

Vacancy name: Human Resource Officer

Region: Kenya

Hours: 40hrs a week

Reports to: Human Resource and Administration Manager

Positions: 2

Application Deadline: 3rd February 2023

ABOUT JUSTICE DEFENDERS

Picture this: an overcrowded and under-resourced prison full of men, women, or even children who have not been found guilty. This is the case for three million people around the world currently affected by the excessive use of pre-trial detention.

In many countries, suspects are detained in prison almost automatically once they are arrested. Whatever the offence. Some, yes, are guilty. Many are poor and unjustly targeted. At Justice Defenders, we want to see justice served; it's vital for all of us. What we don't want to see is people filling our prisons simply because there was no one to equip them to fight for justice.

Justice Defenders is a registered UK charity and US nonprofit. Founded in 2007, we work across Africa, training incarcerated people and prison officers to become paralegals. Our 35 prison-based legal offices in Uganda, Kenya and The Gambia are run by more than 300 paralegals. By equipping justice defenders to facilitate a just legal process, we help ensure a fair hearing at the point of greatest need. As everyone deserves the right to tell their story.

JOB CONTEXT

The Justice Defenders Kenya office is looking for an organized and efficient HR Officer to join our team. The HR Officer will be responsible for providing support to the HR and Admin team in performing various HR functions which includes recruitment, induction, performance management, personnel data management, staff training and development, organization and upkeep staff records as well providing general HRM support.

YOUR RESPONSIBILITIES

- Support recruitment processes, including developing and posting vacancy announcements, tracking and reporting on recruitment processes, screening and short-listing applications, interviewing and conducting back ground screening and reference checks for final job candidates.

- Prepare offer letters and employee contracts for new employees, and track contract expiry dates for renewal. Ensure any changes in an employee's status are adequately documented.
- Track probationary periods and ensure confirmations, extensions, or terminations within agreed timescales.
- Support the orientation and on-boarding of new employees, including preparing an orientation schedule and welcome package, orienting staff regarding employment conditions, registering staff for benefits schemes, and ensuring new staff have appropriate work space and resources.
- Assist the HR & Admin Manager in periodic review and update of Human Resources policies and procedures in line with changes in the regulatory and labour environment.
- Assist in facilitation of staff training and development programmes. This includes training needs analysis, evaluation of training, feedback to management, and coordination of special programmes.
- Administer the organization medical scheme and pension scheme i.e Liaise with medical insurance administrators for new staff medical applications and removals in a timely manner etc.
- Support in the general administration of employee leave management.
- Update data on HRIMS for accurate staff reports on a monthly basis.
- Assist with employee safety, welfare and wellness programs, and support internal communications.
- Support in Monitoring the performance management system and ensure that key dates and deadlines are met.
- Ensure compliance with all internal policies and procedures as well as external regulatory concerns and applicable labour laws.
- Manage Volunteer, trainees and Intern contracts.
- Assist in updating on google drive staff list, visitors and staff visiting prisons
- Any other duty that may be assigned by the supervisor.

YOUR PROFILE

Qualifications and experience

- Degree in Human Resource Management or Business administration from a recognized institution.
- Member of IHRM Kenya.
- Professional certification in HRM will be an added advantage
- 2-3 years' proven working experience in all functional human resource management areas and in progressively responsible roles, with sound cross-functional experience.
- Must possess high level of integrity, honesty, maturity, diligence, good attitude and commitment towards work.
- Must be a team player with good interpersonal and communication skills.
- Good understanding and application of statutory and labour laws.

Key competencies and abilities

- Proficiency in computer applications; and
- Well-developed people skills, high level of emotional intelligence; excellent interpersonal skills, and ability to develop strong trusting relationships with employees at all levels.
- Effective written/verbal communication skills, active-listening, counseling, interviewing, investigating and report writing.
- Work independently and as part of a team.
- Possess professional maturity, sensitivity with different cultures, and impeccable integrity that exemplify JDs' values on Bravery, Humility & Solidarity.

We especially encourage applications from those who have been in prison, were the recipient of free school meals, or are from the first generation of their family to attend university and from those who consider themselves to be part of minority groups.

Like to apply?

Kindly visit [this link](#). Applications should be received by the stipulated deadline. Please note that only short-listed candidates will be contacted.