



JOB OPPORTUNITY

Title: Human Resources Administrator- Recruitment & Administration

Minimum Qualifications and Experience: A Bachelors Degree in Human Resources Management/ Social Science/Business Administration. At least 3 years working experience in the areas of Recruitment and Administration.

Location: Watoto Church-Downtown

Main Responsibilities but not limited to these:

- Forecasts and plans for the Human Resources of the organization in conjunction with the department Team Leaders and other leadership levels as necessary.
- Supports the development of job descriptions and person specifications for various roles as per the job requirements.
- Receives and processes recruitment requests in compliance with the recruitment policy to the end that the organisation has adequate qualified and competent persons to serve at all times.
- Conducts employee reference and background checks
- Ensures that new employees receive the necessary documentation (appointment, contract and Job description, etc.) to enable them to enrol fully as members of the team.
- Works with various leaders and members of the team to conduct general orientation sessions for all new staff on the vision, mission, purpose and core values of Watoto among other things.
- Provides guidance on and explains the Human Resources policies and other policies, terms and conditions, code of conduct, etc. that are relevant to the employee
- Arranges for on-the-job training for new hires and regularly checks on employees on probation and solicits feedback on their progress and performance from their Leaders
- Receives and processes employee exit requests or instructions.
- Prepares and circulates all outgoing communication from the HR department.
- Has overall responsibility for the management of the Human Resources Information System and the data therein as well as the management of physical employee records (employee files)

Skills

- Strong interpersonal skills, commitment to work within a team environment, clear communication skills, good time management skills, ability to multi task, innovation and creativity

How do you express your interest?

Send your merged Cover Letter and CV (PDF, not more than 6 pages, less than 20MB), three names of referees and recommendation letter from your cell leader endorsed by your District Pastor to careers@watotochurch.com (Subject Line: Human Resources Administrator-Recruitment & Administration- First Name, Last Name) not later than **8th August '17**.

DEADLINE FOR APPLICATIONS: 8th August 2017

Only successful applicants will be short listed and contacted for interviews.