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SENIOR HUMAN RESOURCE OFFICER OPPORTUNITIES WITH CHRIST IS THE ANSWER MINISTRIES [CITAM] – 2 POSITIONS

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 **Senior Human Resource Officers** to strengthen its **Human Resource Management** function.

JOB SUMMARY:

Responsible for coordination of end-to-end Human Resource support across the ministry within the stipulated HR policy guidelines and structure.

Key Duties & responsibilities

- Development of annual work plans and budget for the allocated scope.
- Staffing levels and establishment controls across assigned business units.
- Implementation of the approved policies and procedures.
- Planning and coordination of staff training and development programs.
- Excellent employee relations to ensure a harmonious workplace.
- Management of temporary workers contracting.
- Management and control of casual workers and internship engagements.
- Management of recruitment process.
- Team building and cohesion enhancement initiatives.
- Management of disciplinary processes where applicable.
- Regular staff employment contracts management ensuring timely review and renewal.
- Performance management.
- Continuous review and updating of role profiles in consultation with HR Manager.
- Implementing special projects as may be assigned from time to time.
- Preparation of monthly HR reports.

Qualifications & Requirements.

- Must be a Born-Again Christian who conforms to CITAM statement of faith.
- Minimum of a Bachelor's Degree preferably Human Resource Management from a reputable institution of learning.
- Minimum of 6 years continuous experience in a Generalist HR environment.
- Professional HR Membership with good standing.
- Hands on experience with HRIMS systems.
- Vast appreciation of Kenyan labour laws and regulations.
- Must be analytical, solution oriented, excellent communicator, diligent, self-driven and a team player.

Added Advantage

- Experience in a Parachurch organization.
- Professional exposure in Media, Hospitality, Education, Church Organization and Hotel.
- Good presentation & reporting skills.
- All rounded HR expertise.

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 **Friday 20th January 2023**.

Only shortlisted candidates shall be contacted.