



MASTERMIND
TOBACCO (K) LIMITED

VACANCY

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

HUMAN RESOURCES MANAGER

KEY RESPONSIBILITIES

- To ensure best human resources management practices and advises on appropriate human resources strategies and policies to support the achievement of the company objectives.
- To provide advisory and support services to line managers in administering the company staff policies, disciplinary issues, conflict resolution, grievance handling, and other people management matters;
- Formulate and implement strategies on human resource planning, sourcing, development, performance management, employee relations and staff benefits;
- Develop staff recruitment plans that ensure availability of requisite numbers and competencies to enable the Company achieve its organizational objectives;
- Plan and direct employee development, performance and career management programmes to improve individual and the company performance;
- Develop and ensure implementation of reward management and remuneration policies and strategies that attract, retain and motivate employees to higher productivity;
- Advise on appropriate organizational structures, organizational processes and change management to maximize organizational effectiveness;
- Nurture departmental competencies and promote a working environment that optimizes individual and team potential;
- Oversee, coordinate and supervise the management and maintenance of contracts, personnel files and other employee information;
- Manage, coordinate and supervise the management of staff leave processes;
- Ensure accurate and timely HR monthly and annual reporting;
- Oversee and manage the HR budget - operating and capital
- Deal with grievances and implement of disciplinary procedures and develop and maintain harmonious labour relations and manage staff separation process in the Company;
- Manage the HR data and records including HR files
- Ensure accurate and timely performance of payroll functions by supervising the input of payroll data, maintaining payroll records in compliance with legal requirements and company policies and procedures.
- Establish & facilitate safety measures at GAL including Safety compliance programs, First Aid Activities etc and overseeing the processing of WIBA claims;
- Ensure appropriate medical tests are carried out in the respective departments in the farms and proper certification done.
- Ensure establishment and maintenance of the GAL HR management information system;
- Oversee management of the GAL medical scheme and counseling staff as and when required;
- Ensure all the statutory deductions are done for all the employees.
- Maintain a close working relationship with the Ministry of Health, Ministry of Labour and the Federation of Kenya Employers
- Supervise; appraise departmental staff and identifying their training and development needs;
- Perform any other duties as may be assigned from time to time.

QUALIFICATION AND EXPERIENCE

- A Bachelor's degree in a social science or related field.
- Higher Diploma in Human Resources Management.
- Master of Business Administration degree will be an added advantage.
- Membership to IHRM.
- Seven years experience in the field of Human Resource Management, three of each should be at a senior level in manufacturing environment.
- Practical experience in the use of Microsoft Office packages.
- Team player with excellent inter-personal and communication skills.
- Excellent oral and written communication.
- Knowledge of labor laws and trade union matters.
- High degree of integrity and dependability.
- Ability to work independently.

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