

<b>Job Title:</b>	HR Officer	<b>Department:</b>	Security
<b>Section:</b>	Human Resources	<b>Grade:</b>	N/A
<b>This position reports to:</b>	Direct Head of Security	Technical report to Chief HRO	
<b>Job Purpose:</b>			
<p>Maintain and enhance LTWP human resources by planning, implementing the core systems and processes and promote organizational culture. Evaluate employee relations and human resources policies, programs, and practices. Oversee the recruiting, interviewing, and hiring of staff; serve as a link between the management and its employees. Implement core systems and processes and promote organizational culture.</p>			
<b>Key Duties and Responsibilities</b>			
<ul style="list-style-type: none"> <li>▪ Develop Human Resource Policies to guide the effective and efficient execution of roles within the Security Department</li> <li>▪ <u>Recruitment</u>- Identify the skills required with the functions concerned to recruit the right people with the right qualifications and experience at the right cost. Employment and compliance with regulatory concerns regarding employees</li> <li>▪ Provide effective new employee orientation, assign a mentor for development, needs assessment and training, and integrate the new employee into the organization and its culture</li> <li>▪ Negotiate requirements and accomplishment-based performance standards, outcomes, and measures between the employee and the manager</li> <li>▪ <u>Training</u> – identify skills required for the job and organize training to ensure that the gap is filled Provide on-going coaching, training and feedback as required.</li> <li>▪ <u>Job Analysis &amp; Evaluation</u> – workforce planning, salary survey and grading. Reviewed the Disciplinary Policy to incorporate details of the disciplinary procedure. Summary Dismissal and Disciplinary Policies &amp; Procedures</li> <li>▪ <u>Performance management and improvement systems</u> – conduct quarterly performance development planning, discussions, focus development areas, behaviours and results measured by the set KPI's</li> <li>▪ <u>Organizational development planning</u> – provide promotional/career development opportunities including lateral moves, transfers, and job shadowing for staff</li> <li>▪ <u>Termination</u> of Employment while ensuring that local laws and customs are followed</li> <li>▪ Assist with exit interviews to understand WHY valued employees leave the organization</li> <li>▪ Policy development and documentation which includes employee safety, welfare, wellness, and health</li> <li>▪ Prepare or update employment records related to hiring, transferring, promoting, and terminating. Explain human resources policies, procedures, laws, and standards to new and existing employees. Ensuring new hire paperwork is completed and processed</li> </ul>			
<b>Key Performance Measures</b>			
<p>a) Recruitment – average lead time to recruit employees. Performance score of new employees within 6 months  b) Training and Development – training time per employee per year. % Difference in range in productivity before and after training  c) Performance and career management - % of employees that fully execute their Individual Development Plan  d) Employee retention and productivity - % of employees that leave the organization in each period.</p>			

<b>Qualifications, Knowledge and Skills</b>
<ul style="list-style-type: none"> <li>a) Bachelor's in human resource management or relevant field from a recognized university</li> <li>b) At least 5 to 7 years' experience in Human Resource Management in a busy and dynamic environment</li> <li>c) Experience with HR management of guard/security force is an added advantage</li> </ul>
<b>Working relationships</b>
<ul style="list-style-type: none"> <li>a) Human Resource Consultants</li> <li>b) Labour institutions</li> <li>c) Institute of Human Resource Management and other human resource governing bodies</li> </ul>
<b>Technical competencies</b>
<ul style="list-style-type: none"> <li>a) Performance management</li> <li>b) Aware of best practise HR policies and procedures</li> <li>c) Good understanding of the Kenyan Employment Act</li> <li>d) Good negotiation and critical thinking skills</li> <li>e) An Ethical Approach for Human Resources</li> <li>f) Good planning and organisation skills</li> <li>g) Leadership</li> </ul>
<b>Behavioral competencies</b>
<ul style="list-style-type: none"> <li>a) Confidentiality</li> <li>b) Team player, who works well across functions and levels</li> <li>c) Honesty and integrity</li> <li>d) Goal setting and planning</li> <li>e) Self-improvement</li> <li>f) Time management</li> <li>g) Positive attitude</li> <li>h) Integrity</li> <li>i) Strategic outlook</li> </ul>

The principal place of work will be at the windfarm in Loiyangalani – Marsabit County where R&R (rest and recuperation) will be applicable for applicants from outside the area.

Please send your applications by the **10<sup>th</sup> of December 2021**, with a detailed CV and cover letter highlighting key competencies for this position to [hrrservices@ltwp.co.ke](mailto:hrrservices@ltwp.co.ke)

LTWP is an equal opportunity employer.