



SIGNS MEDIA KENYA LIMITED

Ishara House, Ridgeways Lane,
Ridgeways.
P.O. Box 29500 - 00100
Nairobi, Kenya

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www.signsmediake.com

HUMAN RESOURCES OFFICER – 1 POSITION

About Us

Signs Media Kenya Limited is leading and reputable company which propagates, Social, Economic, Political and Talent Development of persons with disabilities through its two products, namely Signs TV broadcasting in sign language with voiced overrides and assistALL mobile app which provides quality and affordable on-demand sign language interpretation services in Kenya.

Signs Media Kenya Limited seeks to fill the vacant position of Human Resource Officer based in Nairobi.

Purpose

The Human Resource Officer is responsible and accountable for the delivery of human resource services to line managers and employees. The officer will be a change champion and also responsible for maintaining accurate employee records and processing HR administrative transactions and HRMIS updates.

Key Duties/ Responsibilities

1. Provides administrative and HR operational support including attending to staff queries on HR policies and procedures;
2. Leads and monitors enforcement and compliance to the approved HR policies and procedures at all times. Facilitates awareness creation to staff on change of employment laws and advise the line managers on the same;
3. Manages the administration of the HR related systems and databases while ensuring utmost accuracy and confidentiality of information and support services to the designated users and departments;
4. Initiates and coordinates end to end recruitment process from preparation of job adverts, posting, sorting/screening out applications, longlisting and shortlisting candidates for interviews using the prescribed selection criteria;
5. Prepares all administrative details necessary to carry out the interview. This will include scheduling interviews, contacting candidates, interview venue preparation, preparing and circulating interview packs to the panelists collating interview feedback and preparing interview summaries for all successful candidates;
6. Participates in employee selection and prepare HR documents such as employment contracts, using standard templates;



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7. Develops and coordinates the execution of employee induction programs for new staff;
8. Takes charge of Leave and absence management which involves analyzing on the status of leave balances and liabilities;
9. Coordinates internal and external training/workshops/seminars for all staff across the organization;
10. Organizes and maintains personnel records and continuously update internal databases and maintain safe custody of all staff records and files on a continuous basis;
11. Receives and responds to staff queries on human resource related issues;
12. Coordinates staff exits through receipt of resignation, circulation of resignation letter to relevant parties, follow up to ensure exit interviews are conducted, providing documentation to payroll and issue certificate of service once file is closed;
13. Coordinates and documents the entire disciplinary hearing process and facilitates the implementation of recommendations;
14. Supports line managers on performance evaluations and provides clarity where needed
15. Supervises and guides the HR interns on an ongoing basis
16. Develops and submits human resource reports are required to guide decision making.

Academic and professional Qualifications and experience required

- Bachelor's degree in Human Resources, Social Sciences or equivalent with postgraduate diploma in HRM
- At least three (3) years' experience in Human resource management
- Experience of working with persons with disabilities is an added advantage
- Working knowledge of the Kenyan Labour laws

Key Skills and Competences

- Good communication and interpersonal skills
- Good team player with an ability to work in a diverse environment
- Ability to produce desired results under minimal supervision within the prescribed timeframe
- Good organizational and administrative skills with an ability to prioritize
- Demonstrate a high degree of sensitivity, confidentiality when dealing with internal and external customers
- Have a high sense of accuracy and attention for detail.
- Have good problem analysis and reporting skills



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- Highest level of personal and professional integrity

How to Apply

Interested and suitably qualified individuals should forward their application letter, copies of certificates, current certificate of good conduct, testimonials and an updated CV indicating their availability period, current and expected salary to the Managing Director at careers@signsmediake.com not later than **COB 23th February, 2022**.



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