

Umma University is a Private Chartered University, located in a serene environment in Kajiado. The University invites suitably qualified, highly competent and self-driven candidates to fill the position of Human Resource Assistant. The Human Resource Assistant will handle the daily administrative and HR duties of the University. He/she will assist the HR Manager with recruitment, record maintenance, payroll processing and provide clerical support to all employees.

QUALIFICATION:

- Bachelor's Degree in Human Resource Management,
- Diploma in Psychology, Business Administration, or a Bachelor's Degree in Social Sciences is an added advantage.
- At least 2 years' experience as Human Resource Assistant
- Conversant with Labor law and employment equity regulations
- Effective HR administration and people management skills
- Experience in payroll practices, recruitment, employee orientation, records maintenance, vendor liaison, file audit, employee advocate and employee recognition
- Must be a professional member of IHRM
- Certificate in computer applications skills
- Excellent writing and communication skills in English: ability to produce excellent quality documents and reports.

KNOWLEDGE & SKILLS

- Good understanding of key HR principles and talent acquisition best practices including CV screening, candidate engagement, scheduling assessments with candidates, interviewing, onboarding.
- Excellent inter-personal skills and ability to operate/work under pressure.
- Ability to create trust with team/employees and deal with confidential information in a professional manner.
- Demonstrated ability to deliver timely high-quality deliverables.

KEY ROLES AND RESPONSIBILITIES:

- Provide support on the recruitment actions to ensure consistent, high quality, timely implementation of the approved recruitments.
- Provide active support in communicating with the applicants (internal/external candidates) about the vacancy announcement, until the recruitment is completed.
- Provide full administrative support with the ongoing recruitment processes (scheduling tests or interviews, preparing minutes, and following up on approvals).
- Provide active support with longlisting candidates for open Vacancy Announcements under the close supervision of the respective tract and compile HR data on staff recruitment and selection, contractual conditions, entitlements to support analysis, and reporting needs.
- Provide administrative support in on boarding of new staff members in compliance with relevant processes and procedures.
- Maintain confidential personnel records, HR databases, and archives, to ensure data and files are accurately stored and updated in compliance with the established standards.
- Use HR management systems for entering and updating a variety of HR data including assistance in monitoring various deadlines ensuring the e-recruitment system is fully leveraged and contains updated information.
- Support with any other HR administrative task as required

HOW TO APPLY:

Applications must be submitted online on or before **20th January 2023** through the University Recruitment System at <https://recruitment.umma.ac.ke>.

Umma University is an equal opportunity employer. Women, marginalized groups and persons living with disability are encouraged to apply.