

About Sanergy

[Sanergy](#) is an award-winning social venture based in Nairobi, Kenya. We undertake three exciting lines of work:

- We provide safe, sustainable sanitation services to residents living in urban informal settlements of Nairobi and Kisumu using end-to-end non-sewered sanitation solutions. Watch [here!](#)
- We implement a circular economy model to sustainably manage sanitation and organic waste generated in cities. Using technologies developed in-house, we upcycle the waste into insect-based protein for animal feed, organic fertilizer, and biomass fuel. We operate the largest organics recycling plant in East Africa. Watch [here!](#)
- We partner with cities to develop and deliver safe sanitation and waste management for urban residents. Using a systematic methodology, we match cities' sanitation and waste management needs with technology and service delivery models, and then offer clear guidance on the steps that governments, funders, service providers and technology developers can take to develop and implement integrated service delivery systems.

Operational since 2011, Sanergy serves over 140,000 urban residents with safe sanitation services every day. Sanergy collects and treats over 12,000T of waste per year, and successfully sells its agricultural end-products to farmers in over 20 counties in Kenya, who see improved yields and increased incomes. At the same time, we have built a team of over 400 employees from diverse backgrounds who solve diverse problems, but all embody the drive, creativity, teamwork, and passion that make us achieve our goals. For our work, we have been recognized by the Gates Foundation as one of the 2030 Sustainable Development Goals accelerator; by Fast Company as one of the 10 most innovative companies in the world doing social good, and one of the 10 best companies in Africa, and the Food Planet Prize for our innovative circular economy approach.

About the role

Sanergy is quickly expanding and looking to bring in an **Assistant - HR Business Partner (Talent Associate)** who will provide support to the HR Business Partner on Talent-related matters to assigned teams and business leaders. The role involves a hybrid working model which is working remotely as well as being on-site (Kinanie, Athi river) for a few days of the week.

Duties and Responsibilities

- Liaise with the Admin team to facilitate the offer letter signing with the relevant stakeholders.
- Address individual staff issues that are reported to you in a timely manner and share proposals on resolving Talent related issues that come up from time to time.
- Collaborate with Supervisors and Managers to address root causes of issues reported to you, seek support from your Line Manager where need be, and implement corrective actions as agreed.
- Evaluate feedback received/observations made with regards to our HR processes, and propose improvement areas in line with best HR practices.
- Regularly attend team meetings for assigned teams to understand their goals and therefore offer support for their Talent related needs.
- Actively share your ideas from a Talent perspective when engaged in different forums within the organization and be open to other ideas from team members.
- Leverage the relationships built/ networks created to generate value for the team and the organization
- Encourage a cordial working relationship amongst all team members.
- Share ideas on how to improve the HR processes in place, test them out and share successes and challenges when implementing these ideas
- Support in the planning and executing of on-boarding of all new joiners and track their experience within the probation period
- Support in the execution of all Talent related requests within the site.
- Liaise with the onboarding partner to ensure that all candidates are onboarded and set up on IT
- Any other functions as assigned by the supervisor.

Qualifications

- Bachelor's Degree in Human Resource Management
- At least 2 year(s) of experience in a busy environment
- Previous experience in a factory setup will be an added advantage
- Be an excellent team player/collaborator with excellent communication skills
- Have demonstrated the ability to act decisively and resolve problems

Job Location

Kinanie- Athiriver

Application Deadline

30th April 2022

Click [here](#) to Apply

Sanergy is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, national origin, sexual orientation, age, marital status, disability, gender, gender identity or expression. All qualified persons are encouraged to apply.

NOTE TO APPLICANTS

SANERGY AND FRESH LIFE DO NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). SANERGY AND FRESH LIFE DO NOT ASK FOR INFORMATION PERTAINING TO YOUR BANK ACCOUNT DETAILS AND ANY OTHER PERSONAL INFORMATION OUTSIDE THE RECRUITMENT PROCESS.

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