



## VACANCY ADVERTISEMENT

**Job Title: HUMAN RESOURCE AND ADMINISTRATION OFFICER**

**Location:** Lodwar

**Position Status:** Full-Time

**Reports to:** Finance and Administration Manager (FAM)

### **Purpose of the Role:**

Under guidance of the FCDO Chief Executive Officer, the Human Resource and Administration Officer (HRAO) will support the Human resource (HR) and administrative duties needed to successfully promote children-focused, integrated community development programs.

### **Duties and Responsibilities:**

- Ensure that all HR transactions and recruitment processes comply with country laws, donor requirements, FCDO Policies and Procedures.
- Ensure that Human Resource policies and procedures are adhered to
- Prepare and coordinate induction programs for newly recruited employees in order ensure that all staff are properly inducted into the jobs on appointment
- Participate in staff disciplinary process
- Administration of staff benefits such as the staff medical scheme, pension scheme and WIBA are up to date
- Maintain proper HR paper and electronic filing systems which allow for easy retrieval,
- Maintain an effective record management system for employees to ensure confidentiality of official records.
- Monitor and report on annual leave, sickness
- Monitor, process and take charge of the implementation of changes in terms of service and advice the Finance Department, departmental managers and staff where necessary.
- Ensure all employees are registered with NSSF, NHIF, and that proper records are maintained, and reports are generated and submitted in compliance with statutory regulations.
- Receive incoming correspondences – letters, memos and direct to the respective department/person and follow up to provide feedback on all enquiries
- Act as liaison between departments to facilitate effective communication at all levels

- Co-ordinate staff training activities and liaise with participants and providers to ensure identified training programs run as scheduled and adequate training materials are available.
- Take minutes and keep records of all staff meetings and other meetings of the organization
- Ensure office cleanliness and office compound tidiness is maintained,
- Maintain records of office running supplies and place orders, when necessary,
- Prepare HR reports as required from time to time,

#### Qualification and Competencies:

- At least be a holder of a bachelor's degree in human resource management, business management (HR Option)
- Possession of professional Human Resource Diploma and being a member of Human Resources professional body (CHRP) in good standing will be an added advantage.
- Knowledge of Kenya Labour Laws, HR and Recruitment processes
- At least three (3) years' experience in administration in an INGO/NGO setting desired
- Good Computer Skills in MS Word, Excel, PowerPoint and MS Outlook
- Comply with the requirements of FCDO's Child Safeguarding Policy, organizational Policies and donor requirements.
- Commitment to and understanding of FCDO's Vision, Mission and Core values.

#### Essential Success Factors:

Ability to work without constant supervision, part of a diverse team, good representation, problem-solving skills, attention to details and analytical skills are essential for the role.

#### Child Safeguarding Policy:

All FCDO Staff commit to remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills which will enable them to promote strong safeguarding practices, understand the child safeguarding policy and procedures and conduct them in a consistent manner with FCDO's Child Safeguarding Policy and donor policies.

#### Safeguarding

- Actively learns about safeguarding and integrates it into their work, including safeguarding risks and mitigations related to their area of work



- Practices the values of Mercy Corps and FCDO including respecting the dignity and well-being of participants and fellow team members
- Encourages openness and communication in their team; encourages team members to submit reports if they have any concerns using reporting mechanisms e.g., Integrity Hotline and other options

#### HOW TO APPLY

Qualified candidates may submit their application letters, copy of Identity card, phone number, curriculum vitae together with their academic documents and testimonials listing three (3) referees with their email and phone contacts **Not later than Wednesday 11<sup>th</sup> December at 5:00 PM** and addressed to:

THE CHIEF EXECUTIVE OFFICER,

**Frontiers Children Development Organization (FCDO),**

P. O. Box 374-30500 - LODWAR,

**By:** Email to [Info@frontiers-children.org](mailto:Info@frontiers-children.org) with the subject line **Application for Human Resource and Administration officer.**

No hard copies of the applications will be considered.

Female candidates are encouraged to apply.

**Note:** Only shortlisted applicants will be contacted.