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HUMAN RESOURCE OFFICER 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 Officer** to strengthen its **Human Resource Management** function.

JOB SUMMARY:

Responsible for providing Human Resource support across the ministry within the stipulated HR policy guidelines and structure.

Key Duties & Responsibilities

- Coordination of new employee induction processes.
- Timely Preparation of temporary workers wages.
- Preparation of applicable staff benefits and maintaining updated records of the same.
- Leave administration and accurate reporting.
- Staff welfare support and coordination of health & safety initiatives.
- Facilitation of seamless staff clearance procedures for exiting staff.
- Implementation of special projects as may be authorized from time to time.
- Management of staff records to ensure up to date information for effective decision making.
- Maintenance of an accurately updated ERP Database.
- Employee head count.
- HR Field visits.
- Employee movement support & facilitation.
- Preparation of monthly reports.

Qualifications & Requirements.

- Must be a Born-Again Christian who conforms to CITAM statement of faith.
- Minimum of a Higher Diploma in Human Resource from reputable institutions of learning.
- Minimum of 4 years continuous experience in a Generalist HR environment.
- IHRM Membership with good standing.
- Hands on experience with HRIMS systems.
- Must be an excellent communicator, honest, diligent, self-driven and a team player.

Added Advantage

- Experience in a Parachurch Organization.
- Professional exposure in Media, Hospitality, Education, Church Organization & Hotel Industries.
- Excellent interpersonal skills.
- Appreciation of Kenyan labour laws and regulations.

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.