

## VACANCY ANNOUNCEMENT

**Job Title : GM – Human Resources & Administration**

**Reports To : Chief Executive Officer**

**Job Summary:**

This position is responsible for providing leadership in human resource management and administration through overseeing the execution of GA Insurance Limited's workforce strategy by providing expert human resources development services fit for the effective achievement of organizational goals.

**Duties and Responsibilities:**

**Recruitment, Selection and Placement.**

1. Oversee the implementation and administration of effective and timely recruitment processes in the hiring, developing and retaining the best talent available to support the strategic human resources needs of the company.
2. Ensure organization staffing is always optimized in line with production targets and service levels.
3. Provide leadership in the onboard process of joining staff in line with HR policy and leading practice.
4. Deploy working methodology for succession planning analysis, implementation and monitoring of talent needs to actualize the corporate strategy.
5. Formulate effective performance appraisal policy and procedures and ensure their enforcement and compliance.

**Policy Implementation and HR Administration**

6. Oversee the management and maintenance of staff contracts, personnel files and other employee information.
7. Oversee the performance management process within the Company.
8. Ensure the department works closely with the finance department to ensure accurate payroll processing and statutory compliance monthly.
9. Oversee the Company's employee grievance handling process through providing timely and accurate guidance to managers regarding employee relations issues.
10. Ensure timely, equitable, transparent and systemic administration of all HR benefits, entitlements, contracts renewal and termination, performance management, promotions and other HR activities.

**Human Resource Planning and Management**

11. Provide ongoing strategy guidance, interpretation and support to management in all areas of HR management.
12. Lead the process of providing accurate and sound HR analysis and timely support to the management and planning process in the office relating to budget planning, staffing, organization design, change management and other HR strategy planning and development matters.
13. Liaise with all subsidiaries' HR offices to ensure support and contribute to the implementation of the corporate HR strategy.

14. Participate in HR Board Committee meetings for purposes of HR planning and development.

### **HR Office Management Excellence**

15. Promote management excellence in the office by always ensuring a high level of professionalism across all HR matters.
16. Manage the human resources management life cycle for the Company and across all subsidiaries.
17. Oversee human resource compliance procedures to ensure adherence with statutory and regulatory obligations.
18. Ensure full compliance with the labour laws and align to leading practice.

### **Knowledge, Experience, and Qualifications**

- A Bachelor's Degree in Human Resource Management, Social Sciences or equivalent
- A Masters' Degree in Business Administration, Strategic Management or equivalent
- Post Graduate Diploma in Human Resource Management or equivalent.
- Full member of the Institute of Human Resource Management and in good standing.
- At least 15 years' experience, 10 of which should be in a senior management or similar role and industry

### **Technical Competencies**

- Working knowledge and experience with Human Resource Information Management Systems (HRIMS).
- Demonstrated practical knowledge of the Kenya labour laws and regulatory requirements.
- Experience in administration of statutory payroll requirements.
- Extensive knowledge of professional standards in the human resources management field.
- Expertise in management report writing.
- Extensive experience in performance management methodology and frameworks.

### **Behavioural Competencies**

- Strategic mindset and strong achievement focus
- High level of analytical and flexible thinking skills
- Demonstrated problem solving, conflict management and decision-making capability
- Excellent team spirit and experience in team management through effective delegation and collaboration
- High emotional intelligence and diplomatic sensitivity
- Strong negotiation skills and demonstrated ability to influence

### **Application Procedure:**

If you meet the above minimum requirements, send your updated Curriculum Vitae to [careers@gakenya.com](mailto:careers@gakenya.com) indicate the position applied for on the email subject line to be received on or before **30<sup>th</sup> November 2024**. Only shortlisted candidates will be contacted.