



Cheer Up Program

Restoring Hope

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JOB ADVERTISEMENT

Date of Release – August 28, 2024

Closing Date – September 13, 2024

CHEER UP PROGRAM (CUP) is a child focused charitable organization. With over 20 years of experience, and inspired by our Christian faith, our focus is on helping the most vulnerable children and their families to improve the quality of life in society by transforming lives, empowering communities, providing leaderships, promoting collaboration with GOK and other stakeholders in responding to poverty, HIV and other public concerns.

We wish to recruit a suitable professional to the following open position for USAID *Tumikia Mtoto* OVC/DREAMS project in Kiambu County Under Cheer Up program:

1. **POSITION/TITLE: HUMAN RESOURCE MANAGER**

Purpose of the Position:

The Human Resource Manager will oversee various functions related to managing people and ensuring a productive and positive work environment. The position plays a vital role in fostering a positive organizational culture and supporting employee well-being.

Major Responsibilities:

- **Recruitment and Staffing:** Manage the hiring process, from job postings and interviews to onboarding new employees.
- **Employee Relations:** Address employee concerns, mediate conflicts, and ensure a harmonious workplace.
- **Training and Development:** Organize training programs to enhance employees' skills and career growth.
- **Performance Management:** Implement performance appraisal systems and provide feedback to employees.
- **Compliance:** Ensure the organization complies with labour laws and regulations.
- **Compensation and Benefits:** Design and manage employee compensation packages, including salaries, bonuses, and benefits.
- **Strategic Planning:** Contribute to organizational strategy by aligning HR practices with business goals.
- **Health and Safety:** Promote workplace safety and manage health-related programs.
- **Communications:** Ensure communication and media requirements are met in fostering a positive organizational culture.

- **Contracts/MOU:** Prepare contracts/MOU and oversee the management of consultants, partners, and suppliers to ensure approval and funding commitment.
 - **Logistics:** Arranging logistics during meetings involving all team meetings, ensuring necessary travel arrangements and refreshments have been made in good time and completion of any other tasks as identified by the management.
- ❖ Any other duties as assigned by the Supervisor

Preferred Skills, Knowledge and Experience:

- ✓ A bachelor degree in Human Resources Management, business administration, psychology or a closely related field.
- ✓ At least 3 years' experience in human resources or a related field.
- ✓ Proven experience in project management, event and meeting planning, logistics and contracting.
- ✓ Understanding of labour laws and regulations.
- ✓ Strong communication, leadership, problem-solving, and strong interpersonal skills.
- ✓ Proficient with various IT tools and systems (HRIS systems, payroll software, performance management tools etc).
- ✓ High level of organizational skills and ability to work independently.
- ✓ Certifications from HR certifying associations and experience in managing USAID funded projects will be an added advantage.

Interested candidates should submit their application and detailed CV, scanned copies of academic certificates, ID, Current Certificate of Police clearance (if available), recommendation letter from your religious leader, together with names of three professional referees and a reliable telephone numbers should be addressed to; The Executive Director, Cheer Up Program, Email: recruitment@cheerupkenya.org to reach us not later than **September 13, 2024 midnight**. Must put job title as the subject.

Only short-listed candidates will be contacted.