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Job Title: **Human Resource Officer**

**POSITION SUMMARY:**

To support Human Resource Department and the relevant departments in all Human Resource related matters and ensuring legal compliance in all activities carried out.

**DUTIES & RESPONSIBILITIES:**

**Staffing:**

- Working with the HR Manager, this includes preparing job adverts, shortlisting, interviewing, selecting candidates and further preparation of contract for both permanent and term contract employees.
- Coordinating recruitment to ensure the different sites have sufficient labor and skilled officers.
- Responsible for employee on-boarding in liaison with the hiring department
- Industrial relations and compliance
- Provide consistent policy based advise to line management and workers
- Dealing with employee grievances and implementing the disciplinary procedures as per the HR policies in liaison with the HR Manager
- Investigation of staff cases and or claims
- Coordinate disciplinary procedures
- Ensuring that all staff are fully aware of the HR policies and procedures
- Ensuring that HR practices are compliant with all relevant legislation as well as certification requirements.

**Performance management:**

- Support in the whole process of performance management, including helping employees update their performance goals in the HRIS, tracking and reporting completion of quarterly
- performance appraisals and coaching both employees and Line managers on the performance management process.

**Learning and development**

- Conducting refresher training for existing staff in areas covered in the HR Manual, standard Operating procedures etc
- Coordinating training and other capacity strengthening activities like exposure visits, coaching, team building etc
- Coordinating of training activities in conjunction with Group Head of Talent

**HR Administration:**

- Ensuring complete employee records (attendance, leave schedules, contracts) are maintained according to policy and legal requirements.
- In liaison with the HR Manager assist in the processing of warning letters, short term contracts, certificate of service and other internal correspondences
- Managing end to end process of uniformed staff separation ie clearance, terminal due Etc
- Issuing, monitoring and renewal / issuing new contracts for uniformed staff.
- Assist in processing any HR related claims such as WIBA
- Reporting and updating of Health and safety incidences and forwarding filled forms to DOSH

### **Attendance & Payroll**

- Monitoring overtime on a daily and weekly basis for uniformed staff and advising the line managers.
- Ensure all statutory deductions and payments are made on time and accurately.
- Assisting in compiling payroll and all other staff payments
- Time and attendance and payroll compilation (employees attendance management, payroll attendance inputs and any other payroll inputs) for all uniformed staff.
- Reporting; Daily, Weekly and monthly HR Reports eg Head count, accidents, disciplinary cases, turnover

### **Required Minimum Qualifications:**

- Degree/Diploma in HR management
- Member of Institute of HR Management (IHRM)
- Minimum two (2) years' HR experience in the manufacturing industry.
- CHRP or higher diploma in HR will be an added advantage
- Sound knowledge of Kenya employment law and labor regulations, compensation, performance and talent management
- Ability to maintain links with external networks (E.g IHRM, FKE, NITA etc)

### **NB: Male candidate preferred**

### **Required competencies:**

- Good knowledge of the labor laws
- Good interpersonal and communication skills
- Strong sense of urgency
- High sense of initiative
- Team player
- Good cognitive skills
- Confidentiality
- Resilience
- Integrity

If you meet the above requirement kindly apply through our email address [recruitment@cykagroup.co.ke](mailto:recruitment@cykagroup.co.ke) on or before 14<sup>th</sup> June 2024 at 5.00pm