



**JOB OPENING
HUMAN RESOURCES & ADMINISTRATION MANAGER
REF: AFD/HR&Admin/2019/03-01**

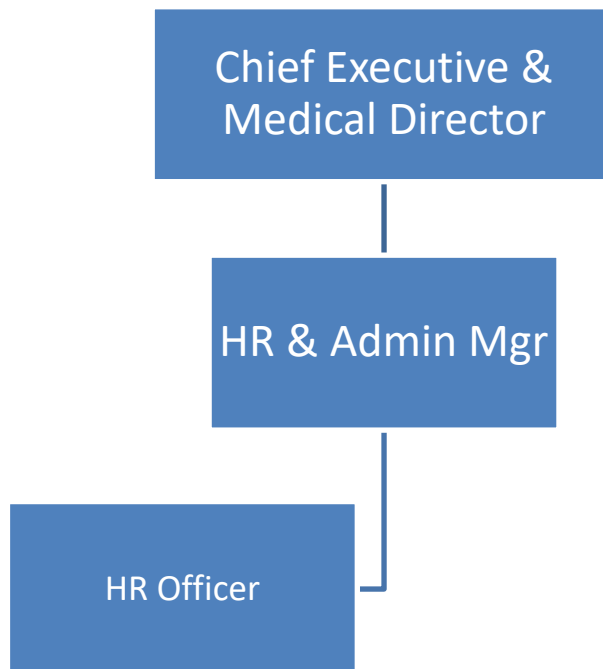
1 IDENTIFICATION

1.1	Job title	Human Resources & Administration Manager
	Reporting to	Chief Executive & Medical Director Dotted line to Corporate HR
1.2	Function	
1.3	Job grade	
1.4	Physical Location	Wilson Airport, Nairobi

2 MAIN PURPOSE OF JOB

To manage and coordinate all strategic and functional responsibilities of the Human Resources & Administration functions in order to attract, develop and retain quality employees who are able to deliver and accomplish the business objectives of AMREF Flying Doctors.

3 REPORTING RELATIONSHIPS



4 SCOPE OF JOB

4.1. PERSONNEL

PERSONNEL REPORTING TO THE JOB HOLDER	REPORTING DIRECTLY OR THROUGH
HR Officer and/or Administration Officer	

4.2. OTHER RESOURCES (in your custody)

- i. **Responsibility over assets:**
 - 1. The office, office equipment,
 - 2. Staff files
 - 3. Confidential documents
- ii. **Responsibility over data or information:** Has access to confidential company data and intelligence.
- iii. **Responsibility over staff**

5 PRINCIPAL RESPONSIBILITIES

KEY RESPONSIBILITIES	MAIN TASKS	EXTENT OF DISCRETION
Strategy Implementation	<ul style="list-style-type: none"> • Assist the CEO in the formulation of the HR strategy and the annual HR plan for AFD • Provide input into all strategic HR matters • Identify HR activities in line with budget requirements and business needs • Formulate the annual HR plan and put forward necessary budget and resource requirements • Manage the HR budget 	
Recruitment & selection	<ul style="list-style-type: none"> • Develop strategic solutions to meet workforce demands and align to labour force trends • Develop strategies and appropriate tools to attract and retain talent • Manage staff orientation & onboarding • Manage the Volunteer Physician Program (VPP) by ensuring an annual calendar of internationally qualified doctors are available to volunteer with AFD for medivac flights 	
Learning and development	<ul style="list-style-type: none"> • Ensure all staff are equipped with necessary skills sets to deliver • Oversee the training needs assessments to determine training priorities • Maintain training calendar • Implement and execute policies and infrastructure for management development 	
Talent management	<ul style="list-style-type: none"> • Lead the process of talent mapping and talent reviews • Implement succession planning frameworks • Develop appropriate talent retention strategies 	
Performance management	<ul style="list-style-type: none"> • Cultivate and promote a performance culture • Equip managers on their role in performance management delivery • Oversee performance cycle and quality audits • Apply competitive remuneration and benefit packages 	

KEY RESPONSIBILITIES	MAIN TASKS	EXTENT OF DISCRETION
Organizational structure and planning	<ul style="list-style-type: none"> • Develop different strategies to meet company goals to contribute and support all departments • Build HR policies, maintain them and align all policies and procedures to comply with legal regulations • Design reward and incentive programs that will motivate the staff to perform 	
Performance management	<ul style="list-style-type: none"> • Lead performance planning process; goal setting, KPI setting and review process • Line manager capacity building in performance management • Quality audit and continuous improvement of the performance management system • Oversee incentive and propose variable pay options in line with business model 	
Compensation and benefits management	<ul style="list-style-type: none"> • Provide guidance and direction on compensation and benefits management • Develop and implement strategic compensation plans that ensure there is pay equity in the organization • Align performance management systems to compensation structure** • Medical benefits • Overall leave administration 	
Employee relations	<ul style="list-style-type: none"> • Preserve the employee-employer relationship through effective employee relations strategies • Ensure a safe working environment free from discrimination and harassment • Conduct investigations and resolve employee complaints • Be the primary contact for legal counsel in risk mitigation activities and litigation pertaining to employee relation matters • Maintain a healthy, safe and professional work environment to promote productivity • Compliance to OSHA requirements 	
Payroll management	<ul style="list-style-type: none"> • Manage the payroll for the organization (payroll processing outsourced) • Collate and provide relevant variable payroll information on a monthly basis e.g. overtime claims 	
HR Systems	<ul style="list-style-type: none"> • Ensure relevant HRIS systems are implemented and maintained as required 	

Administration Management

Facilities management;	<ul style="list-style-type: none"> • Overseeing the day to day administrative operations to ensure the organization is running effectively • Source and manage the contracted firms that deliver services • Ensure provision of all auxiliary and housekeeping services • Managing the Board Effect and providing the administrative support to the board. • Ensuring travel clearance, visas and other necessary travel documents for the Board of Directors and staff travelling out of the country on official duties are done promptly 	
------------------------	---	--

Planning & admin procurement	<ul style="list-style-type: none"> Formulating and reviewing administrative policies Overseeing the management of service contracts and service level agreements for outsourced services Overseeing the process of acquiring new service providers related to all outsourced services falling under administration Management of inventories under administration 	
Admin budgeting	<ul style="list-style-type: none"> Developing departmental budget & monitoring budget expenditure Forecasting administrative staff needs for the section Contribute to the effective rollout of business administration projects, through contribution of professional expertise and leadership 	
CSR and Health & Safety	<ul style="list-style-type: none"> Comply with AFD's corporate social responsibility, health, safety and environmental standards and responsibilities 	

6 **ENVIRONMENTAL CONDITIONS**

The job is carried out in an office environment

6.1 **HOURS**

AFD has a 24-hour environment due to nature of operations

7. **Qualifications**

- University/graduate level, preferably in Human Resources or Business Management
- Higher diploma in HR
- Qualifications in psychometric assessments, will be an added advantage

Preferred Experience and Knowledge

- Over 7 – 9 years relevant experience
- Experience in managing a team
- Proven experience and knowledge in effective people management practices, including leadership development, succession planning, training and coaching
- Experience in interacting with middle and senior management
- Thorough understanding of HR and Admin processes and activities
- Knowledge of the business levers, processes and structures

Necessary Technical / Functional Skills

- Strong influencing and negotiation skills
- Personal drive and initiative
- Leadership skills
- Project management skills
- Excellent communication skills

How to apply

Interested applicants are encouraged to submit the following documents to: recruitment@amref.org by **March 27, 2019** with reference number:- **AFD/HR & Admin/2019/03-01** in the subject line of your email. Cover letter in PDF specifying how you meet the mandatory requirements, your motivation in applying and what you hope to bring to AFD (2 pages max) and an updated CV in PDF (3 pages max).

AMREF Flying Doctors is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. AFD is an equal opportunity employer and has a non-smoking environment policy.

YOU ARE NOT REQUIRED TO PAY ANY FEES TO APPLY FOR JOBS IN AMREF Flying Doctors.