



GERMAN SCHOOL NAIROBI – HUMAN RESOURCE MANAGER

ROLE DETAILS

Role Title: HUMAN RESOURCE MANAGER	Department or Function: Administration
Role Reports to: Business Manager	Location: German School, Nairobi
Job Capacity: 40 hours per week	Application Deadline: 16.06.2026

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 Business Manager, the school has a vacancy for a Human Resource Manager.

2. ROLE SUMMARY

The Human Resource Manager is responsible for leading and overseeing the full HR function at German School Nairobi, ensuring compliance with Kenyan labour law and internal policies, while supporting the school's strategic and operational staffing needs. The role combines operational HR management with policy development, employee relations, recruitment, and payroll coordination in close collaboration with the Business Manager, Principal, Finance Manager as well as the wider administration team.

2. ROLE PURPOSE & ACCOUNTABILITIES

To lead and continuously develop the school's human resources function by ensuring effective recruitment, employee relations, HR administration, compliance, and payroll coordination in alignment with Kenyan labour law and the strategic needs of the German School Nairobi.

HUMAN RESOURCES

- Workforce planning in alignment with school development strategy
- Staff engagement and retention strategies
- Leading day-to-day HR operations including recruitment, onboarding, and offboarding
- Preparing employment contracts, addendums, and HR documentation
- Managing employee relations, including grievances and disciplinary processes in compliance with Kenyan labour law
- Acting as first point of contact for staff HR-related queries (benefits, leave, medical cover, etc.)
- Coordinating outsourced staff (temporary/casual workers) through service providers
- Managing leave tracking and approval processes for all staff categories
- Developing and coordinating internal and external training and professional development programs
- Maintaining and updating job descriptions and organisational charts
- Supporting and coordinating the performance management system in collaboration with school leadership
- Evaluating HR service providers (insurance, recruitment agencies, etc.)
- Ensuring HR data accuracy and confidentiality in compliance with the Data Protection Act
- Employee wellbeing / engagement initiatives

LEGAL WORK

- Ensuring full compliance with all applicable statutory, regulatory, and employment law requirements, including labour laws, licensing, immigration-related requirements for staff, and local authority regulations
- Reviewing and streamlining legal aspects of contracts entered into by the relevant parties



- Acting as the liaison person with the lawyers when necessary
- Supporting safeguarding and child protection compliance in coordination with designated safeguarding leads
- Data protection officer coordination

POLICIES

- Developing, reviewing, and maintaining HR policies and procedures in alignment with school governance and Kenyan legislation
- Supporting Data Protection compliance in HR processes and documentation

PAYROLL

- Supporting monthly payroll preparation in collaboration with the Finance Department
- Ensuring accuracy of HR input data for payroll processing
- Reviewing payroll reports before final approval
- Ensuring compliance with statutory deductions and benefits administration

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

- University degree (min. Bachelor) ideally in HR or related field
- 5+ years of general HR experience
- Strong interpersonal skills including the ability to interact with a diverse range of people in a fair and consistent manner
- Ability to interact in a transparent and professional manner with all staff levels in a multicultural environment
- Outstanding organizational skills and attention to detail
- Knowledge of Kenyan HR labour law/regulations
- Excellent verbal and written communication skills
- Good working knowledge of Microsoft office (Word, Excel etc)
- Experience in an international or multicultural environment
- Experience with HR information systems (HRIS)
- Strong understanding of organizational development principles
- Experience in education sector preferred
- Experience with SAGE PEOPLE PAYROLL is a plus
- Certificate of Good Conduct
- Knowledge of German language will be considered an 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

- Competitive salary aligned with experience and qualifications
- Medical insurance and statutory benefits as applicable
- Professional development opportunities
- Two-year renewable contract subject to performance review



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 than **16th June 2026** via email to:
applications@germanschool.co.ke

Only shortlisted candidates will be contacted.