



**Forum for African Women
Educationalists Kenya**

GALLANT MALL, 5TH FLR, PARKLANDS
RD, OPPOSITE TOTAL PETROL STATION
NAIROBI, KENYA.
P.O BOX 52597-00200, NAIROBI -KENYA
TEL: +254 705 474 843
EMAIL: INFO@FAWE.ORG.KE

Human Resources and Administration Officer (HRAO)

Reports to: Chief Executive Officer.

Location: Nairobi.

Posting Period: 19th November 2024 to 4th December 2024.

Background

Forum for African Women Educationalists (FAWE) Kenya is a membership organization whose mission is to support girls and women to acquire education for development. FAWEK is a member of FAWE Africa network of 34 Chapters in 33 Countries in sub-Saharan Africa. FAWEK aims to ensure that Kenyan girls receive quality education and equal chances in life.

JOB SUMMARY

FAWE Kenya seeks to on board a Human Resources and Administration Officer. S/He will provide HR and administrative management of day-to-day office operations, and all administrative projects grants management support to all project teams. S/He will ensure standards for work environment are observed and compliance to donor requirements. S/He will help recruit and orient all staff for FAWE Kenya, strengthen procurement security, and general office maintenance. S/He will also support FAWE Kenya staff in areas of strengthening administrative and personnel policies and procedures.

S/He should be of a pleasant disposition and able to maintain a friendly and effective environment in the office. S/He must be self-motivated and energetic and able to set priorities. The HRAO will provide performance management and human resource planning support to departmental heads and programs team at FAWE Kenya.

The Human Resources and Administration Officer (HRAO) will manage and oversees all HR and administrative related activities within FAWE Kenya. These will include but not limited to: Formulation of HR plans (including selection, recruitment, placement, training and development of FAWEK staff) based on established workforce planning, maintaining and developing Human resource policies and procedures anchored in the Human resource manual. S/He will identify skills and competency gaps needed to achieve operational demands. S/He will provide expert input and guidance to the management team on all human resource issues and advise on legal frameworks governing people management, and all actors involved in the process of staffing and budget reviews, recruitment and appointment of staff, and in the performance management and staff welfare issues. The incumbent will have direct working relationship with the different departments in FAWEK such as Programs, Communications, Monitoring and evaluation, Finance and Chief Executive Officer's Office.

KEY RESULT AREAS

The Human Resources & Administration Officer will be responsible for managing the day-to-day operations and administration of the FAWE Kenya's, formulation and implementation of the human resources policies, procedures, and programs. The HRAO will coordinate HR best practices and objectives that will provide an engaging work environment, high-performance culture and create a great employee experience and value proposition. Ensure compliance with relevant labor legislation in all Counties of operation and with internal HR and administration policies & procedures. The HRAO will be expected to create a competitive talent pool to deliver FAWEK's Strategic Objectives.

KEY ACTIVITIES

Strategy

- Implement a workforce management strategy that is in line with FAWE Kenya strategy, policies, guidelines and procedures.
- Participate in preparation of annual operations review submissions with focus on staffing requirements (i.e. skills and competencies) of operation in FAWE Kenya. Other related activities could include support of reassignment of existing staff and staff-outreach activities.
- Create accessible HR policies and procedures; support in building and improving FAWE Kenya's organizational culture.
- Support FAWE Kenya operations and teams to iterate on team-wide communication and workflows.

Talent acquisition, on boarding, and development

- Oversee and guide the process of recruitment and selection of new staff by ensuring timely advertising and filling of FAWE Kenya's Vacancies.
- Provide guidance to departmental heads in capacity building of staff.
- Ensure recruitment, assignment and reassignment of staff is performed in accordance with FAWE Kenya rules and procedures.
- Build management capacity in acquisition, development and performance management to support staff adequately for contribution to the overall strategy.
- In collaboration with departmental heads, build thoughtful and tailored onboarding plans and conduct initial goal setting.
- Design and roll-out organizational performance management systems.
- Provide strategic direction and contribute to planning for employee professional development, leadership development and coaching, and also succession planning.
- Guide FAWE Kenya to examine what diversity, equity, and inclusion means in various contexts and what is needed to better values of empowerment, collaboration, and solidarity.
- Participate in review of training needs of staff, assisting or making appropriate proposals to meet identified needs of re-profiling and development.
- Liaise with programme and support departments, to find viable solutions to fill gaps which could be recruitment, training and development or personnel administration support, medical and other issues of staff welfare and safety.
- Provides expertise and guidance to all staff in the office who may need HR advice.

Safeguarding

- Implementation of the Safeguarding policy and ensuring compliance in all areas of the organization. Facilitate regular training and capacity strengthening sessions for all staff, volunteers and interns on safeguarding.
- Conduct induction sessions on safeguarding to the newly recruited staff, volunteers and interns and carry out refresher training.
- Conduct regular safeguarding risk assessments and execute mitigation plans.
- Receive, record and monitor the progress of reported cases and ensure follow-up on recommendations received.
- Prepare regular reports on safeguarding activities, incidents, compliance and establish and manage a confidential reporting system.
- Continuously monitor and ensure that safe programming is integrated in all program interventions from design to delivery. Manage all safeguarding related partnerships and ensure that new partnerships and collaborations are regularly assessed on their level of safeguarding compliance.

- Update the safeguarding database on a regular basis and ensure that the identified issues are addressed on time.
- Propose to senior management and implement improvements in safeguarding practices based on lessons learned and industry developments.

Administration and compliance

- Ensure that FAWE Kenya's workforce has a sound awareness of staff rules and regulations (including the Code of Conduct) and is aware of its rights and obligations as well as benefits and entitlements.
- Serve as the primary employee relations contact for FAWE Kenya.
- Support workplace safety, health and security of FAWE Kenya staff.
- Deal with staff welfare issues and support procurement of relevant service providers.
- Oversee administrative and logistics functions at the FAWE Kenya, ensuring that policies and controls are up-to-date and enforced.
- Contribute to the preparation of monthly, quarterly and yearly internal and external reports.
- Supervise maintenance of personnel records in the office, including entries into HR system, as well as of the attendance, overtime and leave records.
- Provide support, guidance and training to staff performing personnel administration related functions.
- Brief newly recruited staff on related administrative formalities and ensure all arrangements are expedited in relation to their access, and coordinate their onward travel to field offices, if applicable.
- Spearhead procurement function of the organization and guide the end user preparations of various procurement requests and documentation.
- Support in drafting and issuance of Consultancy Agreements, be custodian of all consultancy agreements and liaise with the program team to ensure contractual obligations are met by FAWE Kenya and the Consultants.
- Support and put in place strategies that will help the Chief Executive Officer to follow up the status of operations of FAWE Kenya branches and County-based staff

QUALIFICATIONS AND EXPERIENCE

- A Bachelor Degree in Human Resource Management, Business Administration, Strategic Management or any other relevant qualifications.
- Minimum 6 years' experience in human resources management and administration preferably in a Non-Governmental Organization.
- A thorough understanding of relevant safeguarding standards, legislation, regulations, and policies is essential. This includes knowledge of child protection laws, data protection regulations, and knowledge of case management and psychosocial support.
- Strong communication skills and ability to communicate sensitively and empathetically on sensitive topics.
- Excellent knowledge of Human Resource Information System.
- Certified Human Resource Professional (CHRP) OR;
- Higher National Diploma in Human Resource Management.
- Member of the Institute of Human Resource Management or other relevant professional body with good standing.
- Competency in Human Resources Management, Procurement and Logistics.
- Qualification as a Certified Secretary will be an added advantage.
- Excellent knowledge of Kenyan labour laws.
- Strong organizational and time management skills.
- Strong networking skills and excellent interpersonal relationship skills.

- Fluent in English.

How to apply

Interested candidates are encouraged to apply via email to: recruitment@fawe.or.ke

Please quote the Job Title provided on the subject line while sending your application. Send your CV/resume including salary requirements, at least 3 references, and Education/Professional testimonials as **one PDF document**, to be received by **4th December 2024**.

Please note: FAWE Kenya does not charge any fees at any stage of the recruitment process, including application, interview, processing, training, or any other related fees.

FAWE Kenya values diversity and is committed to creating an inclusive working environment. We welcome applications from all qualified candidates.

Kindly note that only shortlisted candidates will be contacted