

People & Culture Officer – Talent Acquisition

Location: [Africa] [Kenya]

Town/City: Nairobi

Category: Human Resources

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

Job Title : People & Culture Officer – Talent Acquisition

Reporting to : Senior Manager- People & Culture

Grade Level : 14

Work Location : Nairobi

Purpose of Position

Provide timely recruitment and employee contract management for WVK to promote child wellbeing outcomes.

Major Responsibilities

Recruitment & Selection, 40%

- Provide staffing services to the National Office ensuring that World Vision recruits the right people in the right place at the right time.
- Ensure achievement of World Vision's diverse staffing needs by providing proactive sourcing; accountable, transparent, and focused recruitment processes; and expert support to hiring managers

- Provide technical guidance to the hiring managers in the development of job descriptions and ensure that proposed jobs are subjected to pay evaluation and are aligned to the approved WVK structures.
- Coordinate and guide the selection process including short listing and interviewing candidates
- Conduct candidates screening in accordance to the WVK Policies
- negotiate pay package for successful candidates and extend employment offers to successful candidates
- Provide timely updates to the Hiring managers and P & C teams to ensure smooth staff orientation and induction.
- Ensure timely management of recruitment related conflicts and disputes
- Provide timely reports i.e. recruitment plans, interview reports and recruitment status reports.

Employee Contract Management, 30%

- Administer employment contracts, ensuring that appointments, contract renewals, contract extensions and separations are effected timely as per policy.
- Coordinate changes in employee movement including acting appointments, promotions transfers, deployments, special appointments, to ensure timely appointments and advise payroll accordingly.
- Track respective Grants Cycle and ensure timely staff contracts renewals and extensions and non-renewals are effected.
- Ensure compliance of Contract management process with employment legislation to avoid litigation.
- Process staff separations owing to resignations, terminations, retirements, end of contracts, death among others to ensure timely update of such changes on staff records, People & Culture

Information System and payroll processes and work with hiring managers to ensure timely replacements of such separated staff who need to be replaced.

- Ensure completeness and correctness of staff data on People & Culture Information Systems and conduct periodic reviews to ensure that errors are maintained at 0%
- Provide accurate and timely contracts management status reports.

Work Force planning & Grants Acquisition, 20%

- Collaborate with Directors to ensure timely development and implementation of Work Force Plans (WFP)
- Provide recruitment expertise during the Proposal development/ grant acquisition process to ensure that proposed grants have the right structures, staffing levels and Job Descriptions that meet the required standards.
- Identify and analyze staffing needs from the WFP and the Grants Acquisition process and collaborate with line managers for strategic prepositioning of staffing capacity.
- Develop and ensure updated pool of qualified candidates Contextualization and implementation of Diversity plan

Collaboration and 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 or related
- A professional diploma in Human Resources Management is required if the first degree is not in HRM
- Must be a member of a recognized human resources professional body with appropriate Certificate of Practice
- A minimum of four years' experience in human resources
- Experienced in recruiting, interviewing and conducting job evaluations.
- Have knowledge of HR Information system
- Proficiency in computer applications.
- Experienced in cross-cultural environment.
- Must be conversant with the local and international labor legislations