



LOISABA
CONSERVANCY

Human Resource Manager

Background

Loisaba Conservancy is a 58,000 acre conservancy within Laikipia County that is owned by Loisaba Community Trust (LCT), a Kenyan Trust incorporated under the Perpetual Succession of Trustees Act, and is committed to wildlife and ecological conservation. The Loisaba mission is to protect and enhance critical wildlife diversity, abundance and habitat in the Loisaba landscape, which sits on the western edge of one of Kenya's most important elephant movement corridors, while concurrently supporting sustainable livestock production and improving the lives of neighbouring communities.

Loisaba is seeking to fill the position of Human Resource (HR) Manager who will lead and direct the routine functions of the HR department including hiring and interviewing staff, managing leave and enforcing company policies and practices. The successful candidate will be based at Loisaba Conservancy Headquarters and will report to the CEO.

Position Duties

- a) Coordination of the day-to-day activities of the HR department, including delivery of annual departmental strategy;
- b) Employee record management:
 - i. Ensure all staff have all statutory documents and all employee files are up to date with the required documents e.g. PIN, NSSF, NHIF etc;
 - ii. Ensure all employee files are uploaded on the HR folder in Box and updated as necessary.
- c) Assist the finance department in monthly payroll;
- d) Tracking of staff leave;
- e) Regularly review and update the HR Policy and Procedure Manual when necessary;
- f) Manage the recruitment and selection process;
- g) Nurture a positive working environment;
- h) Oversee and manage performance appraisals;
- i) Assess training needs to apply and monitor training programmes;
- j) Bridge management and employee relations by addressing demands, grievances or other issues;
- k) Ensure OSH compliance;
- l) Ensure legal compliance throughout human resource management; and
- m) Any other relevant duties as required by Oryx Ltd.

Selection Criteria

- Kenyan citizen;
- Minimum of a Bachelor's degree in Human Resources or related field (must not be currently pursuing a degree);
- A minimum of five years' relevant experience in general HR management with proven technical skills;
- Excellent computer skills including MS Office;

- Proficiency in HR information systems desirable;
- Excellent verbal and written communication skills;
- Fluent in written and spoken English and Kiswahili;
- Cross-cultural experience, understanding and sensitivity;
- Ability to handle sensitive issues and confidential information in a professional manner;
- Excellent personal organisation skills;
- In depth knowledge of local labour laws and HR best practices;
- Honesty and integrity;
- Commitment to nature conservation and the goals of Loisaba Conservancy.

To apply, please send a CV and cover letter to HR@loisaba.com