

---

## **HUMAN RESOURCE OFFICER**

### **Role Summary**

Responsible for all operational 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
- Establishing and maintaining engaged and constructive relationships between employees and the organization.
- Handling, advising and supporting the disciplinary processes with the respective team leaders, in charges and division heads
- 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.
- Taking ownership of the recruitment and selection process along with conducting new employee orientations.
- Coordinating performance management processes and cycles with the Team Leaders, In charges and Division heads.
- Analyzing training needs with the team leaders and incharges and coordinating training programs as needed.



0729111103, 0785155550



P.O Box 7-00900 Kiambu



[info@stbridgethospital.co.ke](mailto:info@stbridgethospital.co.ke)



Saint Bridget Hospital

- Coordinating company's health and safety programs.
- Maintaining legally required records on employees and human resources activities.
- Filing required government reports and ensure compliance with all government regulators and bodies.
- Coordinating leave management with the Team Leaders and in charges
- Coordinating medical insurance for staff

### **Qualification and Key Competencies**

- Higher National Diploma in Human Resource Management or Bachelor's degree in human resources,
- IHRM membership
- 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.
- Experience in relevant HRIS software applications (HRIS)
- High attention to detail in all work, have strong project management skills and be able to coordinate several priorities simultaneously.
- 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](http://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.
- Only shortlisted candidates will be contacted