

EMPLOYMENT OPPORTUNITY

HUMAN RESOURCES MANAGER: KENYA - NAIROBI



JOB TITLE:	HUMAN RESOURCES MANAGER
REPORTS TO:	GENERAL MANAGER: KENYA
FUNCTION:	HUMAN RESOURCES
LOCATION:	KENYA - NAIROBI

JOB SUMMARY

We are seeking an experienced and dynamic HR Manager to join our team. The purpose of this role is to oversee human resources functions, ensuring effective management of people strategies to support Great Plains goals.

KEY RESPONSIBILITIES:

- Develop and implement the organization's human resources strategy in line with business objectives.
- Work closely with the Chief of Staff to support organizational growth, transformation, and sustainability initiatives.
- Lead workforce planning, succession planning, and talent management strategies.
- Provide strategic advice to management on people-related matters.
- Develop and oversee recruitment and selection strategies to attract and retain top talent.
- Establish employer branding initiatives and employee value propositions.
- Monitor staffing requirements and ensure workforce optimization.
- Implement retention and employee engagement strategies.
- Design and manage performance management systems and frameworks.
- Oversee goal setting, performance appraisals, and performance improvement processes.
- Support managers in driving employee productivity and accountability.
- Monitor organizational performance metrics and recommend improvements
- Develop and maintain positive employee relations practices.
- Provide guidance on disciplinary procedures, grievances, and conflict resolution.
- Lead collective bargaining processes and manage relationships with employee representatives or unions where applicable.
- Ensure fair and consistent application of HR policies and procedures.

REQUIRED SKILLS AND QUALIFICATIONS:

- Tertiary qualification in Human Resources or a related field.
- At least 5 -10 years of experience in an HR role, preferably as an HR Generalist
- Proven knowledge of Kenya Labour Laws.
- Experience in resolving workplace conflicts
- Experience with HR Software and Tools
- Proficiency in analysing HR data to inform decisions
- Strong communication and organizational skills, proficiency in MS Office

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PERSONAL QUALITIES:

- Ethical,
- Trustworthy
- Respectful of diverse cultures and opinions
- Problem-solving Ability
- Performance driven
- Excellent interpersonal skills
- High attention to detail
- Empathetic to employees needs
- Participate in sharing of ideas to improve upon offerings would be valuable

Interested applicants should email a cover letter and updated CV to the below listed email addresses.

The subject heading of the email should be written as: **HR Manager**

To: opportunities@greatplainsconservation.com

The remuneration package will be offered according to experience and qualifications of the successful candidate.
We do not accept hand deliveries.