

THE KENYAN SECTION OF THE INTERNATIONAL COMMISSION OF JURISTS

JOB DESCRIPTION

DEPARTMENT	ORGANIZATION DEVELOPMENT (OD)
JOB TITLE:	ADMINISTRATIVE AND HUMAN RESOURCE MANAGER
<p>ABOUT THE JOB</p> <p>Under the overall guidance and direct supervision of the Executive Director the Administrative and HR Manager will provide leadership in administration of the day to day operations of the organization while providing support to the management of the human resources to ensure a high performance culture that is observing the vision, mission and the values of the organization.</p>	
<p><u>Your specific duties will entail:</u></p> <p>HUMAN RESOURCES MANAGEMENT ROLES</p> <ul style="list-style-type: none"> • Manage recruitment processes: <ul style="list-style-type: none"> ○ Development of Job Descriptions ○ Development of Job Adverts ○ Shortlisting of Candidates ○ Development of the interview questions ○ Development of the interview assessment forms ○ Interview documentation ○ Support to the interviewing Panel ○ Background Checks ○ Contracting ○ Induction • Develop and update where necessary staff contracts at the beginning of every year. • Supervise the administrative team. • Manage the performance appraisals of all the staff. • Manage and appraise the team under your supervision and ensure a comprehensive report of all the appraisals is submitted to the Executive Director in good time preferably before the end of November every year. • Support Council in the Appraisal process of the Executive Director. • Conduct Exit interviews and share feedback with Management. 	

- Provide advice to Management on Human Resources management and processes.
- Manage and update personnel files both for Permanent and Temporary employees
- Manage the HR System and update employees' records regularly.
- Management of staff leaves days.
- Identify gaps in the organization's policies and procedures, formulate, update and monitor their implementation.
- Conduct staff motivation and satisfaction surveys frequently.
- Conduct Salary and Remuneration Survey as need may arise.
- Plan, direct, and develop staff through, coaching and mentorship.
- Manage all matters relating to the Payroll in liaison with the Finance office.
- Manage the staff Medical Insurance in liaison with the finance office
- Act as the liaison between management and the employees.
- Manage external relationships on matters relating to Interns and Researchers.

ADMINISTRATIVE SUPPORT

- Ensure the work environment is clean and conducive for the entire staff team.
- Oversee regular maintenance of the office premises.
- Oversee day-to-day administration processes for effective performance and service delivery.
- Responsible for monthly staff meetings and documentation of minutes.
- Prepare documentation for all Council Meetings in liaison with the Executive Director and the Secretary.
- Provide support to Council travels and invitations by Partners.
- Provide support to Capacity Building seminars for Staff and Council.
- Provide support to Strategic Planning Processes.
- Provide support to the organization on evaluations, audits and assessments.
- Ensure the organizations Legal obligations are met;
 - Provide leadership in the maintenance of an up-to-date members register pursuant to the Societies Act.
 - Provide leadership in the submission of the organization's Annual Returns with the Registrar of Societies at the beginning of every year.
- Prepare documentation for Annual General Meetings as stipulation in the ICJ Kenya Constitution.
- Prepare Council and Committee Membership Election Materials.
- Support the work of the *ad hoc* Committees.
- Annually provide support to the organization of Annual Jurists Conference, Jurist of the Year Award and other institutional events including Uwazi, Staff Team building sessions, Annual planning meetings, quarterly review meetings, End of Year Reviews, Management meetings
- Support the office of the Executive Director and the Deputy Executive Director.

ICJ KENYA VALUES

ICJ Kenya is guided by a set of values that are enumerated in our Strategic Plan 2016-2020. These values shape who we really are as an organization and at the same time direct the way we deliver as a team on our Vision and Mission. These values include; **Professionalism: Impartiality: Consistency: Respectfulness: Responsiveness: Equity: Probity: Flexibility and adaptability:**

EDUCATION, EXPERIENCE, ATTRIBUTES AND SKILLS REQUIRED FOR THE JOB

- A Master's Degree in Human Resource Management will be an added advantage
- Diploma in Human Resource Management
- A Bachelors in Human Resource management or Business Management Administration
- At least 10 years' experience in a senior management position in Administration and HR Management in the NGO Sector.
- IHRM Membership.
- Excellent People Management Skills including mentorship and coaching.
- Excellent Communication Skills.
- Excellent Interpersonal Skills.
- Highly organized, analytical and detail oriented.
- A good team player and results oriented.

ICJ Kenya is an equal opportunity employer. Interested candidates who fully meet the above criteria should send their Application, CV and provide three Referees one of whom must be a former supervisor and indicate the expected salary. Applications should be addressed to: The Secretary, ICJ Kenya, P.O. Box 59743-00200, Nairobi or Email: secretary@icj-kenya.org. Applications should be received on or before 15th July 2019 at 5.00pm. Only shortlisted candidates will be contacted. Candidates who canvass will be disqualified.