



THE
LUTHERAN
WORLD
FEDERATION

Department
for World Service
member of **actalliance**

LUTHERAN WORLD FEDERATION – DADAAB SUB PROGRAM

Vacancy Notice

HUMAN RESOURCE OFFICER

Lutheran World Federation World Service Kenya-Djibouti Program is seeking to recruit Kenyan nationals for the position of **Human Resource Officer** based in **Dadaab Refugee Camp**. The Human Resource Officer is responsible for ensuring smooth flow of Human Resources functions and operations. S/he ensures compliance with donor regulations as well as Lutheran World Federation policies and procedures. The Human Resource Officer works closely with all staff including the Program Management Team (PMT) and the HR Team at large to bring efficiency in HR procedures.

Key Responsibilities

- Handle staff welfare matters, grievance and disciplinary procedures
- Managing the recruitment process end to end
- Handle and support Line Managers in the Performance Management process
- Review and updating of staff policies in line with the organisation's mission and ensuring compliance to labour laws and best practices
- Maintaining employee records and documentation e.g. staff contracts, annual leave and sick leave management
- Managing employee benefit schemes e.g. Medical, Provident Fund, Group Life and recommending suitable compensation strategies
- Staff Training and Development including identifying training needs and staff development areas
- Handling staff exit procedures e.g. conducting exit interviews
- Managing staff safety procedures and processes
- Maintaining and supporting open communication channels for staff and other organisation stakeholders

- Staff travel management including flight and taxi bookings
- HR Administrative duties

Qualifications and Competencies

- Degree is Human Resource Management or related field
- Member of the Institute of Human Resource Management
- 2 years experience in a similar role in a fast paced International Organisation
- Knowledge of Kenyan Labour laws
- Proficiency in Microsoft Office
- Fluent in written and spoken English and Kiswahili
- Proactive with high attention to detail
- Team player with strong Interpersonal skills
- Commitment to high standards of confidentiality and professionalism

“LWF World Service is an equal opportunity employer irrespective of gender, race or religious affiliation. LWF World Service is a signatory to the Code of Conduct for humanitarian agencies. Our recruitment and selection procedures reflect the organisation’s commitment to the prevention of abuse and exploitation of beneficiaries.”

Interested applicants should submit an application letter and a detailed CV indicating the job title on the subject line. Applications should reach the undersigned by **25th January 2017**.

Human Resource Manager
Email: lwf.nbi.kenya@gmail.com

Only short-listed candidates will be contacted