

We are hiring!

Position: Human Resources Lead

Reporting to: Head of Human Resources

Role summary:

The Human Resources Lead will advise on and implement people policies within CCI Kenya and will ensure the company employs the right balance of staff in terms of skills and experience. S/he will drive learning and development programs across all levels of staff and enhance their performance in order to achieve CCI Kenya's business objectives.

Key Responsibilities

- Liaise with Line Managers to establish staffing needs and ensure that these remain relevant to both corporate and client objectives;
- Oversee the recruitment, selection and on-boarding processes;
- Facilitate the performance management cycle across all Campaigns and implement staff recognition and incentive models;
- Liaise with Line Managers to identify performance gaps and lead key learning and development initiatives;
- Continuously monitor productivity levels within Campaigns and recommend closure of productivity gaps;
- Ensure compliance of HR processes through continuous sensitization programs;
- Handle staff payroll and ensuring timely submission of statutory dues; and
- Maintain acceptable leave liability across all Campaigns.

Desired Skills and Qualifications

- Bachelors' degree or Higher Diploma in Human Resources Management or other relevant field from a recognised institution.
- Minimum six(6) years' experience in Human Resources Management.
- Strong reporting skills.

Interested candidates may send their updated resumes to careers@ccikenya.com with 'HR Lead' as subject, on or before 20th June, 2020.

AND SUDDENLY YOU KNOW: IT'S TIME TO START SOMETHING
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