



JOB ADVERT

VACANCY ANNOUNCEMENT HUMAN RESOURCE OFFICER

Ishaqbini Hirola Community Conservancy (IHCC) is a community-led conservation initiative situated on the eastern banks of the Tana River in Garissa County, specifically within Ijara Sub County, Masalani ward. It encompasses the areas of Hara, Korisa, Kotile, Bulawarade, and Abalatiro locations. The conservancy was established in 2007 and focuses on the conservation and protection of the critically endangered hirola antelope, which is endemic to this region. The hirola is recognized internationally as the most severely threatened antelope species in the world and is listed as 'Critically Endangered' on the IUCN Red List. In 2012, the conservancy established a 27 km² predator-proof sanctuary specifically for the hirola, creating a secure environment free from predation, poaching, and competition with livestock. This sanctuary serves as a crucial habitat for the hirola to breed and thrive, contributing to the species' recovery efforts. IHCC's primary goal is to drive conservation efforts while also enhancing community livelihoods and empowering the local population to manage their natural resources. The vision of IHCC is to become a preferred provider of community-led solutions in wildlife conservation, rangeland management, and sustainable livelihood improvement.

The conservancy is one of the member conservancies supported by the umbrella organization of **Northern Rangelands Trust (NRT)**, one of the most successful and impactful local conservation organization based at UNESCO World Heritage Site Lewa Wildlife Conservancy. More information can be found at www.nrt-kenya.org. NRT is a membership organization owned and led by 45 community conservancies in Northern and Coastal Kenya. NRT was established as a shared resource to help build and develop community conservancies, to enhance people's lives, build peace, and conserve the natural environment.

The conservancy is currently seeking human resources (HR) personnel to assist with its project "Conservation for Better Well-being" (Uhifadhi na Maisha Bora), which is funded by USAID. Ishaqbini is the first community conservancy in Kenya to successfully secure direct funding from USAID.

Job Title:	Human Resource Officer
Location:	Based at Ishaqbini CCY HQ
Reports to:	Conservancy Manager

Job Purpose:

The Human Resource Officer will support the organization in coordinating HR activities and ensuring compliance with human resource policies, processes, and procedures. This role also involves providing administrative support to the HR department, maintaining up-to-date employee records, and assisting in various HR functions such as recruitment, training, and employee relations.

Key roles/Responsibilities:

- Support in the implementation of HR policies, practices, and processes in compliance with labor laws, employee contracts, and internal HR policies.
- Provide administrative support in the business operations, including leave administration, payroll data entry, statutory payments, document preparation, and record keeping.
- Maintain up-to-date documentation of manual and HRIS, and file/scan related personnel records.
- Assist in administering the grievance handling and disciplinary process as defined in the Company Policy.

- Assist in timely filing and follow up of WIBA and other insurance claims for employees.
- Engage and communicate with employees on new policies, procedures, and organizational changes, gathering feedback.
- Support in resolving staff welfare issues, Employee Relations and managing health and safety matters within the workplace.
- Assist in coordinating staff training and development plans.
- Support the recruitment and selection process by coordinating interviews and facilitating the induction and on-boarding process for new hires to ensure smooth integration.
- Help organize and coordinate meetings, training sessions, conferences, workshops, and other company events.
- Prepare periodic (daily, weekly and monthly) HR reports.
- Perform other duties as maybe assigned from time to time.

Qualifications, Knowledge, and Experience required:

- Bachelor's degree in human resources, Business Management or related field.
- Diploma or Higher National Diploma in Human Resource Management.
- CHRP certification and a member of IHRM will be an added advantage.
- Minimum of 3 years' experience in Human Resource and Administration.
- Proficiency in MS Office (Word, Excel, PowerPoint) and HRIS systems.
- Knowledge of Local employment/labor laws.
- Excellent communication (both verbal and written) and presentation skills.
- Persistent and results oriented.
- Ability to adapt quickly in a performance-based culture environment.

Technical & Behavioral competences:

- Must be skilled in inter-personal communications, have an ability to work with multiple stakeholders including community and government.
- Demonstrated potential for leadership and the ability to mentor and guide junior staff.
- Skilled in motivating and influencing others.
- Demonstrated ability to think creatively and solve problems effectively.
- Computer literacy in Microsoft office suits such as Word, Excel, PowerPoint, and Emails.
- Awareness and respect for diverse cultures and backgrounds.
- Ability to work inclusively and promote a diverse work environment.

How to apply:

Interested and qualified candidates are required to submit their application including a cover letter, detailed Curriculum Vitae highlighting relevant experience, academic and professional certificates, testimonials, a daytime telephone contact, email address, and names of three professional referees to reach us by close of business **Wednesday, 11th September 2024** via ishaqbini@nrt-kenya.org, addressed to:

MANAGER
ISHAQBINI HIROLA COMMUNITY CONSERVANCY
P.O BOX 46 70105 MASALANI

Only shortlisted candidates will be contacted.