



MASTERMIND
TOBACCO (K) LIMITED

VACANCY

Applicants are invited from suitably qualified candidates to fill the following vacant position.

HUMAN RESOURCES ASSISTANT

Responsibilities

- Assist in implementing, reviewing and maintaining human resource and administration policies, procedures and systems in compliance with corporate objectives, policies and Kenyan Labour laws.
- Assist in the planning of staffing requirements, training, recruitment process, selection, appointment and orientation.
- Coordinate communication with candidates to schedule interviews.
- Conduct initial orientation to newly hired employees.
- Maintain proper personnel records, files, correspondence and information and ensure that human resource files are up-to date and in safe custody.
- Provide administrative support to the Human Resources manager
- Coordinate HR projects (meetings, training, etc)
- Deal with employee enquiries regarding human resources issues.
- Assist in ensuring compliance with statutory requirements.

Qualification and Requirements

- A Bachelor's degree in a social science or related field from a recognized university.
- Post Graduate Diploma in Human Resources Management
- Must be Member of IHRM
- 3-5 years experience in a busy Human Resources environment preferably in a manufacturing sector.
- Must have excellent interpersonal, communication and presentation skills.
- Must be willing to travel regularly within and outside the country.
- Must demonstrate excellent knowledge of Labour Laws applicable In Kenya and other East African Countries.

Interested candidates should send their applications alongside a detailed CV, copies of certificates and other testimonials, names and address of three referees and a colored passport size photograph to:-

**Human Resources & Corporate Affairs Manager
Mastermind Tobacco (K) Ltd
P.O. Box 68144, 00200
NAIROBI**

OR emailed to jobs@mastermindkenya.co.ke

To reach on or before 29th December 2017