



Secure Tomorrow

Minet

AON | Global Network Correspondent

WE ARE HIRING!

ASSOCIATE GENERAL MANAGER – HUMAN RESOURCES (HR/003/2020)

Risk. Reinsurance. People.

JOB DESCRIPTION:

The Associate General Manager – Human Resources, will be responsible for Human Resource functions which include strategic planning & management, providing consultation to management on strategic staffing plans, budgets, recruitment, compensation, benefits, training and development, labor relations and HR administration.

FURTHER RESPONSIBILITIES:

- Formulate human capital strategy and provide leadership to HR department
- Develop & Update procedures, policies and guidelines
- HR Planning: develop & implement strategies to address long/short term staff demand
- Recruitment: competence-based recruitment identifying right skills and attitude
- Performance Management: manage cyclical process, ensure standards are adhered to, analyze appraisals, capture training needs, develop & implement a training calendar
- Talent Management: assist in creating career road maps, drive retention & performance
- Ensure leadership continuity and development through succession planning
- Handle disciplinary proceedings ensuring procedures are in compliance with law, provide timely/accurate guidance to managers on employment relation issues
- Process payroll and provide timely reports
- Conduct Competency and Talent Assessments, Job Evaluations

QUALIFICATIONS:

- Bachelor's degree in HR, Social Sciences or a related field
- Higher national diploma in HR management or CHRP Qualification
- Must have a valid practicing certificate from Institute of Human Resource Management
- At least eight (8) years of relevant work experience, four (4) of which should be in a senior management position
- Knowledge of labor laws and current HR trends
- Ability to supervise a team and deliver well under pressure and meet deadlines
- Highly organized, structured approach, ambitious and resilient

OUR VALUES

01 |  | Honesty

02 |  | Expertise

03 |  | Agility

04 |  | Respect

05 |  | Teamwork

QUALIFICATIONS - CONTINUED:

- Ability to maintain confidentiality and act with discretion and diplomacy is crucial
- Knowledge of modern HR practices and deep understanding of future trends in research, talent management and employee engagement
- Experience and ability to develop and manage a modern dynamic and results-oriented training curriculum and programs for all staff members

COMPETENCIES & ATTRIBUTES IN THE FOLLOWING AREAS:

- Managerial and team leadership skills
- Excellent strategic and analytical skills
- Exceptional problem-solving skills
- Time management skills and attention to detail
- Report writing skills
- Excellent interaction and presentation skills
- Interpersonal and communication skills
- Demonstrate flexibility and adaptability
- Rational skills
- Motivational skills
- Drive to innovate

CONTACT:

- Send your resume to: recruitmentkenya@minet.co.ke (by March 20th 2020 COB), quoting the job title and reference as the subject; only shortlisted candidates will be contacted

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