

Human Resources Officer Job Description

Job Title: HR Officer

Reports To: Manager, Recruitment

Department: Human Resources

Location: Nairobi

Grade: 5

Date: 3 September 2012

Job Purpose: Responsible for providing support on the implementation of the organisations policies in the identification, acquisition and retention of required skills.

Key Responsibilities

- 1 Assist in the design, development and delivery of strategic and operation HR services of the organisation
- 2 Assist in carrying out staff audits, identify gaps and propose staffing levels for the organisation
- 3 Implement HR policies, practices, and procedures, and ensure compliance with legal laws and/or regulations as regards recruitment
- 4 Assist in the drafting of job advertisements for vacant jobs, screening applications, shortlisting and interviewing and selecting candidates
- 5 Assist in reviewing departmental recruitment requests to ensure all recruitment are conducted against the organisation's staff establishment
- 6 Maintain an up to date and accurate staff records and filing system.

Key Relationships

Direct Reports to this Position:

- Human Resources Assistant

Customers of this Position:

- Head of Departments
- Other HR staff

Knowledge, Skills, Qualifications and Experience required for this Role

- Degree in Human Resources Management or any Social Science discipline
- Postgraduate diploma in Human Resources Management
- At least three years in a dynamic human resources role
- Understanding and practical knowledge of labour laws and statutory returns

Competencies required for this Role

- Good interpersonal relations with proven communication skills, both verbal and written;
- Good planning organisation skills
- Computer literacy and familiarity with the human resources information system
- Sound judgement and decision making skills

Signature of Job Holder

Date

Signature of Direct Supervisor

Date

SAMPLE

JOB DESCRIPTION

Position Title: Officer, Accounts Receivable

Position Reports to: Head of Accounting

Job Grade: 7

Department: Finance

Position purpose: Perform accounting tasks related to the efficient maintenance and processing of accounts receivables transactions

Duties and responsibilities

1. Confirm accuracy and completeness of demand notes and invoices
2. Prepare daily analysis report on revenue collection against targets and projections
3. Provide weekly cash flow forecasts
4. Confirm accuracy of payment notification and supporting documentation received from Revenue Collection Agency
5. Post transactions to the ledger accounts
6. Verify entries in the journal and ledger accounts
7. Prepare financial reports ie Income statements, balance sheet and cash flow statements, among others
8. Any other accounting duties as may be assigned by the Head of Accounting

Qualifications and Experience

- Certified Public Accountant (CPA) Level II
- Minimum of three (3) years working experience in financial analysis and reporting
- Working knowledge of Kenya taxation laws

Competences Required

- Good analytical skills
- Good communication skills
- Good team working skills
- Attention to detail
- Working knowledge of accounting packages

Key relationships

Internal

Direct reports to this position

- Assistant Accountant, Payable

External

- Suppliers
- Auditors

Others

- Internal staff

CONTRACT OF EMPLOYMENT

This contract of employment is entered into between
(Name of company)

(Herein after also referred to as "the employer" or "the company")
and

(Herein after referred to as "the employee")

Terms and Conditions of Employment

1 Duration of the Contract

The terms and conditions set out herein will constitute the employee's contract with the company with effect from _____ (ENTER DATE) and shall continue, subject to your terms and conditions of employment or unless your employment is terminated earlier in accordance with clause XX. Where a basic condition of employment is not specifically mentioned, the relevant legislation will be applicable.

2 Job Description

2.1 You are employed as _____ (ENTER JOB TITLE) reporting to _____ (ENTER REPORTEE).

2.2 You are required to perform all duties which may be required of you in this role and as set out in the attached Job Description. You must observe all the policies, procedures and rules of the employer as may be introduced and/or amended from time to time.

2.3 The employer operates a policy of job flexibility and the Employer may, at its discretion require you to perform additional or other duties and may at its discretion amend your Job Description at any time.

3 Place of Work

Your normal place of work is our office _____ (ENTER ADDRESS). The employer may however from time to time require you to work at such other locations on a temporary basis. The employer reserve the right to relocate you on reasonable notice to such other locations as may from time to time require.

4 Hours of Work

- 4.1 The normal working hours shall be from _____ a.m to _____ p.m Monday to Friday with one hour for lunch.
- 4.2 Overtime will only be worked if agreed upon between the parties from time to time.
- 4.3 The employer shall calculate overtime remuneration at no less than 1.5 (one and one-half) the employee's hourly wage for each hour of overtime worked.

5 Termination of Employment

Either party can terminate this agreement with one month written notice.

7 Probation

You will be on probation for a period of _____ months (ENTER NUMBER OF MONTHS).

8 Public Holidays

- 8.1 The employee will be entitled to all official public holidays on full pay.
- 8.2 If the parties agree that the employee should work on any of the above days, the employee shall be paid double the normal day's wage for a full day or double the hourly wage for every hour worked.
- 8.3 The employer may also by agreement grant two (2) paid working days off in lieu of payment.

9 Leave Days

- 9.1 The employee is entitled to _____ days paid leave after every 12 months of continuous service. Such leave is to be taken at times convenient to the employer and the employer may require the employee to take his/her leave at such times as coincide with that of the employer.
- 9.2 The employee will be entitled to _____ days maternity leave. (Where applicable)
- 9.3 The employee will be entitled to _____ days paternity leave. (Where applicable)

10 Sick leave

The employee will be entitled to _____ days sick leave over a period of twelve (12) months (1 years).

In the case where the employee is unable to attend work due to medical reasons, the employee must ensure that the company is notified as soon as reasonably possible.

An application for sick leave must be supported by a certificate from a registered medical practitioner.

9 Remuneration

The employee's total monthly remuneration will be KSh_____, payable in arrears on the 3rd last working day of each month. Should the regular payment date fall on a weekend or public holiday, the employer will pay the salary on the last working day before said day.

10 Other conditions of employment or benefits

The Employer and Employee hereby declare that they thoroughly understand the above provisions and hereby sign in agreement to abide by such provisions. The parties shall each retain a copy of this contract for future reference.

Employee

Name: _____

ID No. _____

Signature: _____

Date: _____

Employer or representative of employer

Name: _____

Position held: _____

Signature: _____

Date: _____