



TENWEK HOSPITAL

A Ministry of Africa Gospel Church

HUMAN RESOURCE MANAGER.

Job Purpose:

Reporting to the Director, Human Resource & Administration, the Human Resource Manager will oversee delivery of effective HR services across the Hospital, including talent acquisition, talent development, organizational development, employee relations, and HR operations. The role ensures the Hospital attracts, develops, and retains the right talent to achieve its objectives.

Duties and Responsibilities:

1. Prepare and implement the annual HR business plan to support the Hospital's strategic goals, adjusting as required.
2. Develop and oversee implementation of strategies in talent acquisition, development, management, and culture that strengthen the Hospital's people capabilities.
3. Stay updated on local and global HR best practices, advising management and staff on their implications for the Hospital.
4. Develop and implement robust HR policies and procedures in line with the Hospital's values, Kenyan labor laws, and best practices.
5. Continuously review and improve HR policies, procedures, and processes to enhance efficiency and effectiveness.
6. Guide, coach, and equip line managers with HR knowledge and skills to handle people-related matters effectively.
7. Conduct risk assessments on HR and people-related issues, advising the Director HR & Admin on mitigation strategies.
8. Provide expertise on organizational structures, job design, and business processes to improve organizational effectiveness.
9. Ensure effective recruitment, training, and development of employees to meet current and future business needs.
10. Lead the performance management process to align individual targets with Hospital strategy, and present evaluation outcomes with recommended interventions to senior management.
11. Champion organizational culture transformation initiatives that embed the Hospital's values and drive positive behaviors.
12. Develop and implement reward and remuneration strategies to promote talent acquisition, retention, motivation, and productivity.
13. Prepare and process monthly pay change advisories in liaison with the Director HR to ensure timely updates to payroll.
14. Develop and oversee disciplinary, dispute resolution, and grievance management policies and processes.
15. Partner with hiring managers in workforce planning, including budgeting and personnel costing for staffing needs.

Qualifications & Requirements:

- Bachelor's degree in Human Resource Management, Business Administration, or related field. Master's degree is an added advantage.
- CHRP (K) and valid membership with the Institute of Human Resource Management (IHRM).
- At least 7 years of progressive HR experience, with 3+ years in a managerial role within a busy organization, preferably healthcare.

- In-depth knowledge of Kenyan labor laws, HR best practices, and organizational development.
- Strong leadership, coaching, and interpersonal skills with the ability to influence and partner with management.
- Excellent communication, negotiation, and problem-solving skills.
- Proven experience in performance management, talent development, and culture transformation.
- High standards of integrity, confidentiality, and professionalism.
- A committed Christian with values aligned to Tenwek Hospital's mission.

How to Apply:

Interested candidates who meet the above criteria should send their applications to recruit@tenwekhosp.org on or before **10th October 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.