



## **Position Identification**

**Title:** Human Resource & Administration Manager  
**Supervisor:** Senior Technical Advisor (STA)  
**Location:** CIGan Kenya Office

## **Job Summary:**

### **General Expectations**

Reporting to the Kenya-based Senior Technical Advisor (STA), the Human Resource & Administration Manager will be located in Nairobi, Kenya and will ensure the effective management human resources and administration of the Kenya CIGan Office and staff. The Human Resource & Administration Manager will work closely with the Ottawa-based Managers of Operations and STAs as well as the Senior Program Officers (SPOs) to ensure the overall cohesion, coordination, and quality delivery of CIGan Kenya Office activities.

This position requires the ability to perform a variety of complex tasks, including financial management, human resource management, tax and regulatory compliance, and related tasks in a fast-paced international office. The Human Resource & Administration Manager will be expected to perform effectively at all operational levels.

The position is expected to involve some travel within Kenya.

**Specific Accountabilities:** The Human Resource & Administration Manager will:

- Provide oversight for all field logistics, office management, financial management and human resource functions for the CIGan-Kenya office.
- Develop and ensure the implementation of local office policies in close collaboration with the STAs and Managers of Operations.
- Supervise direct reports including Administrative and Logistics Coordinator, Finance Officer and others, as delegated by the Manager of Operations.
- Implement and maintain office services by organizing office operations and procedures, including preparing payroll, designing filing systems, reviewing, and approving supply requisitions, assigning and monitoring clerical functions to other staff.
- Review monthly finances for approval including synoptic journals, petty cash, staff expenses.
- Liaise closely with the Kenya-based Finance Officer in the authorization and process of payments.
- Provide logistics oversight and support for events, travel, and other activities.
- Manage local office procurement systems and processes, including inventory/asset management.
- Maintain tax compliance ensuring employee income tax (PAYE), corporate tax returns, consultant withholding taxes, VAT, etc.
- Ensure corporate registration and other regulatory compliance is maintained.



- Oversee human resource systems and ensure payroll and statutory remittances (NHIF, NSSF etc.) are done on a monthly basis.
- Liaise with staff, suppliers and partners as needed.
- Develop, implement and maintain office administrative systems/procedures.
- Organize and implement and deliver orientation program for new staff.
- Support CIGan-Kenya office human resources by keeping personnel records up to date, arranging and conducting interviews, organizing, and implementing orientation for new staff, etc.

### **Qualifications:**

- Full fluency in English and Swahili.
- Kenyan citizen or legally permitted to work in Kenya. Note: CIGan will not provide a work permit or sponsor individuals.
- At least Bachelor's Degree in a related subject area (business administration or similar).
- A minimum of 5 years' experience in a similar role in Kenya ideally on international development projects with an international organization.
- A minimum of 3 years' experience managing staff.
- Demonstrated experience recruiting and managing staff ideally with human resource qualifications or certifications.
- Demonstrated experience in applying and adhering to Kenyan Labour laws and regulations
- Experience with financial and accounting processes, including, but not limited to, experience preparing financial claims and reports for programs, budgets and reconciliations.
- Experience with financial management systems and budget management.
- Experience in designing and managing procurement processes/systems.
- Practical experience designing, implementing, and maintaining administrative systems.
- Extensive experience in human resource management in the non-profit, public and/or private sector.
- Proven familiarity with taxation and regulatory compliance in Kenya.
- Demonstrated ability using Microsoft Office Suite (Word, Excel).
- Demonstrated experience working with an international team.
- Demonstrated competence in the planning, implementation, administration, and reporting of donor-funded projects.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work both independently and collaboratively on a team.
- Strong writing, computer, and data skills.

### **How to Apply**

Interested candidates should submit a cover letter and CV with three references as one PDF file not exceeding 6 pages to email address [applications@ke.collegesinstitutes.ca](mailto:applications@ke.collegesinstitutes.ca) with the title on the subject line "**Human Resource & Administration Manager**". The deadline for receiving applications is **20 April 2022 at 5 p.m.**

*Phone calls or in-person visits will not be accepted. Only candidates selected for interview will be contacted.*