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Job Description: **Human Resource Officer**

Reports to: **Human Resource Manager**

Overall Purpose of the Job

Responsible for supporting the management with the process of hiring, developing and general employee relations

Key Duties and Responsibilities

- Documents, updates and manages all staff records and ensuring they are complete, accurate, securely well-kept and up to date
- Assists with the implementation and interpretation of the approved organization's human resource and administrative policies, procedures and standards
- Aids with ensuring staff's conduct and discipline is maintained in all the departments /units as well as the thorough but fast conclusion of staff disciplinary cases in collaboration with the Human Resource Manager
- Helps with the preparation, review and adjustment of staff remuneration payments on monthly basis as well as the administration staff payroll
- Submits staff leave applications and payment of leave allowances to the HR Manager for approval
- Supports the undertaking of human resource planning for all staff to ensure that they are optimally engaged
- Participates in the staff Recruitment & Selection, Orientation & Placement to respective department
- Supports the proper induction of all new members of staff in the operations of the organization
- Assists with the conduction of staff background checks and follow up to ensure receipt of responses to reference checks from referees of new hires before they fall due for confirmation
- Assists with the preparation and confirmation of letters for staff due for confirmation after expiry of their probation period as well as those being confirmed into new appointments
- Assists with the management of Staff Welfare, Safety and Health
- Supports line managers to understand and implement policies and procedures while promoting equality and diversity as part of the culture of the organisation
- Supports the Human Resource Department in undertaking regular salary reviews
- Participates in the planning and sometimes delivering training - including inductions for new staff as well as analysing training needs in conjunction with departmental managers
- Performs any other duties assigned

Qualification

- Bachelor's degree OR Diploma from a reputable university or college
- Should be a member of Institute of Human Resources Management
- Should have at least three (3) of work experience in HR department preferably financial institution or service industry

Qualified persons are requested to submit their applications attaching CV and copies of education /professional certificates on or before Monday, 08 April 2024 to:

hr@uni-microfinance.co.ke quoting current and expected salary.

Please note, the subject title should be: **Human Resource Officer**