

Ujamaa-Africa is an NGO that promotes economic empowerment, personal security and health for vulnerable women through prevention strategies. We are continuously conducting research and scaling up our interventions and have thus far demonstrated a dramatic decrease in the prevalence of rape in the areas we work in.

**Position: Admin & HR Manager.**

### **Job Summary**

The Admin & HR professional will lead, direct and manage the day-to-day Human Resources and Administrative activities to help meet organization needs.

The A&HR Manager will provide oversight and guidance to the development and monitoring of processes related to recruitment and retention, compliance, compensation, benefits, training and development; as well as oversee administrative functions.

Location: Nairobi

Terms: Fixed term (Renewable 1-year contract)

### **Duties and Responsibilities include, but are not limited to;**

#### I. Recruitment and Retention:

- Develop and oversee a recruitment process.
- Review job advertisements prior to posting, screen CVs, conduct telephone screenings, coordinate interview teams, participate in interviewing candidates and ensure that documentation is collected and recorded/filed.
- Oversee all labour engagement of the organization and manage the new hire orientation and exit process.

#### II. Compliance and Record Keeping:

- Update HR databases through the ERP Software with different information such as new hires, terminations, leaves, warnings, and days off.
- Management of employee records and contracts.
- Track leave database, eligibility, availed and closing balances of leaves and provide this information on monthly basis to the Finance Manager for payroll input.
- Manage timesheets for office, ensuring timely submission, approval, accuracy, and filing.
- Support in the development and implementation of HR policies and procedures.
- Annually review the Personnel Handbook recommending amendments needed due to changes in local conditions or labour laws.
- Maintains compliance with state and local employment laws and regulations, and recommended best practices.

### III. Office Procurement and Asset Management:

- Participate in the negotiation and procurement of office services and supplies in line with the procurement policy and processes, oversee deliveries from suppliers and keep accurate records.
- Manage quotes and service provider relationships with all UJAMAA AFRICA service providers and suppliers.
- Maintain service level agreements and monitor performance against these, taking improvement actions where necessary.
- Implement and monitor organization's procurement policies and procedures.
- Maintain assets register in liaison with the Finance team.
- Ensure effective procedures for procurement, issuing and monitoring the use of furniture and equipment.
- Manage local insurance provision for furniture and equipment

### IV Financial Administration:

- Ensure accuracy of invoices before handing them over to Finance for payment.
- Review relevant supporting documents relating to the processing and payment of supplier invoices.
- Liaise with Finance on supplier's payment, statement reconciliations and handle any queries/complaints.

### V Payroll and Budget:

- Coordinate with Finance Manager in the preparation of monthly Payroll.
- Advise the management on appropriate staffing levels.
- Allocation of staff time in reference to donor budgets.
- Review employee final payments for accuracy and compliance with labour laws.

### VI Compensation and Benefits:

- Monitor compensation - ensuring internal equity & compliance.
- Facilitate job analysis and update job descriptions.

### VII Training and Development and Performance Maintenance:

- Evaluate the need for employee training and development and make recommendations.
- Oversee the coordination and implementation of annual performance reviews.
- Handle employee grievances formally and informally, forward them to the concerned department and follow up for resolution.

## VIII Communication

- Drafting information required by external stakeholders; this includes MoE and TSC letters required at the county level.
- Trickle information from management to all staff through memos or emails
- Writing of recommendation letters for Ujamaa Teachers.
- Proof reading of any reports before dissemination to external stakeholders

### **Qualifications;**

#### Preferred Education Background:

- A Degree in Human Resources, or any related Social Sciences field
- Knowledge of HR software (HRIS or HRMS platforms)

#### Preferred Work Experience:

- Minimum of 5 years' experience in HR and Admin.
- Solid previous office administration experience.
- A career in non-profit organization will be an asset

#### Preferred Skill Set:

- Experience in implementing and maintaining office systems and procedures.
- Ability to work with managers to assess complex issues pragmatically.
- Strong understanding of confidentiality as it relates to Human Resources
- Ability to define problems, establish facts, analyze situations and make decisions.
- In-depth knowledge of labor laws and HR best practices
- Ability to interact with and lead employees at various levels.
- Exceptional customer service skills, including interpersonal skills and communication skills.
- Proficient in MS Office, including Word, Excel and Outlook.

### How to Apply

Interested applicants are encouraged to apply through our recruitment email- [recruitment@ujamaa-africa.org](mailto:recruitment@ujamaa-africa.org)

Cover letters should be addressed to: - The Executive Director, Ujamaa Africa, and P.O Box 18265-00100 Nairobi.

Applications should be received before Close of business **30<sup>th</sup> August, 2024**. Only short-listed candidates will be contacted.

For more information about Ujamaa, visit our website; [www.ujamaa-africa.org](http://www.ujamaa-africa.org)

