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JOB DESCRIPTION

Position title: Senior People Development Officer (Kenya Country Office - KCO)
Reports to: People & Organizational Development Director (Eastern Southern Africa Regional Program Office - ESARPO)
Supervises: N/A
Location: Nairobi

I. Mission of the Department: To provide support to the Country & POD Director in ensuring WWF KCO applies the highest standards in human resources management in order to facilitate the implementation of the Conservation Strategy.

II. Major Functions

- Assists the Country Director on human resources in the Kenya Country Office to ensure they are managed fairly, effectively and efficiently;
- Provides advice and collaboration as appropriate to Kenya staff
- With guidance from the Regional POD implements effective human resources organizational and management structures, policies, and processes;
- Liaising with the Country Director and lawyer, assists in ensuring that Kenya Country Office legal requirements in human resources are met, and that human resource practices adhere to WWF policies, procedures, and standards.

III. Major Duties and Responsibilities

- Assists in the Implementation of human resources management as per the Kenya Country Office Strategic Plan;
- Maintains personnel contracts and checks that they are compliant with both WWF and Kenya national standards;
- Assists line managers in with advise on appropriate training and capacity building of personnel;
- Maintains standard personnel data is stored appropriately, updated in timely fashion, and available as required for KCO & ESARPO Hub staff; providing admin support to ESARPO in relation to filing and proper record keeping, follow up with service providers on insurances – medical, GPA & Group Life, pension etc and leave record maintenance.
- Assists the Country Director in communication with all staff, in Kenya Country office and field staff as appropriate, on human resources matters that affect them;
- Carry out personnel recruitment, induction, performance appraisals, contract compliance, renewals and exits.
- Provide support to management to ensure the correct application of WWF policies that relate to personnel behaviour and policy compliance;
- Oversees payroll preparation & administration and monitor staff internal loans for KCO & ESARPO Hub staff
- Provides data and local practice on annual remuneration reviews; assists Country Director in developing and maintenance of nation-wide approach to compensation and benefits;
- Responds to queries and requests for information on HR policies, working conditions, performance management systems and crisis management issues;
- Monitor the performance management outputs, liaise with management to develop

- and implement performance improvement and capacity building plans;
- Maintain HR data and statistics and provide regular reports to the Country Director and SMT to facilitate continuous improvement;
- Assists in the development and implementation of the Occupational Health & Safety Management System including; risk management, incident management, injury management, first aid program and workers compensation and rehabilitation;
- Assists the Country Director with structuring the organization to facilitate delivery of the organization's strategy;
- Liaises and cooperates with WWF Internal auditor on HR related audits and self audits if/as required;
- Carrying out regular internal audits on field projects on HR issues;
- Works closely with, and seeks support from, the Country Director and the Heads of Departments, and with the Regional POD for support, WWF International, and other WWF offices; and
- Performs other duties as requested by the POD Director.

IV. Profile

Required Qualifications

- Degree in Human Resources Management, Business Management, or other related field; a Masters degree would be an added advantage
- Membership of a relevant professional body would be a strong asset;
- Proven track record human resources administration and management;
- At least 5 years professional experience in human resources management at a senior level

Required Skills and Competencies

- Proven skills in administration and management of human resource;
- Demonstrated experience in applying human resources management protocols;
- Excellent inter-personal skills, and a good understanding of human relationships;
- Good guidance, counselling and negotiation skills, at all levels;
- Good team work skills;
- Excellent oral and written communications skills in English; and
- Adherence to WWF's values, which are: Engaging, Optimistic, Determined and Knowledgeable

Supervisory Responsibilities

N/A

V. Working Relationships

Internal: Interacts with the Country Director, Heads of Departments, all Kenya staff and teams on a daily basis, and as required coordinates and interacts with various project teams, the Regional POD Director and HR team. WWF International and other WWF Network staff.

External: Interacts with national governmental institutions, non-governmental organisations, academic institutions, the media, donors, specialists / consultants, and other stakeholders, in collaboration with the Country Director.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.