



**OL PEJETA
CONSERVANCY**

VACANCY ANNOUNCEMENT

Monday, 26th February 2024.

HUMAN CAPITAL ASSISTANT – COMPENSATION & BENEFITS.

OI Pejeta conservancy:

OI Pejeta Conservancy, Laikipia, Kenya, was established in 2004, transforming a 90,000- acre cattle ranch into a flagship wildlife conservancy. It is home to the largest population of the Critically Endangered eastern black rhino, >40 southern white rhinos and the world's last two northern white rhinos. It is the only place in Kenya to see chimpanzees in a sanctuary established to rehabilitate animals rescued from the black market. It has some of the highest predator densities in Kenya, and still manages a very successful livestock programme. OI Pejeta also supports the people living around its borders, to ensure wildlife conservation translates to better education, healthcare and infrastructure and livelihoods to strengthen wildlife stewardship and conservation outside the conservancy

We are seeking a visionary **Human Capital Assistant – Compensation & Benefits** to lead our corporate communication and marketing team and drive support for our crucial conservation efforts.

Position: **Human Capital Assistant – Compensation & Benefits**
Type: **Permanent.**
Reports to: **Human Capital Officer – Compensation & Benefits.**
Department: **Human Capital.**
Location: **Nanyuki, Kenya.**
Closing Date: **Friday, 8th March 2024.**

Position Overview:

Assisting the HCO – Compensation and benefits to ensure consistency and alignment of the compensation and benefits programs with the organization's overall goals and strategies.

Key Responsibilities:

1. Assist in Payroll and benefits processing, in accordance with regulations, policies and procedures.
 - a. Ensuring muster rolls received from departments are in the correct format.
 - b. Distribute in time monthly pay slips and correspondences related to payroll
 - c. Generate relevant reports as and when required.
2. System and Physical Data/records management
 - a. Enroll and terminate employee's data in the electronic system and physical files.
 - b. Entry/modification/update/deletion to the HRMS and Paymaster systems.
 - c. Proper documentation and filing of all physical data/documents.
3. Communication/Customer service
 - a. Attend to all employee queries relating to compensation and benefits as guided by the HCO C&B
 - b. Assist all HC functions to communicate. (i.e Emails, Make calls, send sms's, update notice boards etc.)
 - c. HR help desk – under the guidance of the HCO – C&B, guide employees on policy, respond to employee queries and concerns as and when needed.
4. Documentation
 - a. Process all documentation relating to compensation and benefits.
 - b. Process all documentation related to the medical reimbursement scheme

Qualifications and Skills:

- Diploma in Human Resources or Business administration; or Higher national diploma.
- Must be a registered member of the Institute of Human Resource Management.
- Industry Experience. – Not less than 2 years in a busy HR Department in general HR, Large volume data and Payroll and administrative functions.
- Experience with HRM and Payroll systems.
- Proficiency in Microsoft Excel.
- Excellent written and verbal communication skills.
- Ability to work under pressure and meet deadlines.

How to Apply:

- Interested and qualifying candidates should complete the online application and submit their CV and Application letter only to jobs@olpejetaconservancy.org with the words “HCA – Compensation and Benefits” on the email subject line so as to reach us not later than Friday, 8th March 2024.

OI Pejeta Conservancy is an equal opportunity employer. We encourage applications from individuals of all backgrounds who share our commitment to conservation and community empowerment.

Shortlisting shall be on a rolling basis and only the shortlisted shall be contacted.