



EMPLOYMENT OPPORTUNITY

Agile Plan to Integrated Resilience for Girls, Women, and Youth (APIR TURKANA) is a social impact community-focused charitable foundation that works with and for vulnerable, marginal, and minority communities in Turkana to bridge the gap of socioeconomic inequalities. We are founded on the principles of social resilience, community-led actions, and equity, equality, and inclusivity. APIR TURKANA is seeking to recruit a dynamic and suitable qualified person for the position listed below and he/she will be based in the duty station indicated.

Job titles	HUMAN RESOURCES AND ADMINISTRATIVE ASSISTANT
Deadline	Wednesday 29th December 2023
Reference	015/KAK/2023
Reports to	TBC
Duty Station	Lodwar and Kakuma, remote support to one office.
# of positions	1
Job Purpose	Under the Supervision of the line manager, to perform a variety of personnel-related and administrative tasks. The incumbent will support the HR department in duties like posting job ads, updating HR database and processing employees' requests. If you are passionate about HR policies and procedures and want to help create a nourishing workplace, this position is for you.
Duties & Responsibilities	<ul style="list-style-type: none"> - Maintain employee records (soft and hard copies) - Update HR databases (e.g. new hires, separations, vacation, and sick leaves) - Assist in payroll preparation by providing relevant data, like absences, bonus, and leaves. - Prepare paperwork for HR policies and procedures. - Process employees' requests and provide relevant information. - Coordinate HR projects, meetings, and training seminars - Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes. - Manage the department's telephone center and address queries accordingly. - Prepare reports and presentations for internal communications. - Provide orientations for new employees by sharing onboarding packages and explaining company policies.
BEHAVIOURS (Values in Practice) (Section should not consist of Competencies as this are the standard Values in practice)	<ul style="list-style-type: none"> - Demonstrate Strong Commitment to APIR TURKANA core values especially the value for compassion. - Must have a hand-on practical experience, is self-driven and very motivated. - Must be well organized with very high attention to detail. - Able to take initiative and work independently and appreciate inter department linkages. - Cultural and political sensitivity must be demonstrated. - Good workshop planning and facilitation skills. - Knowledge of Computer e.g. Statistical Package for the Social Sciences (SSPP), Enterprise Resource Planning (ERP), Office ETC

Job Specification and Desirable skills	<ul style="list-style-type: none"> - Bachelor's degree/Higher diploma in Human Resources or Related Field CHRPK will be an added advantage. - At least 2 years' experience of working in HR in a busy HR environment, - A member of IHRM - Knowledge in Excel & HR software
Desired skills and Competencies	<ul style="list-style-type: none"> + Strong communications and negotiations skills. + Excellent computer skills (MS Office). + Strong analytical skills and attention to detail. + Ability to work within a team and able to multitask. + Fluency in communications in both English and Swahili languages.

HOW TO APPLY

All interested qualified candidates to submit an online application to APIR TURKANA through the program website: All the jobs have been posted here? www.apirturkana.org/careers/
 Select your position and follow prompts, attach your Motivation/cover letter (Maximum 1 page) and Curriculum Vitae as separate documents on the provided online application form both in form of either PDF or Word ONLY.

Please don't attach your other documents such as certificates and testimonials.

Should you have trouble using this, please send your application to hr@apirturkana.org and subject being "APPLICATION FOR 'POSITION NAME'"

All applications MUST be received on or before: 29th December 2023. APIR TURKANA is an equal opportunity employer, as detailed in our "Equal Employment Opportunity Policy."

DISCLAIMER: We do not charge any money all through recruitment processes. Should anyone including staff, donors and partners request for this, please do not hesitate to contacting the organization Executive Director through info@apirturkana.org copying complaints@apirturkana.org.

Any form of canvassing or bribery WILL ATTRACT TOTAL DISQUALIFICATION.

— Driving Lasting Change —