
HUMAN RESOURCE MANAGER

Role Summary

Responsible for all human resource activities such as recruitment, training, performance management, discipline and conflict management.

Duties and Responsibilities

- Analyzing manpower requirements, absenteeism, turnover, and other personnel statistics and prepares reports for management on a periodic and as-requested basis
- Developing wage and salaries policies for attracting and retaining employees.
- Establishing and maintaining engaged and constructive relationships between employees and the organization.
- Responsible for long-term strategic planning and development of operational plans for all the departments.
- Developing, recommending, and implementing programs, policies, procedures, and controls regarding employment issues.
- Preparing, issuing, and updating company policies and procedures as needed and informing employees of the updates.
- Take ownership of the recruitment and selection process along with conducting new employee orientations.
- Analyzing training needs and developing and coordinating training programs as needed.
- Coordinating company's health and safety programs.



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Saint Bridget Hospital

- Maintaining legally required records on employees and human resources activities.
- Filing required government reports and ensure compliance with all government regulators and bodies.

Qualification and Key Competencies

- Diploma or Bachelor's degree in human resources, or equivalent (IHRM certification is an added advantage)
- HRM license
- At least 3 years' experience preferably in (healthcare industry), which includes work in employee relations, selection, compensation, performance management and appraisal, training and development, employee benefits, policy development, and safety.
- Knowledge of computers and relevant software applications (HRIS).
- Experience with developing and implementing HR policies and practices.
- High attention to detail in all work, have strong project management skills and be able to coordinate several priorities simultaneously.
- Possess comprehensive knowledge of the Employment and related laws of the Republic of Kenya
- Proactively study all aspects of the business and create policies that tackle employee issues to produce positive results and build a better workplace for all.
- Certificate of Good Conduct.

How to Apply

- Interested candidates are requested to fill and submit the online application form on; www.stbridgethospital.co.ke/careers
- Ensure to upload all your certificates and CV.

- We as an institution are conducting the interviews as we receive the applications and have not engaged the services of any recruitment agency.
- We do not charge fees at any stage of our recruitment process.