

15th September 2022

Internal Memo

To: All Staff Members

From: The Chief Executive Officer

**RE: EMPLOYMENT VACANCY AT AFRICAN FUND FOR ENDANGERED
WILDLIFE KENYA – GIRAFFE CENTRE.**

1. About the Job:

Position: Human Resource Officer – African Fund for Endangered Wildlife Kenya.

Reports to the Chief Executive Officer.

Tenure: 3 yrs. contract, 6 months probation.

Renewal performance based.

2. Role Summary

Support the effective and efficient management of every aspect of the employee cycle within the organisation, to promote human resource best practice for the benefit of the employee's productivity within the organisation and to support administration /logistics within the organisation.

3. Minimum Qualification:

- i. Academic: Bachelor's degree in Human Resource Management, Business Management, Additionally: HR Practitioner Certificate desirable.
- ii. Work Experience level:
 - a. Mid-level, 2 years in Human Resource support
 - b. Preferred Experience Context: Experience in a service delivery environment, eco-tourism environment an added advantage.
 - c. Knowledge/Well versed with Productivity management.

4. Responsibilities:

- i. Support the efficient management of the employee cycle within the organisation:
 - a. Co-ordinate recruitment exercises for long term and temporary staff to ensure adequate staffing in line with the organisation structure and approved staffing levels.
 - b. Co-ordinate the workforce capacity building needs: induction, capacity building/training.
 - c. Maintain Staff safety in the workplace, welfare and wellbeing.
 - d. Coordinate performance review and evaluation, using performance management tools instituted/provided, to promote a positive productivity culture within the organisation with the various department and sub-department heads.
 - e. Coordinate Staff benefits and compensation as provided by organisations employment – benefits policy.
 - f. Coordinate staff disciplinary matters within the organisations employment –disciplinary policy
 - g. Coordinate all staff separation transactions.
 - h. Maintain a comprehensive, updated database for Workforce.
- ii. Ensure compliance to the Employment Laws of the country Kenya, advise the CEO whenever there is need to align the organisation employment policies to the Employment Act of 2007 and the Occupational Safety and Health Act, No. 15 of 2007- revised in 2010,. Rigorously promote the update of organization work procedures and processes to support efficiency and effectiveness.
- iii. Support administration logistics function within the organisation, to promote efficiency and effectiveness. Promoting a proactive logistical support culture as opposed to a reactive culture, and supervision of administration department staff members assigned.

5. Profile Requirement

- i. 30 to 40 years of age;
- ii. Good understanding of the efficiency & effectiveness ICT can provide for Human Resource management.
- iii. Good interpersonal skills
- iv. Ability to exercise objective judgement, innovation in the response to dynamic staffing needs.

6. Expression of Interest.

Interested persons both internal and external, encouraged to apply. Applications should be sent by **email only** to the organization and addressed to:

**The Chief Executive Officer
African Fund for Endangered Wildlife Kenya
P.O Box 15124-00509,
Nairobi.
Email: hr@giraffecentre.org**

On or before 15th October 2022, 5.00pm EAT.

Yours Sincerely,

for 
**Chief Executive Officer
African Fund for Endangered Wildlife Kenya**

