



Job Ref. No. HRJIC508

Position: Human Resource Officer

Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa in 1937. Jubilee Insurance has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, General and Medical Insurance. Today, Jubilee is the number one insurer in East Africa with over 450,000 clients. Jubilee Insurance has a network of offices in Kenya, Uganda, Tanzania, Burundi and Mauritius. It is the only ISO certified insurance group listed on the three East Africa stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange and Uganda Securities Exchange. Its regional offices are highly rated on leadership, quality and risk management and have been awarded an AA- in Kenya and Uganda, and an A+ in Tanzania. For more information, visit www.JubileeInsurance.com.

We currently have an exciting career opportunity for the position of a **Human Resource Officer**. The role reports to the **HR Business Partner**, in Human Resources department and the position will be based in Nairobi.

Role Purpose:

Ensuring administration of Human Resource service delivery to staff and Human Resource Operational support to Business and implementation of HR Policies

Responsibilities:

1. Ensuring service delivery and support of the end to end recruitment process
2. Manage and Monitor employee benefit programs administration e.g. Pension Scheme, Group Personal Accident Insurance, Medical, Group Life Cover, Leave Allowances and other incentives.
3. Providing staff payroll changes in liaison with the HRM to the Payroll Manager
4. Propose operational changes and provide associated user impact assessments
5. Ensure execution of day to day operations at the department and resolve operational issues
6. Process and update employee records in case of leave extensions and changes and ensure completeness of all supporting leave documentation as may be required.
7. Ensure open communication channels to staff and implement change management interventions where necessary
8. Implementing Human Resource Policies, processes and procedures while ensuring compliance and adherence by staff
9. Conducting employee Orientation, supporting induction program and training interventions.
10. Liaising with staff service providers like FKE, Ministry of Labor, DIT and Banking Insurance & Finance Union.
11. Managing and Coordinate staff welfare functions for harmonious employee relations
12. Ensuring staff grievances are well attended to and reporting and progressing to management areas that require further attention
13. Ensuring information management and service delivery including maintenance of personnel files while ensuring accuracy and confidentiality of data, generating appropriate HR reports and budgets for Management action, conducting exit interviews, processing terminal dues, etc.
14. Enforces Health Safety & Environment rules and regulations and champions the implementation of HSE policy in all business decisions and activities.
15. Preparation of monthly reports related

Key Competencies

1. Excellent Planning and Organizing skills
2. Interpersonal sensitivity for effectiveness in interacting and working well with others.
3. Personal motivation and drive exhibited through commitment to work hard towards goals and showing enthusiasm and career commitment.
4. Excellent oral and written communication skills to effectively communicate with and manage customer expectations (internal and external), and other stakeholders who impact performance.

Qualifications

1. University degree – Upper 2nd Class Honours or equivalent
2. Relevant professional qualification in human resource management development
3. Proficiency in use of MS office tools.
4. Practical experience in HRMIS
5. Minimum working experience of one (1) year in a similar role

Applications to be sent to Recruitment@jubileekenya.com quoting the Job Reference Number and Designation Before 17th May 2019

Only shortlisted candidates will be contacted.