

JOB TITLE: Human Resource Officer	
TEAM/PROGRAMME: HR	GRADE: 4
LOCATION: Nairobi	POST TYPE: <i>National</i>
<p>CHILD SAFEGUARDING: Level 3 – the responsibilities of the post may require the post holder to have regular contact with or access to children or young people. This is because they work in the Country program and will be visiting the Country offices.</p>	
<p>ROLE PURPOSE: The Human Resources Officer with focus on employee lifecycle to support the recruitment and hiring processes and procedures. This position reports to the head of HR, Admin, and IT. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Head of HR, Admin, and IT</p> <p>Staff directly reporting to this post: <i>None.</i></p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p><u>Recruitment Support</u></p> <ul style="list-style-type: none"> • Implementing all aspects of staff recruitment, as directed by the Head of Human Resources Admin, and IT. Supporting and participating in all recruitment processes, and ensure procedures is followed in a fair and transparent manner. • <i>Support</i> on organization-wide internal and external recruitment including, but not limited to, job ads, candidate identification, candidate screening, interviews, references, and background checks. • Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details. • Work closely with the Senior HR/Admin Coordinator, Senior HR Officer (Effort Reporting & HRIS) and assist with the new employee orientation and onboarding. • Assist with off boarding, including conducting exit interviews. • Training the staff on recruitment, onboarding, and off boarding procedures. • Ensure the creation of requisition in Oracle and submitting for approval. • Post approved requisitions to both internal and external websites. • Support recruitment managers by ensuring laid down policies as pertains to recruitment are followed. • Monitor advertisement-closing dates; send long lists in consultation with respective hiring managers. • Schedule & invite shortlisted candidates for interviews in timely manner. • Supervise written test in consultation with the hiring managers. • Participate in the interview selection process as required. • Prepare summary of interview results & panel recommendations for review and approval by the relevant approvers. • Give feedback to unsuccessful external candidates including sending if sending regrets timely. <p><u>On boarding of new staff</u></p> <ul style="list-style-type: none"> • Ensuring that welcome package and induction checklist of new staff is prepared on time. • Support in offering induction to new staff on HR policies and procedures. • Ensure all the logistics for new employee is well done in Dar and field office for those based there. 	

- Process relocation benefit to new employees

Follow-up on staff exit.

- Support the Head of HR and HR Officer on exit process when needed:
- Ensure exiting staff complete the required documentations.
- Review and summaries the exit debrief and share report with the head of HR, Admin, and IT.
- Gather information on the staff exit from the and/or staff him/herself and launch the exit process.
- Submission of the clearance form with finance and follow up for timely payment of dues within 30 days.

Staff Welfare

- Facilitate and administer staff medical insurance, ensuring employee insurance eligibility list is kept current.
- Be the focal point person for identified benefits providers and liaise with them to address issues arising from the SC Staff medical & life insurance schemes.
- Track contracts for medical insurance and other staff benefits contracts and inform the HHRA are due for renewal/expiry.
- Work closely with Finance Department to ensure value-for-money services from benefits providers, including, but not limited to, ensuring credit notes are issued promptly, informing the HHRA and Finance Department of any anomalies/concerns in service provider reports.
- As a key member of the Staff Welfare Committee, the job holder will take the lead in staff welfare activities, including staff end-year party and other welfare initiatives,
- Work closely with the finance team to manage and track the welfare monthly contributions and expenses.
- Support the Head of HR, Admin & IT in managing the in-house staff resilience programme and collaborating with the security team on duty of care for staff.
- Support the Head of HR with the Employee satisfaction surveys.
- Management of the WIBA cover.
- Work closely with the Senior HR/Administration Coordinator and ensure all the staff who have completed the probation are included in the pension scheme and manage the scheme.
- Organize member education talks with the service providers for the medical scheme, WIBA and Pension scheme.
- Track the medical expenses and ensure the staff are given usage statements on quarterly basis.
- Track and ensure staff are given their updated pension statements twice a year.
- Support the Head of Department with the management of medical evacuation and the Fly doctors' account renewals.

Child Safeguarding:

- Ensure all the HRIS system and data is safeguarded from unauthorized users.
- Ensure all the recruitment process and steps have safeguarding components from drafting of the JD, advertising, and interview the assessment form.
- Ensure all the training undertaken have component of creating awareness on CS policies and practices.
- All staff have an obligation to ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct, and related policies. They must conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse.
- All staff must ensure the way they are carrying out their work is not putting children at risk (or further risk).

BEHAVIOURS (Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same.
- widely shares their personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
- values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- A bachelor's degree in human resources, Business Administration, or a related field (essential)
- Member of IHRM
- CHRP Qualification.

EXPERIENCE AND SKILLS

- A minimum of 5 years of work experience in Human Resources
- Previous 3+ year experience in HR, specifically in recruitment for an international non-profit/non-governmental organization.
- Experience working in a fast-paced and multicultural office (preferred)
- Extensive knowledge of Microsoft Excel
- Good judgment and extremely high attention to detail
- Strong problem-solving skills
- Excellent interpersonal skills, collaborative style and approach, and ability to work effectively across cultures.
- Experience of working under high pressure, fast-paced environments and able to deal with ambiguity and change in those contexts.
- Ability to plan and organize a substantial workload that includes complex, diverse tasks.
- Quality orientation and attention to detail
- Fluency in English (essential)
- A commitment to the mission, vision, and values of Save the Children.
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Additional job responsibilities:

The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities:

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety: The role holder is required to carry out the duties in accordance with SCI Health and

**SAVE THE CHILDREN
JOB PROFILE**



Safety policies and procedures.	
Prepared by: NM – Head of HR, Admin, and IT	Author: October 2023
Signed by:	Date: