

1. HUMAN RESOURCE OFFICER

Job Summary:

Reporting to the Human Resource Manager, the role holder facilitates various HR initiatives and activities end-to-end in the staff member's journey in line with hospital policies and prevailing regulations.

Job Description

- Collaborate in organizing and coordinating effective recruitment processes to attract qualified candidates.
- Partner with hiring managers to ensure a seamless on boarding experience for new employees.
- Work closely with department heads (HODs) to identify annual training needs and promote a culture of continuous learning and development for all staff members
- Coordinate performance management processes, equipping supervisors and employees with the necessary tools and resources for effective performance evaluation.
- Manage employee leave requests while ensuring adherence to established leave policies.
- Assist in interpreting and maintaining the HR policy manual, providing guidance and clarification to employees and supervisors.
- Coordinate staff medical information and collaborate with the Department of Occupational Safety and Health (DOSH) on claims and injury reporting, ensuring timely and proper handling of employee health concerns.
- Organize team-building activities and employee welfare programs to cultivate a positive and supportive work environment.
- Maintain and update the HR information system (HRIS) to ensure accurate and secure employee recordkeeping.
- Implement and maintain appropriate data management and storage practices using best practices and data privacy regulations.
- Spearheaded the renewal of all HR compliance licenses, including DOSH, NEA, WIBA, NITA, NSSF, NHIF, PAYE, etc., guaranteeing adherence to all legal and regulatory requirements.
- Support adherence to hospital policies, collective bargaining agreements (CBAs), and established procedures.

- Assist with implementing corrective actions arising from internal or external audit findings.
- Provide clear and comprehensive guidance on HR processes and systems to both employees and supervisors.
- Assist with grievance resolution processes and disciplinary matters, fostering a fair and respectful workplace environment.
- Offer support with CBA negotiations and implementation, ensuring a collaborative approach to establishing mutually beneficial agreements.
- Perform any other duties from time to time

Education/Qualification

- Degree in Human Resources or related fields Or National Higher Diploma in HR Knowledge of HRIS and general HR practices and procedures.
- CPS/CPA/CHRP
- A member of IHRM
- Have a minimum of 3 years' experience in a human resource management or related field

How to apply:

Interested candidates who meet the above criteria should send their applications to recruit@tenwekhosp.org on or before **8th August, 2025** enclosing:

- Resume, Cover Letter & *Statement of Faith*

***What is a statement of faith?**

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with Tenwek Hospital. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.