [here](#): **Only the shortlisted shall be contacted.**