

VACANCIES

Ndege Chai Sacco Ltd is a fast growing Sacco based in Kericho and has presence in other areas like Naivasha, Tinderet, Sotik Tea/Highlands and Londiani. The following vacancy has arisen in our establishment;

HUMAN RESOURCE OFFICER – 1 POST

Reporting to the Operation Manager, the Human Resource Officer will be in charge of Human Resource functions in the Sacco.
Key Duties & Responsibilities – HR & Admin Officer

- Lead and develop staff by identifying training needs.
- Ensure compliance to employment regulatory concerns;
- Orientation of new and seasonal employees
- Organising for training and development of employees ;
- Staff appraisal, Performance management and record keeping;
- In charge of health and safety in the Sacco;
- Prepare monthly staff salaries and wages as per approved schedules;
- Administer human resource functions in the society e.g. leave.
- Development of an employee-oriented culture that emphasizes quality, continuous improvement, and high performance.
- Participate in recruiting and staffing logistics;
- Maintaining employee files and the HR filing system

Knowledge, Skills, Experience

- A degree in HRM/HND HRM or first degree in Social Sciences/Public Administration/Business Management with Post Graduate Diploma in HRM from a recognized institution;
- Professional membership from IHRM.
- Understanding of human resource management, labor laws, labour relations, including disciplinary procedures
- 5+ years' proven experience in HR and administrative role
- 3+ years' experience in the SACCO/Financial services sector
- Broad understanding/familiarity with the Sacco Sector and regulatory environment (nationally, regionally, and globally).
- Oversight and supervisory experience
- Thorough knowledge of labor laws, CBA Management
- Be conversant and have worked in unionized environment
- Positive, high energy, 'can-do' mindset, determined, results oriented, strong people skills.
- Excellent negotiation and conflict management skills, critical thinking, well developed innovative, problem-solving and decision making skills.
- Experience and a working knowledge of SACCO society operations will be an added advantage.
- Age between 28 – 35 years
- Excellent oral and written communication skills

A competitive remuneration package will be offered to the successful candidates.

Those interested and meet the specified minimum qualifications are invited to apply in own handwriting and attach copies of relevant certificates and testimonials with at least two referees indicating expected remuneration to reach the undersigned not later than 10th November 2018. Only shortlisted candidates will be contacted.

**The CEO,
Ndege Chai Sacco Ltd,
P. O. Box 857,
Kericho**