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Management Consultants

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Naivas Job Description – Human Resource Business Partner (HRBP)

1. Job information	
Job Title	Human Resource Business Partner (HRBP)
Department	Human Resources Department
Location	HQ - Nairobi
Number of posts	2
Job Grade	
Surname and Initials of Employee	
Reports to (job title)	Human Resources Manager
Direct reports	None

2. Job Purpose

The Human Resource Business Partner (HRBP) is responsible to advise, support and deliver key HR functions in line with the business objectives to attain a high performing workforce at the regional level.

3.1 Key responsibilities

- Contribute to the formulation, implementation & review of the HR strategy.
- Contribute to the regional budgeting process with a major focus on people budget lines.
- Support new stores by providing a workforce in line with the timelines.
- Contribute to the development, review and implementation/embedding of HR policies & standard operating procedures in the region.
- Implement talent development & L&D strategies within the region.
- Facilitate implementation of all HR projects in the region.
- Oversee operational excellence in all the branches in the region.
- Work closely with branch management and employees to improve work relationships, build morale and increase productivity and retention.
- Budget control in terms of overtime, salary, and staff welfare costs at the branch level.
- Responsible for cascading communication and collecting feedback on HR matters at the regional level.
- Monitor staff numbers at the branch & taking corrective action to ensure it is at the optimal level.
- Manage & resolves complex employee relational issues.
- Provide day to day performance management to branch managers through coaching, counselling, career development etc.
- Provide HR policy guidance & interpretation to the branch management & regional leadership.
- Spearhead change management processes at the branch level
- Attend to staff welfare matters such as medical cover, compensation and benefits, and staff safety.
- Ensure total adherence to compliance regulations such as labor laws, SOP's, and rules & regulations.
- Facilitate the required licenses such as medical certificates in line with the OSHA act.

- Ensure there is a proper staffing schedule to cater to the rest days of the staff and uninterrupted workflow at the store.

3.2 Key Performance Indicators

- 100% adherence to approved HR policies and procedures in the region.
- Clear implementation plans of the approved HR strategy, implementation plans.
- Compliance with the performance management framework.
- Employee engagement programs, high employee engagement rates.
- High employee productivity in all the branches in the region.
- Existence of a talent pipeline for all the critical roles.
- Optimal staffing in the region always.
- Timeliness and accuracy in the payroll process.
- The achievement of budget targets on labor costs regionally.
- Existence of robust talent data management tools that support the regional model.
- Timely submission of data-based HR reports and the resulting implementation of action plans.
- Existence of robust employee data management tools that support easy access to data as and when required
- Positive feedback from HR services' consumer departments on the quality of support provided.
- The existence of a stakeholder management matrix that demonstrates value to the business regionally.
- HR projects that are delivered within the required quality standards & timelines

3. Job Specification

4.1 Minimum Knowledge/Qualification requirements

	Requirements	Essential/Desirable
Educational Qualification	Bachelor's Degree (any field) Second Class Honours (Upper Division)	Essential
Professional Qualification	Higher Diploma in Human Resource Management	Essential
	Full membership to HR professional bodies Certified HR practitioner	Desirable
	Office Administration certification	Essential

4.2 Work Experience requirements (*work experience*)

Work Experience requirements for the role	<ul style="list-style-type: none">A minimum of 5 years of experience in HR Generalist	Essential
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4.3 Skills (key skills and personal attributes)

Specific skill requirements for the role e.g. Negotiation, Presentation etc	<ul style="list-style-type: none">MS Office (Word/ Excel/PowerPoint)Customer ServiceAttention to detailVerbal and written communicationPlanning and organizationInterpersonal skillsData analysisAbility to operate media equipment such as projectors and personal computersKnowledge about traditional and modern training methods and techniquesAbility to work with a team	Essential
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	<ul style="list-style-type: none"> • Knowledgeable about learning and development systems and platforms 	
Personal attributes required for the role	<ul style="list-style-type: none"> • Relationship-building skills • Team player • Effective communication skills • Interpersonal skills • Problem-solving • Creativity/Innovativeness • Integrity • Confidentiality 	Essential

4. Work Context and Environment

Type of Working Hours:	Usually daytime working Regular additional hours as required	
Working Hours:	Spread over 6 days	48 hours
Travel required:	None excl. from/to work	

How to apply

If you believe you are the right candidate and can clearly demonstrate your abilities to meet the criteria above, please send CV and cover letter to info@houstonconsult.com by Friday 17th October 2025