



HUMAN RESOURCES & ADMINISTRATION MANAGER JOB PROFILE

Organization

Wildlife Tourism College of Maasai Mara

Location City Country

Masai Mara, Narok County -Kenya

Start date

1st November 2022

About the organization

The Wildlife Tourism College of Maasai Mara is a product of restructuring of the Koiyaki Guiding School (KGS). Since inception in 2005, KGS has been providing training in Tour Guiding and acted as a hub for community engagement and empowerment. From inception to-date, KGS has trained and successfully graduated 377 guides who have proceeded to earn a livelihood from the Wildlife Tourism Industry in the Mara and other regions of Kenya.

About the Role

The Human Resources & Administration Manager (HR&A) will lead, direct and manage the day-to-day Human Resources and Administrative activities of the College. The HR&A Manager will provide oversight and guidance to the development and monitoring of processes related to recruitment and retention, compliance, compensation, benefits, training and development; as well as oversee administrative functions. The HR&A will provide strategic guidance on HR to the office on the following:

(i) Administration

- Management of the day-to-day operation of employee-relation functions inclusive of employee offs, absences and employee leaves
- Oversee the preparation of important employee documentation inclusive but not limited to employment contracts, employee settlement documentation, and offers of employment.
- Ensuring that up-to-date procedure manuals for all HR & Administration duties and ensuring that workstation risk assessments are conducted for all new employees
- Coordinates all travel and College arrangements for staff and visitors, including visas and work permits as applicable.

(ii) Employee Relations

- Work with senior management to resolve employee relations issues pragmatically.
- Investigate employee relations issues & work to ensure human resources related decisions are considered and fair.

(iii) Training & Development & Performance Management

- Evaluate the need for employee training and development and make recommend and develop an annual training strategy and budget.
- Oversee the coordination and implementation of annual performance reviews.

(iv) Recruitment :

- Develop and oversee a recruitment strategy that ensures quality talent is attracted and retained within the organization.



Next Gen Sustainability Leadership Education

- Review job advertisements prior to posting, screen CVs, conduct telephone screenings, coordinate interview teams, participate in interviewing candidates and ensure that proper documentation and stakeholder engagement is sustained.
- Oversee all labor engagement for the organization, manage the new hire orientation, and exit process.

(v) Data Management:

- Annually review the Employee Handbook recommending amendments needed due to changes in local conditions or labor laws.
- Manage attendance register for office, ensuring timely submission, approval, accuracy, and filing

(vi) Compensation and Benefits:

- Monitor compensation - ensuring internal equity & compliance and benefits.
- Facilitate job analysis and update job descriptions.

(vii) Payroll & Budget

- Coordinate with Finance Manager in the preparation of monthly Payroll.
- Advise the General Manager on appropriate staffing levels and assist in budget preparation.
- Review employee final payments for accuracy and compliance with labour laws

(viii) Sustainability Compliance:

- Ensures that the environmental initiatives are strictly observed in the workplace and participates in community activities and programs.
- Ensure the Environment conforms to the NEMA Standards and other sustainability initiatives run by the College

Required Academic Qualifications, Skills, Experience and Attributes

- University Degree in B.com Human Resources or Social Sciences
- Higher National Diploma in Human Resource Management
- Full Member of the Institute of Human Resource Management
- Valid Practicing Certificate from IHRM
- 7+ years' Experience in HR with a minimum of 3 years serving in the same position.
- Counselling, Mentoring and Coaching Skills
- Knowledge of MS Word, MS Excel and MS Power Point
- Able to work flexible hours

How to Apply:

- Applications must include a motivation letter highlighting why the applicant would like to join WTC and attaching a curriculum with; a telephone number and at least three professional references with their contacts.
- Applications should be sent to koiyakiguinding@gmail.com and must clearly state HUMAN RESOURCES & ADMINISTRATION MANAGER as the email subject. The closing date for this application is 15th October 2022 at 1730hrs.

Please Note:

- Shortlisting will be on a rolling basis and only those shortlisted will be contacted for the interview,