

JOB ADVERTISEMENT: HUMAN RESOURCE MANAGER.

Location: Kipchimchim Group Headquarters

Department: Human Resource Department

Reports To: Directors

Vacancy: 1

Application Deadline: 12th September 2025

JOB OVERVIEW

The HR Manager will serve as a strategic leader, responsible for shaping and driving the Group's human resource agenda. He/She will lead in cultivating a high- performance culture, attracting and retaining top talent, and empowering employees to deliver on the company's vision. The position entails oversight of workforce planning, recruitment, employee relations, performance management, training, and policy development, with strict adherence to labor laws and regulatory requirements. By aligning human capital strategies with business objectives, the HR Manager will play a central role in building an engaged, motivated, and future-ready workforce that advances Kipchimchim Group's growth and long-term success.

DUTIES AND RESPONSIBILITIES

- Provide leadership in developing and implementing HR strategies, policies, and procedures in line with best practices.
- Oversee talent acquisition, onboarding, and staff retention strategies.
- Manage employee relations, disciplinary cases, and conflict resolution processes.
- Develop and implement performance management systems, including KPIs and appraisals.
- Lead training needs assessment, staff development, and succession planning programs.
- Monitor compliance with labor laws, health and safety standards, and organizational policies.
- Drive employee engagement initiatives to build a motivated and high-performing workforce.
- Maintain accurate HR records, manage payroll and benefits administration.
- Provide HR analytics and advisory support to management on people-related matters.
- Lead HR audits, compliance reviews, and ensure proper documentation.
- Attend management and departmental meetings, representing HR functions effectively.
- Champion organizational culture and change management initiatives.
- Foster diversity, equity, and inclusion across all HR practices.
- Manage employee welfare programs and wellness initiatives.



- Oversee job evaluation, grading, and compensation structures to ensure equity and competitiveness.
- Collaborate with line managers to forecast workforce needs and align HR strategies with business objectives.
- Ensure effective communication of HR policies, procedures, and updates to staff.
- Handle grievances with professionalism while safeguarding both employee and organizational interests.
- Develop HR budgets and ensure cost-effective resource utilization.
- Serve as a trusted advisor to leadership on workforce planning, succession, and people strategy.
- Any other duty as assigned by your supervisor or management representative.

KEY QUALIFICATIONS

- Bachelor's degree in Human Resource Management, Business Administration, or a related field.
- **CHRP certification** or valid **IHRM membership** is required; MBA in HRM or related specialization is an added advantage.
- **Over 7 years** of progressive HR experience, with at **least 4 years** at managerial level.
- Solid understanding of labor laws, HR best practices, and compliance requirements.
- Proven experience in recruitment, employee relations, and performance management.
- Proficiency in HR systems and software (**ERP/HRIS**).
- Excellent leadership, communication, and interpersonal skills.
- Strong problem-solving, negotiation, and organizational skills.
- Demonstrated ability to drive culture change, diversity, equity, and inclusion initiatives.
- Experience in talent development, succession planning, and employee engagement strategies.
- High level of integrity, confidentiality, and professionalism.
- Ability to analyze HR metrics and provide data-driven recommendations.
- Capacity to work under pressure, manage multiple priorities, and deliver within set deadlines.

KEY SKILLS AND COMPETENCIES

- Strategic HR planning and execution.
- Employee relations and conflict resolution.
- Performance management and talent development.
- Training, learning, and capacity building.
- Policy formulation and compliance management.
- Strong analytical, problem-solving, and decision-making ability.
- Effective team leadership, supervision, and people management.
- Talent acquisition, onboarding, and retention strategies.
- Change management and organizational culture development.
- Diversity, equity, and inclusion advocacy.
- HR metrics, reporting, and data-driven decision-making.
- Negotiation, mediation, and dispute resolution skills.
- Payroll management, compensation, and benefits administration.
- Excellent communication, presentation, and interpersonal skills.
- Digital HR proficiency (HRIS/ERP, e-recruitment, and HR analytics tools).
- Emotional intelligence, resilience, and adaptability under pressure.
- Project management and multi-tasking in a fast-paced environment.

HOW TO APPLY

Interested candidates should submit their applications via email to:

 recruit@kipchimchimgroup.com

Applications should include:

- A **detailed CV**
- A **cover letter** highlighting relevant qualifications and experience
- Copies of **necessary certifications and supporting documents**

Deadline: 12th September 2025

Kipchimchim Group is an **equal opportunity employer**. Only shortlisted candidates will be contacted.