



LAW SOCIETY OF KENYA

HUMAN RESOURCE OFFICER

The Law Society of Kenya is a Premier Bar Association with membership of all advocates in Kenya. The Society seeks to recruit a suitable candidate for the position of Human Resource Officer, to enhance its service delivery.

The Human Resource Officer will undertake the following responsibilities;

Key Responsibilities:

- Monitor all HR activities and practices to ensure compliance with statutory requirements and institution policies;
- Develop and implement HR strategies, systems, programs and procedures for the institution;
- Collaborate with managers to identify staffing needs and create job descriptions and subsequently, oversee the full employee lifecycle, including recruitment, onboarding, and performance management and off boarding;
- Implementation of comprehensive induction and orientation programmes for all new employees;
- Assess training needs within the institution and assist in designing appropriate training programs and initiatives, to enhance employee skills and performance;
- Maintain payroll information by collecting, calculating and capturing data while ensuring the timely preparation of payroll. This shall include ensuring that the organization is compliant with all payroll laws;
- Act as the primary point of contact for employees by addressing inquiries, demands, grievances and ensuring that all pertinent issues are addressed in a fair, confidential and transparent manner and facilitate conflict resolution, when necessary;
- Oversee and manage performance management systems, to drive employee engagement, productivity and continuous improvement;
- Communicate staff work-related incidents and notifications to employees;
- Develop and implement systems for managing staff records, including personal data, ensuring that these are kept up to date: maintaining confidentiality, accuracy, data security and adhering to relevant statutory and regulatory requirements;
- Foster a positive work culture and employee engagement, through effective communication, recognition programs, and employee relations initiatives;
- Oversee all administrative aspects of the office operations and offer support; and
- Any other HR and Administration role as may be assigned, from time to time, by the Secretary/CEO.

Qualifications & Skills

- A Bachelor Degree in Business Administration, Human Resource or other related field from a recognized university;
- Professional Membership of IHRM and in good standing;
- Minimum of five (5) years relevant experience at equivalent position;
- CHRP Qualification (Preferably CHRP-K);
- High degree of professional ethics and personal integrity; and
- Excellent analytical writing, oral presentation, organizational and computer skills.

Interested persons are requested to fill the form [here](#) and then submit their applications, including a detailed CV and a cover letter outlining their qualifications and experience relevant to this position. All applications should be forwarded to the undersigned on email at recruitment@lsk.or.ke so as to reach us not later than **17th September, 2024**.

N/B: Only shortlisted candidates will be contacted.

**THE SECRETARY/CEO
LAW SOCIETY OF KENYA
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