



Title: Africa Human Resources Manager

Location: Africa

Reports to: Global HR Director

Schedule: Full-time

Role Summary:

The Africa HR Manager will lead human resource operations for Africa, ensuring compliance with regional labor laws and delivering excellent internal customer support. This position will collaborate closely with national offices and global HR teams to maintain smooth HR processes, promote employee well-being, and support organizational growth across the region.

Key Responsibilities:

- Policy & Compliance: Implement and uphold HR policies, procedures, and labor law compliance across all African countries.
- HR Administration: Manage the employee lifecycle (recruitment, onboarding, contracts, terminations), payroll data, compliance, and reporting.
- Leadership Support: Provide expert HR advice to national and regional leadership teams.
- Employee Relations: Oversee investigations and employee disciplinary actions in collaboration with leadership.
- Team Development: Ensure professional development, training, and coaching programs are delivered effectively to enhance team performance.
- Reporting & Analysis: Provide regular reports and insights on HR metrics to leadership.
- Legal & Risk Management: Mitigate legal risks by working closely with local legal counsel and payroll vendors.

Requirements:

- Bachelor's degree in Human Resources or a related field.
- Minimum 5+ years HR experience in Africa, preferably within NGOs.
- Deep understanding of Kenyan and regional labor laws.
- Strong interpersonal skills with an ability to influence at all levels.
- Excellent verbal and written communication skills in English; French is a plus.
- Proven ability to maintain confidentiality and integrity.
- Willingness to travel within the region.
- Proficiency in HR management tools and software (e.g., Microsoft Office, Google Suite, Zoom, Monday.com)

Preferred Skills:

- Cross-cultural competency.
- Strong problem-solving and process improvement capabilities.

Interested candidates to send CV with the role as the email subject and in the email body, include application, your notice period, current and expected salary.

Email: cvs@houstonconsult.com

Deadline: Monday 21st October 2024, 5:00pm