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HUMAN RESOURCE ASSISTANT OPPORTUNITY WITH CHRIST IS THE ANSWER MINISTRIES [CITAM]

BACKGROUND

Christ Is The Answer Ministries [CITAM] is an English speaking Pentecostal church committed to a wholistic Gospel that impacts society in every sphere of life. Currently, CITAM has 25 assemblies in Kenya and 4 outside Kenya and provides quality education through the CITAM Schools and PAC University. The ministry runs the CITAM Children's Center, Mission Stations in Northern Kenya, provides value-based media services through Hope FM and Hope TV, CITAM Broadcast Service (CBS) and CITAM Church Online among other social media platforms.

CITAM wishes to recruit experienced **Human Resource Assistant** to strengthen its **Human Resource Management** function.

JOB SUMMARY:

Providing Human Resource office day to day support within the ministry HR policy guidelines and structure.

Key Duties & Responsibilities

- Day to day HR Office support.
- Maintaining an efficient Employee records database for easy but controlled retrieval.
- Providing seamless HR administrative support.
- Assisting in staff contracts processing.
- Maintenance of the HR recruitment portal.
- Efiles management & ERP records entry.
- Processing of ad hoc staff letters as and when required.
- Staff welfare & Field visits
- Implementation of special projects as and when required.

Qualifications & Requirements.

- Must be a Born-Again Christian who conforms to CITAM statement of faith.
- Diploma in Human Resource from a reputable institution of learning.
- Minimum 2 years of HR/Administration work experience.
- CPA 1.
- Must be an excellent communicator, honest, team player & a quick learner.

Added Advantage

- Exposure in Media, Hospitality, Education, Church Organization & Hotel Industries.
- Excellent interpersonal skills.

To apply for this position, interested and qualified applicants should send an application and their detailed CV to hr@citam.org to be received not later than **Tuesday 31st January 2023**.

Only shortlisted candidates shall be contacted.