



AGC TENWEK HOSPITAL

JOB VACANCY

ABOUT US

Tenwek Hospital is a Christian community committed to excellence in compassionate healthcare, spiritual ministry, and training for service to the glory of God. Established in 1937 by missionaries from World Gospel Mission, Tenwek has grown into a leading teaching and referral hospital in the region and remains one of the largest mission hospitals in Africa. We operate as a non-profit, faith-based organization under the Africa Gospel Church in partnership with World Gospel Mission.

Human Resource Officer

Job Purpose

The Human Resource Officer is responsible for supporting the effective delivery of HR services, ensuring compliance with employment laws and company policies, and contributing to a positive workplace culture. The role oversees key HR functions including recruitment, employee relations, performance management, training coordination, and HR administration.

Key Responsibilities

1. Recruitment & Onboarding

- Coordinate end-to-end recruitment processes including job postings, shortlisting, interviews, reference checks, and job offers.
- Collaborate with hiring managers to identify staffing needs and required competencies.
- Conduct background checks and verify employment eligibility documentation.
- Facilitate new hire onboarding, orientation, and induction programs.
- Ensure proper documentation and maintenance of employee records.

2. HR Administration & Compliance

- Maintain accurate and up-to-date employee files (both physical and electronic).
- Ensure compliance with labor laws, statutory requirements, and company policies.
- Prepare HR reports and documentation as required.
- Assist in payroll preparation by providing relevant employee data (leave, attendance, allowances, deductions).

- Monitor contract renewals, probation confirmations, and employee lifecycle milestones.

3. Employee Relations

- Serve as a point of contact for employee inquiries and HR-related matters.
- Support disciplinary processes including investigations, hearings, and documentation.
- Promote a positive working environment and foster employee engagement initiatives.
- Assist in conflict resolution and dispute management.

4. Performance Management

- Support implementation of performance management systems including goal setting and reviews.
- Monitor performance appraisal timelines and ensure completion.
- Provide guidance to managers and employees on performance-related matters.
- Track and report on performance improvement plans (PIPs).

5. Training & Development

- Identify training needs in collaboration with departmental heads.
- Coordinate training programs, workshops, and professional development initiatives.
- Monitor compliance with mandatory trainings (e.g., safety, certifications, CPD).
- Maintain training records and evaluate effectiveness of programs.

6. HR Policy & Process Improvement

- Assist in developing and reviewing HR policies and procedures.
- Ensure consistent implementation of HR policies across the organization.
- Recommend process improvements to enhance HR efficiency and service delivery.

Key Competencies

- Strong knowledge of employment laws and HR best practices
- Excellent interpersonal and communication skills
- High level of integrity and confidentiality
- Strong organizational and administrative skills
- Conflict resolution and problem-solving abilities
- Proficiency in HRIS – Navision and Microsoft Office applications

Qualifications & Experience

- Bachelor's Degree in Human Resource Management, Business Administration, or related field
- Valid CHRP / IHRM membership is mandatory
- Minimum of 3–5 years' experience in an HR generalist role
- Experience in a hospital or regulated environment (added advantage)

Key Performance Indicators (KPIs)

- Time-to-fill vacancies
- Employee retention rate
- Compliance with statutory and labor requirements
- Completion rate of performance reviews
- Training implementation and participation rates
- Employee engagement indicators

Functional Skills and Behavioral Competencies

- Strong workforce planning and HR analytics skills.
- Demonstrated expertise in recruitment, interviewing, and talent acquisition.
- Excellent stakeholder engagement, communication, and interpersonal skills.
- High attention to detail with strong data integrity and reporting accuracy.
- Ability to balance service delivery needs with cost stewardship.
- Strong organizational and planning skills in a fast-paced environment.
- High ethical standards, integrity, and accountability.
- Proficiency in MS Word, Excel, PowerPoint, and Outlook.
- Alignment with Christian values, professionalism, teamwork, and servanthood leadership.
- Commitment to Tenwek Hospital's mission and faith-based ethos.

APPLICATION PROCEDURE

Interested candidates who meet the above criteria should send their applications to CTC.recruit@tenwekhosp.org on or before, enclosing: **March 9th 2026**

- Resume
- Cover Letter
- Statement of Faith

Note:

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with Tenwek Hospital. Applicants must demonstrate a commitment to the values and mission of Tenwek Hospital and the Africa Gospel Church. The statement can either be incorporated into the cover letter or submitted as a separate document. It should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.

Data Protection Statement – Job Applications

Tenwek Hospital is committed to protecting the privacy of all job applicants. This information will be used solely for recruitment and selection purposes and will be accessed only by authorized personnel. By applying, you consent to the processing of your personal data for recruitment and storage for later reference in accordance with Tenwek Hospital's data protection policies and applicable laws.

Only shortlisted candidates will be contacted