

Job details	
Job title: Executive Assistant/Human Resources (HR) Officer	Direct Supervisor: Executive Director
Department: Executive Director's Office	Location: Nairobi, Kenya
Job summary	
<p>The Executive Assistant/HR Officer will provide a wide range of assistance to the Executive Director's office, Human Resources Management and general office administration. The jobholder will support the management of operations in the Executive Director's office including coordinating workflows, work schedules, diary and information management as well as tracking progress on key corporate initiatives. He/she will be responsible for developing and executing PASGR's human resource strategy, policies, processes and procedures in line with the overall corporate objectives in the areas of organization design, talent management, resourcing and organization cultures. The level of responsibility associated with the position as an Executive Assistant and HR Officer will require the job holder to work independently, and with a high degree of diplomacy and sensitivity for confidential issues.</p>	
Roles and responsibilities	
<p>1. Executive Office Support</p> <p>Under the overall supervision and guidance of the Executive Director, the Executive Assistant will perform the following:</p> <ul style="list-style-type: none"> • Manage ED's calendar/diary and prioritize multiple tasks for the effective functioning of the ED's office, ensuring appointments and meetings are efficiently organized, coordinated and logistical arrangements to enable the ED to operate effectively. • Organize, co-ordinate meetings and prepare minutes and compile background materials (briefing notes and talking points) for SMT and external meetings with officials from a diverse international stakeholder network. • Serve as the primary point of contact for internal and external stakeholders on behalf of the ED, ensuring effective communication and documentation to and from the ED's office while ensuring confidentiality. • Board and Donor Support - Coordinate board and donor meetings, including scheduling, logistics, materials preparation, and minute-taking. • Plan, coordinate, monitor and make complex travel and logistical arrangements for the ED, Board and SMT. Arrange amenities as needed, including visas, flights, accommodations, travel insurance and itineraries, while catering to all preferences and special requests. • Maintain hard copy and electronic files and reference materials and ensure safekeeping of confidential records as required. • Support organizational projects and initiatives as directed by the ED while tracking progress, deadlines, and deliverables, ensuring follow-through on assigned tasks. <p>2. Human Resources Management</p> <p>Under the supervision of the Director, Finance and Operations, the job holder will be responsible for the following:</p> <ul style="list-style-type: none"> • Partner with the Senior Management Team to execute the PASGR's human resource and talent strategy as it relates to current and future talent needs, recruiting, retention, and succession planning. 	

- Manage the talent acquisition process, which includes recruitment, interviewing, and selection of qualified applicants; collaborate with departmental managers to understand skills and competencies required for open positions.
- Coordinate onboarding and orientation of all new employees, resolve employee relations issues, coordinate and manage resolution of employee disciplinary, grievances and complaints as well as the employee separation process.
- Coordinate the implementation of the process of staff performance management system including supporting the Board in the appraisal process of the Executive Director.
- Ensure accurate and safe custody of relevant HR records including staff personnel files and payroll documents ensuring data integrity is maintained within PASGR records and systems.
- Analyse trends in compensation and benefits; research and propose competitive base and incentive pay programs to ensure the PASGR attracts and retains top talent.
- Develop support staff learning and development programs and initiatives that provide internal development opportunities for employees
- Participate in the reviewing and drafting of policies and procedures on human resources and administration matters for consideration and approval by the Board.
- He/she will also coordinate the implementation of PASGR's human resources management information systems.

3. Office Administration

Under the supervision of the Director, Finance and Operations, the position will be responsible for supporting the implementation of PASGR's logistical and administration strategies including:

- Supervise day-to-day operations of all administrative and logistical support areas to ensure PASGR's smooth running including office space, access and safety, furniture and equipment, and other administrative contracts.
- Administration of staff welfare and benefits requirements including but not limited to medical cover, group life /accident cover, employee liability policy, pension scheme and staff association welfare.
- Any other related responsibilities that may be assigned by the line manager from time to time.

Minimum Qualifications and Experience

- Master's degree in human resource management (HRM) or in any other related discipline from a recognized university with a postgraduate diploma in HRM.
- Minimum of eight (8) years relevant working experience of progressively relevant and practical and experience in in Executive Office Support and Human Resources management preferably in an international organization or in medium sized private sector firm.
- Membership to the Institute of Human Resource Management (IHRM) in good standing with valid practicing license in Human Resource.
- In-depth knowledge of Kenyan labour laws and all related statutes and HR best practices
- Proficient in MS Office and knowledge of Human Resources Management Systems (HRMS) is a plus.

Key Competencies and Additional skills

- Excellent relationship management skills necessary for interaction with stakeholders at country, regional and multi-lateral level including V-VIPs.
- Highly organised with the ability to work independently with minimum supervision.
- Demonstrate high level of integrity, confidentiality, discretion, communication and Interpersonal skills.
- Ability to interact with staff at various levels in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism, maturity and confidentiality.
- Excellent written and verbal communication skills, strong decision-making ability, good judgement and attention to detail.
- Ability to stay focused, efficient, and effective in managing multiple priorities and work under pressure with periodic travel requirements.
- Excellent calendar management skills, including the coordination of complex executive meetings.