KAKUZI PLC

Position: Human Resources Manager

Kakuzi PLC is looking to recruit a highly focused, self-driven individual with a desire to create immediate impact in driving our people agenda for the position of **Human Resources Manager**.

Reporting to the Head of Legal and Human Rights, the successful applicant will lead the human resources function and provide HR support to the business through appropriate human resource strategies, policies, and programs that align with the Company's objectives, ensuring an engaged, skilled, and high-performing workforce while fostering a positive work environment, compliance with labour laws and regulations, and meeting the dynamic operational needs of the Company. The position is based at Kakuzi PLC Main Office, Makuyu.

Key Responsibilities:

- HR Strategy: Develop and implement HR strategies aligned with the Company objectives.
- Talent Management: Oversee recruitment, onboarding, performance management, and succession planning to attract and retain top talent.
- Employee Relations: Foster a positive work environment by addressing employee concerns and ensuring compliance with labour laws. Maintain and monitor relations with trade Unions by ensuring regular meetings between Management and Union Shop stewards.
- Workplace discipline: Provide support and insight during the disciplinary process for all employees in line with the Company Policy, Code of Conduct and Employment laws.
- Collective Bargaining: Be a member of the Collective Bargaining team
- Learning & Development: Design and implement training programs to enhance staff competencies.
- Compliance: Ensure adherence to all labour laws and regulations
- Workforce Planning: Manage workforce needs in line with the firm's seasonal and operational demands.
- Payroll: Oversee the company payrolls.
- Health Services: Oversee the running of the Company Health services
- HR Metrics: Monitor key HR metrics to inform strategic decisions.

Qualifications and Experience:

- A Bachelor's degree in Human Resource Management, Business Administration, or related field (Master's degree is an added advantage).
- Professional HR certification (e.g., CHRP) and IHRM Membership and Practicing certificate
- A minimum of 8 years of HR experience, with at least 4 years in a managerial role.
- Proven experience in the agricultural or commercial sector is highly desirable.
- Strong knowledge of Kenyan labour laws and HR best practices.
- Experience in Collective Bargaining Agreements negotiations.
- Excellent leadership, communication, and interpersonal skills.

- Proficiency in HR information systems and data analysis tools.

Current Kakuzi employees are encouraged to apply

How to Apply
If you meet the above requirements, please send your CV, cover letter and relevant certificates to the below email address indicating the position in the email subject by **5th December 2024**

Recruitment@kakuzi.co.ke

Please note only shortlisted candidates will be contacted

We are an equal opportunities employer

Please note that Kakuzi PLC WILL NOT ask you to make any payment at any stage of the recruitment process.