

EASTERN PRODUCE KENYA LIMITED

EASTERN PRODUCE KENYA LIMITED is looking for a hardworking and result oriented individual to fill the following position:

POSITION: HUMAN RESOURCES MANAGER - NANDI

REFERENCE: EPK-NANDI-06/01/2022/001

The candidate will be based at our **Nandi Office**. His or her main role will be to carry out human resources administration responsibilities in all the group estates in an efficient, professional and effective manner.

Main tasks include:

- Provide effective supervisory and administrative support in the implementation of human resource policies, plans and procedures.
- Strengthen the recruitment process and on-boarding processes in line with ensuring adherence to the minimum standards.
- Develop and implement an efficient and effective HR documentation system and ensuring efficiency in overall Registry Administration.
- Prepare data for use in forecasting and planning the talent pipeline requirements in line with the function strategic plans.
- Liaise with the Line Managers to deliver and evaluate the effectiveness of approved Training programs, for all middle and Supervisory staff to enhance efficiency.
- Provide support and insight during the disciplinary process for all employees in line with the Company Policy, Code of Conduct and Employment law.
- Ensure all employee exit-related activities are in accordance with the relevant labour legislation, ensuring that company interests are adequately taken care of.
- Provide effective Support in the management of Employee Performance across the company as need be.
- To design and put in place a functional OGM database
- Maintain an up-to date OGM database and all related documentation keeping track of the trends and adjusting the systems as necessary.
- Be a reliable contact person responsible for receiving, evaluating and coordinating all internal and community grievances
- To follow up and organise investigations into all internal and community grievance and/or human rights complaints
- To provide training and sensitization of the OGM to the staff as required
- To ensure compliance with all statutory obligations.

Qualifications

- Bachelor's degree in Human Resources Management
- A related discipline with a Higher Diploma in Human Resources Management
- IHRM Membership with a valid practicing certificate

Experience

- A minimum of 5 years' experience in human resources administration in a similar position preferably in an Agricultural or Horticulture setup
- Good understanding of Operation-level Grievance Mechanism procedures
- Good knowledge of Human Rights
- Strong on administration, documentation and procedural practices
- Policy writing and ensuring adherence to it
- Human statistical reporting
- Demonstrable knowledge of labour laws

Behavioral Competencies

- Proficiency in Microsoft Office applications.
- Strong personality and organizational skills
- Excellent verbal and written communication skills
- A good team player
- High level of commitment to duty, and discipline.
- Unquestionable level of integrity
- Ability to commit to and meet set time-lines.

HOW TO APPLY

If you meet the above requirements, please send your cover letter and CV to Recruitment@easternproduce.co.ke quoting the position in the email subject by **20th January 2022**.

Only shortlisted candidates will be contacted.

Please note that EPK WILL NOT ask you to make any payment at any stage of the recruitment process.