

Ndonyo Healthcare is a private hospital based in Naivasha town. We currently have branches at Gilgil , Kwa Muhia off Moi Southlake Rd Naivasha and Naivasha Town

We are currently looking for a qualified and dedicated candidate to fill the following position;

JOB TITLE: HUMAN RESOURCE ASISSTANT

Job Summary

The HR Assistant will be responsible for performing administrative tasks and services to support effective and efficient operations of the Human Resource Department

Key Responsibilities:

1. Recruitment and selection: Conduct the recruitment process
2. Induction and Orientation: Induction and orientation of newly placed employees
3. Maintain personnel file: Custodian of employee data and documentation
4. Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; sick, and time off.
5. Attendance Register: monitor the attendance of employees in terms of lateness and absenteeism and give a monthly analysis report to the management.
6. Leave Computation and maintenance: Maintain and update leave schedule for all employees.
7. Policy Formulation -Develop and review HR staff handbook and policies and inform the staff and management of the policies.
8. Draft and update HR letters, e.g. offer letter, promotion, transfer, termination,
9. Performance management and appraisal: keep track of employees contract, plan for appraisal when appropriate. Draft performance appraisal report and forward to management.
10. Training: Conducting training need assessment. Administering on-the-job training programs. Evaluating the effectiveness of training programs and maintaining records of employee participation in all training and development programs
11. Payroll administration and management- Administer and update payroll: Processing payroll, ensuring unpaid leaves are tracked in the system
12. Draft and review clinical staff duty rotor together with Head of Inpatient and Outpatient services. Submit a copy to Administrator's office and Reception.
13. Conduct exit interviews to identify reasons for employee termination.

14. Perform a variety of general office support duties; make copies; maintain calendar of activities, meetings, and various events for assigned staff; process mail including receiving, sorting, and order office supplies.
15. Participating in administrative staff meetings and ensuring that all meetings held at the facility are documented.
16. Coordinate disciplinary procedure.
17. Facilitating communication across the organization by fostering employee participation, feedback and involvement to promote good industrial relations.
18. Assisting in managing staff welfare, safety and health.
19. Ensure availability of workplace safety compliance certificates and distribution of PPEs and uniforms.
20. Ensure legal compliance by monitoring and implementing applicable HR requirements per the laws of Kenya.
21. Knowledge of the Labour laws.

Job Qualifications & Skills

1. Bachelor's degree in Human Resource Management.
2. At least 2 years experience preferably in a similar environment.
3. Knowledge in Labour Laws
4. Excellent interpersonal and ability to manage a diverse range of professional relationships.
5. Leadership skills
6. Strong personality and ability to work under pressure.
7. Member of IHRM

Application Instructions

1. Interested candidates to email their cover letter and detailed curriculum vitae **ONLY**; including names and contacts of three references, to (recruitment@nhcmaisha.co.ke) on or before **19th January, 2024**.
2. The email subject line **MUST** include title and Location of the position being applied for e.g., "Branch Administrator- Gilgil"

“NHC Maisha is an equal opportunity employer”