

JOB VACANCY

PEOPLE & DEVELOPMENT OFFICER



Job Title	People & Development Officer	Probation	3 months
Location	Nairobi with travel to counties	No. of Direct Reports	1
Reports to	Director – People & Development	Budget Responsibilities (Y/N)	N

Marie Stopes Kenya is an NGO registered in Kenya as a local implementing partner of MSI Reproductive Choices, a UK charity. We deliver quality sexual and reproductive healthcare, family planning and other women's health services to millions of the world's poorest and most vulnerable women. We want to make sure that women have a choice when it comes to having children and that death by unsafe abortion is reduced.

This post reports to the **Director - People and Development** and provides essential administration of a range of HR functions enabling the smooth running of Marie Stopes Kenya. In addition to the delivery of effectively administered HR functions, the incumbent will manage a lean team of office and care assistants.

Stationed within the People and Development department, the position is part of a team that provides active support to all teams by ensuring that systems, policies and procedures are adhered to. Specifically, the HR Function led by the Director operates to enable the strategic engagement of human resources in excellent sexual and reproductive health operations through: planning, recruitment, selection, remuneration, development and retention with policy and practice that results in high quality performance by excellent staff.

It is the responsibility of this role is to further our goal of **MAKING CHOICE POSSIBLE** for every Kenyan.

The post holder commits to and is held accountable to MSI Reproductive Choices core values:

Mission-driven	Client-centred	Accountable	Courageous
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Key Responsibilities

1. Assist in the recruitment, selection and onboarding of staff in line with the organizations' policies and requirements.
2. Maintain an effective Human Resource Management Information System (HRMIS) system through accurate data entry and liaise with the HRMIS service providers to trouble shoot any issues; ensure that all staff have access to the HRMIS and that they are correctly mapped to their Line Managers.
3. Manage both physical and electronic HR files. Ensure that the files are confidential, accurate and complete while keeping a record of staff member's promotions, work attendance, exits and leave.
4. Draft accurate HR related documents such as minutes, letters, memos and contracts.
5. Maintain the P&D SharePoint by updating its database as required. Keep trackers of various functions such as P&D calendar of events, probation end dates, contract end dates, retirements, performance targets among others.
6. Process payments for suppliers and contractors for the department.
7. Manage staff exit processes including exit interviews and hand over of MSK property.
8. Liaise with service providers as required. These include the medical service providers, insurance providers and utility providers among others.
9. Assist in payroll preparation by providing the necessary monthly inputs such as resignation letters and their formal acceptances, promotion letters, probation review reports and confirmation letters, sick leave documentation and retirement letters.
10. Ensure that all performance appraisal documents are correctly filled with SMART objectives and filed in staff files. Capture all training needs from the set OGSMs and keep a database of training requests and approvals.
11. Promptly respond to HR needs and queries from staff members.

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Qualifications:

- Degree in Human Resource Management with at least 2 years of progressive generalist HR experience

Skills:

- Organisation skills are critical with high word processing and excel proficiency
- Knowledge of share point and/or strong willingness to adopt new technology critical
- Excellent communications skills internally and externally
- Confident in providing information as requested and taking initiative as required
- Proven discretion

Behaviours and Values:

Successful performance at MSK is not simply defined in terms of 'what' people achieve, but equally is about 'how' people go about their jobs and the impact that they have on others.

Work as One MSI	You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximize our ability to influence others.
	You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort.
	You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.
Show courage, authenticity and integrity	You hold yourself accountable for the decisions you make and the behavior you demonstrate.
	You are courageous in challenging others and taking appropriate managed risks.
Develop and grow	You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.
	You manage your career development including keeping your knowledge and skills up to date.
Deliver excellence, always	You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.
	You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.
Leadership	You inspire individuals and teams, through situational leadership, providing clear direction.
	You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.
	You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.
	You articulate a vision of the future which inspires and excites others.

How To Apply:

Suitable and qualified internal candidates should email one document combining an application letter and CV to pd@mariestopes.or.ke on or before **18th January 2022**. The subject of the email should read **People & Development Officer**. Applications will be reviewed on a rolling basis. Do not attach certificates and

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testimonials. Marie Stopes Kenya is an equal opportunity employer and does not ask for fees at any stage of the recruitment process. Successful candidates must abide by MSI's Antifraud & Bribery Policy and Safeguarding Policy, including protection of children and vulnerable adults. Only shortlisted candidates will be contacted.