

## The Global Alliance for Improved Nutrition

<b>Job title:</b>	Human Resources Officer
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<b>Classification:</b>	D3 - Associate	<b>Direct reports:</b>	0
<b>Work location</b>	Nairobi Kenya	<b>Travel required:</b>	Limited

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>Reporting to the Head of Operations, the HR Officer is responsible for the employee life cycle management of staff in the Kenya office.</p> <p>The HR Officer will work in close collaboration with the global HR team ensuring compliance with local and global HR policies and the deployment of global HR initiatives.</p>
<p><b>Tasks and responsibilities</b></p> <p><b>Core Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Adhere to all GAIN policies in force, promote their applications and ensure compliance with local labour law as well as with GAIN HR internal processes.</li> <li>• Advise and support people managers and team members on internal HR processes working closely with the global HR team</li> <li>• Act as the primary point of contact for HR matters and handle HR related queries from staff to resolution or escalation as necessary.</li> <li>• Responsible for all HR and Admin related communications to the office, under the supervision of the Head of Operations.</li> </ul> <p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Maintain a database of budgeted positions viz-a-viz current status, number of vacant positions and related information.</li> <li>• Work closely with the global HR team to keep track of new positions, contributing actively in planning the recruitment cycle of such new requirements and implementing them.</li> <li>• Support the country office recruitment process including but not limited to raising and tracking of job requisitions (EHRF), advertising, screening, scheduling and interviewing in line with GAIN policies and procedures.</li> <li>• Liaise with the global HR team to ensure offer letters and contracts are prepared and issued in a timely manner.</li> <li>• Collect documents from staff as per standard checklist.</li> </ul>

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- Actively participate in the strategic workforce planning process working in collaboration with the Head of Operations.

### **Employee life cycle support**

- Responsible for planning and ensuring systematic induction for all new staff ensuring that induction plans are signed off and filed in the staff personal file.
- Monitor Probation periods and reviews and ensure outcomes are communicated formally.
- Help drafting employment letter and contract addendum under global HR team guidance and supervision
- Work with managers and the global HR team in managing staff exit process.
- Work closely with the global HR team in relation to organisational changes. Ensure local organogram is updated and shared with the global team for consolidation.

### **HR Administration and leave management**

- Responsible for the day-to-day delivery of all aspects of the country HR Administration local processes.
- Ensure staff data is kept up to date and ensure records are protected and confidential.
- Track attendance, leave, eligibility and balances of all staff ensuring records are kept updated as per organisational requirements.
- Responsible for collating and verifying employee information for payroll administration, ensuring monthly payroll changes are within pre-set time scales.
- Monitor employee's enrolment into local benefits and insurances.

### **Performance management, & Employee engagement**

- In close collaboration with the Head of Operations and the global HR team, facilitate an effective mid-year/annual performance assessment process by encouraging performance management to be practised on a regular basis, providing guidance to staff and managers, promoting local performance campaigns initiated by the Global HR team and ensuring cycle completion.
- Support the Head of Operations in the drafting of justifications for promotions and salary adjustments for the Country Director's review and approval.
- Assist in planning and organising of staff development and training activities for the Country Office in close collaboration with the Head of Operations and the global HR team.
- Work with the Head of Operations and global HR team members to support projects within the organisation e.g., the Staff Engagement Survey / development of the HR system, etc

### **Key organisational relationships**

- Reports to the Head of Operations, GAIN Kenya
- Works closely with GAIN Global HR team
- Country Office Team and HR focal points.

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JOB REQUIREMENTS
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• High level of professionalism, integrity confidentiality and discretion.</li> <li>• Strong relationship management and communication skills.</li> <li>• Able to apply critical thinking, with the ability to appropriately challenge when require</li> <li>• Highly organized with excellent time-keeping skills.</li> <li>• Ability to work harmoniously in a team environment and with diverse groups of individuals.</li> <li>• Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity.</li> <li>• Flexibility and ability to multi-task under pressure.</li> <li>• Computer literacy with good Excel, MS Word, Outlook, and Power Point skills.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Proven experience in international development and/or a similar position.</li> <li>• Strong understanding of Kenyan Labour Laws and HR management practices.</li> <li>• Proven experience in executing tasks on time with a high level of integrity, while ensuring good HR practice.</li> <li>• Experience working under pressure.</li> <li>• Experience in preparing clear and concise reports.</li> <li>• International Development or NGO experience desirable</li> </ul>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in human resources management, Industrial and Organisational Psychology, Business Administration and/or related field from an accredited academic institution with relevant professional experience.</li> </ul>
<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• Member of HR Professional body (IHRM)</li> <li>• Fluent written and verbal English</li> <li>• Proficiency in local languages desirable.</li> <li>• Must be willing and able to travel in country when required.</li> </ul>
WHAT GAIN OFFERS
<ul style="list-style-type: none"> <li>• Flexible working hours</li> <li>• Friendly working environment</li> <li>• Professional development opportunities</li> </ul>