



VACANCY ANNOUNCEMENT: OCTOBER 2022

Title: Senior HR & Administrative Officer

Supervisor: Chief Administrative Officer

Job Location: Aitong'

Job Grade: F

1. The Organisation

The Maasai Mara Wildlife Conservancies Association (MMWCA)

<http://www.maraconservancies.org/> is a membership organisation of all the Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem. MMWCA is one of the Kenya Wildlife Conservancies Association's members (<http://kwcakenya.com/>), contributing to the growth and development of conservancies nationally. The Association serves to meet three primary objectives:

- i. Provide a convening space for open discussions, a hub for knowledge sharing and coordination across conservancies; a voice for advocacy; and driving policy in the interest of conservancies and conservation-related issues across the Mara.
- ii. Support the creation and development of conservancies and their neighbouring areas across the greater Mara ecosystem as a sustainable form of land use and provide mechanisms for equitable and value-based benefit sharing to sustain land under conservation.
- iii. Lead and/or implement development and conservation programmes across member conservancies to facilitate coordination, collaboration and synergetic action.

2. Overview

The Senior Human Resources (HR) & Administrative Officer will provide functional expertise that drives productivity and results across the organisation. They will handle generalist responsibilities, including onboarding new staff, employee relations, learning and development, performance & talent management, recruitment

workflow, people metrics/reporting, and partnering with line management on HR, business needs, and special projects. The Senior Human Resources & Administrative Officer will also work closely with the Chief Administrative Officer to create and drive talent and HR strategy across the organisation to provide an engaging work environment and high-performance culture that values people, growth and impact.

3. Duties and Responsibilities

i. Staff Documentation, Payroll and Benefits Administration

- Responsible for ensuring comprehensive and easily retrievable confidential archiving of all HR documents (both physically and digitally), including past and present employees, recruitments, terminations, exits, complaint processes and other relevant documents/information.
- Ensure the maintenance of proper staff documentation and timely preparation of the payroll and payment of all statutory deductions.
- Ensure all employee benefits, including base pays, allowances and benefits, are paid per the organisation's policy.
- Ensure all staff are enrolled on the medical, pension and WIBA covers
- Monthly distribution of pay slips to staff.
- Routinely analyse trends in compensation and benefits; research and propose competitive base and incentive pay programmes to ensure the organisation attracts and retains top talent.

ii. Management and development of personnel recruitment, onboarding and retention

- Work with hiring managers to refine roles, recruitment plans, interview techniques and detailed recruitment timelines.
- Manage the application process, enquiries and communications with applicants.
- Ensure recruitment runs smoothly, including managing job advertisements, communicating with recruiters and potential candidates, and coordinating logistics for job interviews.
- Work with hiring managers to ensure the collection of references and onboarding documentation.
- Manage new staff onboarding and induction
- Identify and implement staff retention strategies.
- Analyse recruitment data and identify areas of improvement for future recruitment activity.
- Manage contact lists for prospective candidates.

- Support staff confirmation, disciplinary, promotion, and separation processes.

iii. Coordination and development of the annual performance management process

- Support the coordination of a performance management system that drives high performance and enables employee growth and development.
- Identify opportunities to improve our annual performance management processes, drawing on expertise from the wider sector.
- Support line managers with appraisals and target setting
- Facilitating training to embrace a performance management culture in the organisation.

iv. Management and development of team-wide operational and development processes

- Prepare, oversee and evaluate an annual training plan to meet the organisation's strategic needs.
- Develop and manage an annual staff survey.
- Provide and manage timesheets for all staff and liaise with Line Managers to have these submitted on a timely basis.
- Ensure regular review of MMWCA HR policies and guidelines.
- Develop systems and processes to enable maximum efficiency as the team grows.
- Ensure staff well-being through person-specific touchpoints (e.g. birthday cards etc.).
- Run smooth staff exit processes.

v. Health & Safety

- Ensure implementation, communication and monitoring of all health and safety measures.
- Chair Health and Safety Committee meetings and oversee risk assessments and implementation of recommendations.
- Manage and coordinate appropriate training and fire drills.
- Ensure full office security measures, including procedures for staff and visitors, are in place.
- Ensure that the Office premises comply with legislative requirements

vi. HR Advisory

- Advise and support managers and staff on human resources-related matters.
- Advocate for best HR practices in staffing, development, and organisational planning and design.
- Advise and counsel staff in respect of rights and responsibilities.
- Review policies and procedures and recommend changes as required.
- Build relationships and form alliances with external counterparts, communities of practice and stakeholders to scan for innovations and opportunities to improve MMWCA's HR practices.

vii. Administration

- Ensure the office facilities are habitable and safe for occupation by staff and visitors.
- Ensure the daily functioning of the office and housing facilities.
- Supervise facilities maintenance works by various service providers, ensuring MMWCA gets excellent services and value for money.
- Ensure timely processing of utility bills.
- Ensure the grounds and driveways' general upkeep are well-supervised and provide excellent services.
- Supervise the outsourced cleaning companies to clean and maintain MMWCA's buildings and property effectively.
- Ensure that meeting rooms are set up and prepared for functions and meetings when required.
- Coordinate the purchase of office supplies and food.

viii. Other responsibilities:

- Perform other duties as may be assigned from time to time.

4. Qualifications

- A Degree from a recognised institution.
- A member of the Institute of Human Resources Management-Kenya (IHRM) in good standing.
- Higher National Diploma or CHRP qualifications is mandatory.
- At least five years of substantial experience in a generalist human resource management role and/or as an HR business partner role, including experience in the development of HR strategy, HR policy development, recruitment, performance management and appraisals, learning and development,

compensation and benefits, recruitment, payroll, staff engagement and exit processes.

- Strong knowledge of HR compliance employment legislation and regulations of Kenya.
- Experience in the administration of benefits, payroll and compensation programmes.
- Experienced at multitasking under pressure against demands and deadlines, always maintaining a positive and constructive attitude and demeanour.
- Flexible approach to working, able to pick up a variety of tasks/projects with minimal supervision.
- Excellent oral and written communication.
- Excellent interpersonal and coaching skills.
- Evidence of the practice of a high level of confidentiality and maturity.
- Experience with an HRIS system.
- Previous experience working for a conservation organisation and/or pastoralist communities is an added advantage.
- Ability/willingness to work in a remote place – the job will be based at Aitong’ in the Maasai Mara.

5. **How to Apply**

Send an application to the Chief Executive Officer, Maasai Mara Wildlife Conservancies, to reach us by close of business on **October 22, 2022**, to recruitment@maraconservancies.org. A complete application will have the following:

- i. A cover letter.
- ii. A detailed curriculum vitae highlighting relevant experience.
- iii. A daytime telephone contact, email address, and the names of three professional referees.