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**Job Ref. No. HRO/001**

**Job Location: Kiambu**

**Role Setting: School/ Education sector**

**Position: Human Resource Officer**

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We have an exciting career opportunity for a **Human Resources Officer** within the **Human Resources Department** for our client who is in the Education sector based in **Kiambu**. The position holder will report to the **Human Resources Manager** and will be based at the client's school offices in the outskirts of Kiambu town.

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### **Role Purpose**

The Human Resources officer will provide crucial administrative support to the Human Resource manager to enhance operations. The HRO will be the first point of contact for the team thus critical in ensuring smooth functioning by addressing all issues related to human personnel functioning. The role will entail executing strategic HR tasks, fostering communication within the HR department and other business units. The role will necessitate close coordination with the school administration personnel on site.

### **Main Responsibilities**

- i. **Recruitment and Hiring:** Managing the hiring process, from job postings to onboarding.
- ii. **Employee Records:** Maintaining accurate employee records and ensuring compliance with legal requirements.
- iii. **Policy Implementation:** Developing and enforcing school policies and procedures.
- iv. **Staff Development:** Organizing training programs and professional development opportunities.
- v. **Benefits Administration:** Managing employee benefits programs, including health insurance and retirement plans
- vi. **Performance Management.** Assist in managing performance appraisal and evaluation processes.
- vii. **Conflict Resolution:** Addressing employee grievances and disciplinary issues.
- viii. Support the development and implementation of HR initiatives and systems.
- ix. Perform any other HR-related duties as assigned.

### **Key Competencies**

1. Confidentiality.
2. Strong ethic standards.
3. Attention to detail and accuracy in administrative tasks.
4. Strong communication and interpersonal skills.
5. Ability to prioritize tasks and manage time effectively.
6. Analytical and problem-solving skills.
7. Team player with a positive attitude and willingness to learn.

### **Qualifications**

1. Bachelor's degree in Human Resources Management, Commerce or any other related field.
2. Proven experience as an HR Officer, Administrator, or a similar HR role.
3. Minimum of 3 years of experience in human resources.
4. Strong knowledge of HR functions, including pay & benefits, recruitment, training, and development.
5. In-depth understanding of labor laws and disciplinary procedures.
6. Proficiency in MS Office; familiarity with HR software is an added advantage.