



About Us

We are a leading player in the tea sector with the core business in crop Growing, Processing & Manufacture and Sales & Marketing. 80% of our output is exported to various destinations. We are also a key player in the local tea sales to the west of Rift Valley Region.

We are seeking to recruit energetic and qualified individuals to fill the following vacant position(s).

HUMAN RESOURCES MANAGER

Reporting to the Finance & Administration Manager, the position holder will be responsible for the implementation of the strategic Human Resource strategies in Talent Management, Employee Relations, Human Resource Policies while partnering with the departmental managers on all Human Resource Services areas to achieve business objective.

Main Accountabilities

- Provides input for the development of the Human Resources Strategy and managing implementation in areas of Recruitment, Performance Management, Human Resource Policies, standards and compliance guidelines.
- Leads and manages strategy implementation of the Human Resource Employee Relations strategy and Services
- Manages development and implementation of the Human Resource Plan while ensuring implementation of training and development programs
- Leads in the implementation and service delivery in benefits management, employee welfare, leave management and exit management in line with policies, processes and procedures
- Prepares and provides management reports for management and Board decisions in HR policies, processes and procedures while creating high standards in statutory and market compliance.
- Researches and advises on competitive compensation and benefits packages that are in line with contemporary market and competitor practices
- Manages and monitors Employee and Industrial Relations matters within the framework of the Kenya Labour Laws and advises management for decision making
- Participates in all serious disciplinary cases likely to lead to termination, dismissal or final warnings.
- Leads in the preparation and execution of the Collective Bargaining Agreement (CBA) negotiations
- Manages preparation and presentation of HR KPIs
- Ensures execution of performance management process that will improve performance and development of potential talent in the company
- In liaison with the Heads of Department, analyses and determines skills and needs that will meet the company's objectives and develop job descriptions
- Advices Departmental Heads on leave balances for their departments.
- Identifies, implements and benchmarks best practices in management

Knowledge and Experience

- B.A. (Social Sciences) or related discipline from a recognized university
- Higher Diploma in HRM
- Experience Required: a minimum of 4 years' experience in HR management

HOW TO APPLY

Interested applicants must send copies of their certificates and testimonials as well as current CVs, with telephone and e-mail contacts; addresses of three referees, and a cover letter to recruit@kaisugu.co.ke by **15th December, 2019**.