



## JOB ADVERT

IDENTIFICATION	
JOB TITLE	Human Resource for Health (HRH) Associate
REPORTING TO	Technical Lead - Health Systems Strengthening
PROJECT	USAID Imarisha Jamii
DURATION OF CONTRACT	6 Months
DUTY STATION	Lodwar, Turkana County - Kenya
<i>Qualified residents from Turkana County are highly encouraged to apply</i>	

### BACKGROUND

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization; currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To catalyze and drive community-led and people-centered health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

### JOB PURPOSE

The HRH Associate provides administrative support across all HR functions to ensure effective personnel management for the health systems strengthening project. The HRH Associate will report to the Technical Lead - Health Systems Strengthening and will work closely with the Turkana County Department of Health and USAID Imarisha Jamii contracted Health Workers, as well as other project stakeholders.

### DUTIES AND RESPONSIBILITIES

#### 1. Support HR Function in UIJ

- Undertaking HRH roles as directed; drafting letters and documents; collecting and analysing information; initiating telecommunication.
- Support HRH by planning and scheduling meetings, conferences, teleconferences, and travel.
- Manage correspondence with stakeholders, partners and team members.
- Ensure the Proper leave Management, Timesheet Management and record keeping for contracted Health workers.
- Follow up on resolutions and actions from HR Team related Meetings (local and Donor).

- Screening communication from the County or contracted Health Workers to UIJ and directing inquiries.
- Protect operations by keeping information confidential.
- Complete projects by assigning duties to support staff and following up on results.
- Provide historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Plan and Implement staff performance appraisal by closely working with the County Department of Health.

## **2. Payroll Administration**

- Prepare and ensure all contracts are issued on time, fully signed and copies submitted to Finance.
- Ensure all statutory and supporting documentation is received and filed.
- Prepare HRH updates as requested from time to time.
- Update changes on the ERP system.

## **3. Contract Management**

- Receive recruitment requisitions.
- Prepare short term contracts & disseminate for signatures.
- Ensure contracts are filed and a copy provided to Finance and staff member.

## **4. Induction Management**

- Develop induction programmes for new employees and send to relevant officers.
- Organize meeting rooms for carrying out the inductions.
- Collect employment forms from new members.
- Collate bios, photos, draft staff announcement and upload on intranet.
- Ensure staff are settled in designated duty station.
- Organize for transport and meals for inductees by coordinating with respective administrative assistants.

## **5. Internship Management**

- Make quarterly announcements on new intake to Programme Managers.
- Receive requests for hires from technical leads and escalate to the Technical Lead-Health Systems strengthening for approval.
- Send ToRs to Communications for posting on website.
- Access database and retrieve applications as per requests.
- Share applications with Managers and select suitable interns.
- Invite Interns to start or for interviews where applicable
- Draft contracts for successful interns, induct and settle in duty stations.
- Draft recommendation letters at the end of internship period.

## **6. Administration**

- Plan and organize HR meetings.
- Customer Service - Interface with HR visitors and clients.
- Requisition stationery for the department.

## **7. Recruitment**

- Recruitment and selection process, long listing and participating in interviews for short term staff.
- Prepare contract and update online HR system.

## **8. Handle Immigration Issues**

- Collate documentation and lodge online application for work permits, dependants and special passes

## **EDUCATION, EXPERIENCE AND ABILITIES**

### **Education and Experience**

- Diploma in Human Resources Management.
- Minimum of One (1) year experience in a fast-paced environment.

### **Knowledge, Skills and Competencies**

- Proficiency in ICT including HRMIS, ERP;
- Detailed understanding, knowledge and experience of HR functions;
- Basic counselling skills;
- Problem solving skills;
- Team building skills; and
- Excellent interpersonal skills;
- Remarkable communication skills, both oral and written;
- Analytical skills
- Ability to maintain confidentiality;
- Tact and discretion when dealing with people;
- Good planning and organizational skills;
- Ability to multi-task;
- Excellent listening ability and patience in dealing with employees;
- Critical thinking;
- Problem solving;
- Empathy;
- Teamwork;
- Results focus; and
- Emotional intelligence.

## **ENVIRONMENTAL CONDITIONS**

### **Corporate Policies, Systems, Procedures and Methods**

- The job demands understanding and appreciation of Amref Health Africa's human resource management policies and procedures.
- Understanding of regulations governing Public service and the Turkana County Human Resource Procedures Manual 2024 is important to the role.

### **Work Environment**

- Normal work environment with frequent travel.

### **Hours of Work**

- The job holder may be required to work outside normal working hours due to the nature of the work in general

### **HOW TO APPLY**

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **17<sup>th</sup> November 2024**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an [@amref.org](mailto:@amref.org) address.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.*