



GERMAN SCHOOL NAIROBI – HUMAN RESOURCE MANAGER

ROLE DETAILS

Role Title: HUMAN RESOURCE MANAGER	Department or Function: Administration
Role Reports to: Head of Administration	Location: German School, Nairobi
Job Capacity: 40 hours per week	Application Deadline: 31.01.2023

1. GENERAL

The German School Nairobi is a recognized and widely acknowledged German school abroad with over 300 students from kindergarten to upper secondary school.

Reporting to the Head of Administration, the school has a vacancy for a Human Resource Manager.

2. ROLE PURPOSE & ACCOUNTABILITIES

To maintain and enhance the school’s human resources by planning, implementing, and evaluating employee relations and human resources policies, programs and practices to assist the Head of Administration and ensure that the overall administration, coordination, and evaluation of human resources plans and programs are realized. Therefore, essential job responsibilities include:

HUMAN RESOURCES

- Planning, organizing, and controlling the activities and actions of the HR department
- Promoting a professional, positive, and supportive work environment.
- Preparing job adverts, recruiting, interviewing and selecting of candidates for designated position vacancies using productive sources and methods including internal candidates.
- Preparing employment contracts and addenda, and conduct orientation sessions for new employees.
- Bridge management and employee relations by addressing demands, grievances or other HR related issues.
- Point of contact with staff outsourcing company for casual/temporary staff
- Maintain complete personnel files and required employment documentation for all employees in compliance with recommended record keeping practices
- Managing leave schedules for all local employees, and ensure that all departments are adequately staffed at all times.
- Provide counsel to management and staff on personnel related issues such as discipline, terminations, personality conflicts, job transfers, policy interpretation, and other sensitive issues
- Develop, update and review staff job descriptions.
- Coordinate and arrange for staff professional development seminars/programs in accordance with the approved budget, and maintaining overviews/plans for such trainings.
- Ensure adequate and timely communication to staff on personnel related issues (i.e. staffing changes, benefit issues, changes in policy and procedures, and other relevant areas). Coordinating periodic staff meetings.

LEGAL WORK

- Ensuring the school complies with all statutory and legal requirements (licenses, permits, medical certificates, adhering to City Council by-laws, land rent and rates, existing/new laws etc.)
- Reviewing and streamlining legal aspects of contracts entered into by the relevant parties
- Acting as the liaison person with the lawyers when necessary

POLICIES

- Identifying areas that require procedures to be put in place and create policies
- Sharing information internally with all staff through the use of internal memos
- Developing guidelines in accordance with HR Policies and the Kenyan Data Protection Act



PAYROLL

- Preparing monthly payroll alongside the Accountants
- Inputting payroll data into the system and ensuring that staff advances, overtime, etc. have been correctly captured
- Reviewing the monthly payroll to ensure every individual staff member's salary is correctly reflected and in accordance with the pay scale

It is not always possible to define completely the duties and responsibilities attached to job positions, and some variations may be necessary from time to time.

3. QUALIFICATIONS AND REQUIREMENTS

- University degree (min. Bachelor) ideally in HR or related field
- At least 5 years' experience of general HR practice
- Member of the Institute of Human Resource Management is an added advantage
- Proven working experience as HR manager or other HR executive
- Thorough understanding of local labour laws/regulation
- High sense of professionalism and confidentiality
- Tact and diplomacy in handling sensitive issues.
- Proficiency in using MS Office packages.
- High level of interpersonal and negotiation skills and ability to work as part of a multicultural team.
- Experience with SAGE PEOPLE payroll system is a plus
- Ability to speak and understand German will be an added advantage

4. EQUAL OPPORTUNITY EMPLOYER

German School Nairobi is proud to be an affirmative action / equal opportunity employer. All qualified applicants will receive consideration without regard to race, creed, gender, marital status, sexual orientation, citizenship status, colour, religion, national origin, age, disability, or any other status protected under local laws.

5. SALARY AND BENEFITS OFFERED

- An interesting working environment
- Appropriate salary with additional benefits
- Two year service contract and optional extension

6. APPLICATION PROCEDURE AND CONTACT PERSON

Your application, including

- Motivation letter
- Curriculum Vitae
- Copies of certificates
- References of former employers

should be submitted, to the attention of the HEAD OF ADMINISTRATION, no later **31st January 2023** via email to:

applications@germanschool.co.ke