Administrative Officer People & Culture

Location: [Africa] [Kenya]

Town/City: Nairobi

Category: Administration/Corporate Services

Job Type: Fixed term, Full-time

<mark>You will be required to produce a current (within 3 months) Original Police Clearance Certificate or waiting receipt during interview In case you are shortlisted</mark>

Job Title : Administrative Officer People & Culture

Reporting to : People & Culture Director

Grade Level : 13

Work Location : Nairobi

Purpose of Position

Provide overall administration and coordination services for the People & Culture department ensuring that the department is administratively supported to promote child wellbeing outcomes.

Major Responsibilities

Administrative Support to the People & Culture Directorate, 40%

- Support the P & C department in the delivery of People & Culture services

- Participate in the delivery of People & Culture functions including but not limited to; Recruitment, Administration of Compensation & Benefits, Employee Relations, Learning and development, Staff care and other P and C functions as may be required from time to time

- Coordinate administrative support for the People and Culture Directorate including but not limited to offering secretariat services, consolidating reports, maintenance of office assets, equipment and maintain adequate supplies/stationary

- Prepare correspondence on staff matters; bank, visa, certificate of service, letters.

- Ensure effective and efficient facilitation of departmental meetings, events, activities and projects

- Ensure timely disbursement of P & C correspondences.

- Ensure provision of excellent front desk services to P & C visitors.

Personnel Records and People & Culture Information Management, 30%

- Develop and maintain a People & Culture document management system that ensures safe and orderly custody of P & C information both manually and electronically.

- Create and ensure completeness of personnel files that meet the compliance standards

- Ensure personnel files are up to date and are stored, updated, archived and destroyed in accordance to the WVK Policies and government regulations.

- Support in timely retrieval of personnel files for use by P and C officers, auditors or any other authorized persons.

- Ensure confidentiality of staff records in accordance to WVK polices and the data protection regulations.

- Maintain up to date key P & C records including, Polices, Business processes, Organizational structures, Annual Operations Plans etc

Management of People & Culture Information Systems, 20%

- Ensure that all People related data captured in the HRIS is 100% complete and correct

- Build capacity of staff and line Managers on utilization of People & Culture information System

- Conduct ESS/MSS orientation for new / existing staff and managers to ensure staff data on OP is always 100% updated.

- Create and update frameworks for enabling OP System functionality and ensure that staff are correctly pinned for correctness of data.

- Liaise with the P&C users on a regular basis to ensure that Our People data is accurate

- Run regular HRIS Reports to ensure that error rates are maintained at 0%

- Generate reports (gender ratios, employment changes, leave balances, turnover ratios etc..) for performance tracking and management decisions

- Ensure accurate and timely submission of annual employee census report

Collaboration & Networks, 5%

- Actively participate in roll out of P & C initiatives

- Participate in committees and taskforces, as assigned

- Participation in Inter agency workgroups and other Networks

Any other Duty assigned by supervisor or designee 5%

- Participate in Trans teams and support other initiatives by partners in the spirit of integration

- Any other duties as might be assigned from time to time

Knowledge, Skills and Abilities

- Must have a university degree in Human Resource Management, Information Sciences, Social sciences or related field

- A professional Diploma in Human Resources Management is required if the first degree is not in HRM

- Must be a member of a recognized member of IHRM

- A minimum of three years' experience in human resources generalist role

- Experience in use of Human Resources Information System

- Proficiency in computer applications.

- Experienced in cross-cultural environment.

- Must be conversant with the local and international labor legislations

- Experience in records management