



Human Resources Manager

Location: Nairobi, Kenya

We believe in a world in which every human life is valued, and health and human dignity are shared by all.

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

We believe change starts with her.

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – [learn more](#).

Building around a new CHAMPS (CHildren And Mother Partnerships) model, CMMB will work at both the community and clinical levels in these targeted communities to strengthen health services and address the leading causes of maternal and child death. In addition, CMMB will expand its volunteer program to strengthen health care delivery in CHAMPS-supported facilities and will engage with the pharmaceutical industry to help meet the needs of CHAMPS communities and facilities.

CMMB is committed to learning and evolving in order to successfully achieve impact in its strategy and will have strong vertical and horizontal team structures in alignment to the global strategy in order to encourage accountability, communication, and effective project management.

We believe in people.

We strive to live out our core values of **collaboration**, **love**, **excellence** and **respect** every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. *Read more from our President & CEO below.*

Department Summary

The Programs Department plays a critical role in achieving CMMB's [strategy around improving the lives of women and children](#), by leading the provision of high quality programs focused on children's and mothers' health, and particularly in the development and implementation of our [CHAMPS model](#). This team is also responsible for generating revenue from and partnering effectively with government(s), major foundations, and other major donors, and will help to position and enhance CMMB's technical capacity and reputation in the field of global healthcare.

CMMB has been working in Kenya for almost 15 years. CMMB works to ensure that the most vulnerable populations, especially mothers and children, have access to quality services in health care, health promotion and illness prevention.



Overview

Reporting to the County Director, you are a creative problem solver, responsible for the development and delivery of innovative people solutions. You support Management in the achievement of strategic objectives through provision of consultative support and delivering programs in all areas of strategic human resources including compensation, performance management, recruitment, workforce planning, organizational design and employee engagement.

You recognize that innovative Human Resources means understanding business imperatives and translating them into practical solutions that drive tangible results. While you will operate at a strategic level with senior management, you can move seamlessly to an operational mode to tackle day to day operational needs of the department.

Responsibilities

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands and other related issues.
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems and procedures across the organization.
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Manage employee benefits scheme
- Assess individual training needs, consolidate and develop a comprehensive staff development plan.
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management.

Qualifications and Experience:

- You have a university degree in Human Resource Management from a reputable institution. A master's Degree is an added advantage.
- Minimum of 3 years of demonstrated experience working with and influencing managers at all levels while helping deliver strategic people initiatives that positively impact projects results.
- Experience working in an NGO and supporting multiple projects in different locations in a fast-paced work environment.
- People oriented and results driven.
- Knowledge of HR systems and databases
- Excellent listening and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the organization
- In-depth knowledge of labour law and HR best practices
- You can work under pressure and meet deadlines.
- You should be organized, hardworking and personable.
- You are comfortable working for a faith-based organization.
- You believe in CMMB, where we're going, and what we can do together to achieve **Healthier Lives Worldwide**



- A registered member of IHRM

Desirable skills

- **Ability to drive innovative change**
Building an environment where changes are embraced as opportunities
- **Strategic thought leadership**
Clear strategic thinker who recognizes and seizes opportunities. Consistently applies up to date professional expertise to develop and optimise a winning strategy.
- **Ability to champion collaboration**
Applies understanding of people and clear communication to build partnerships and work collaboratively to meet shared objectives.
- **Personal growth and learning**
Seeks out knowledge and opportunities for learning and self-improvement among the team.

How to apply

Visit our [careers page](#) for more information and [click here](#)

All applications must be received by 22nd April 2022

Note: Only Shortlisted candidates will be contacted.

To learn more about us, visit our website at www.cmmb.org.