

JOB DESCRIPTION: HUMAN RESOURCE BUSINESS PARTNER - KENYA

Job Location: Kenya

Reporting to: Human Resource Manager - Kenya

Job Tier Level:

Position Description

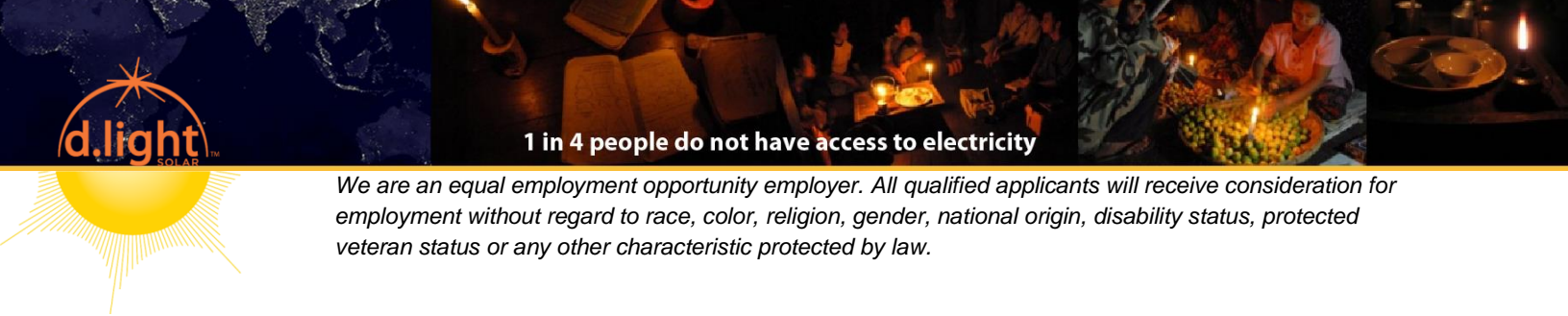
A skilled and passionate HRBP with knowledge in various HR functions in supporting and develop talent through developing policies and managing procedures. Will be responsible for administrative tasks and contribute to making d.light company a better place to work. A committed and approachable individual with an impressive character and skills.

The goal will be to provide excellent assistance and support to employees and managers.

CONTEXT:

(Internal and external factors which influence the work environment, taking future conditions and strategic requirements into account)

- Multi-national organization
- Legislative requirements (Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, etc.)
- Dynamic/changing environment
- Competency-based selection processes
- Company policies and procedures
- Labour legislation framework
- Multi-cultural organisation
- Customer focused environment
- Best practice Human Resources environment
- Employer of choice
- High performance culture



1 in 4 people do not have access to electricity

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

CUSTOMERS:

(Internal and external individuals or groups to whom products, services and information must be provided)

- Employees
- External HR vendors
- HR management
- Management
- Human Resources team

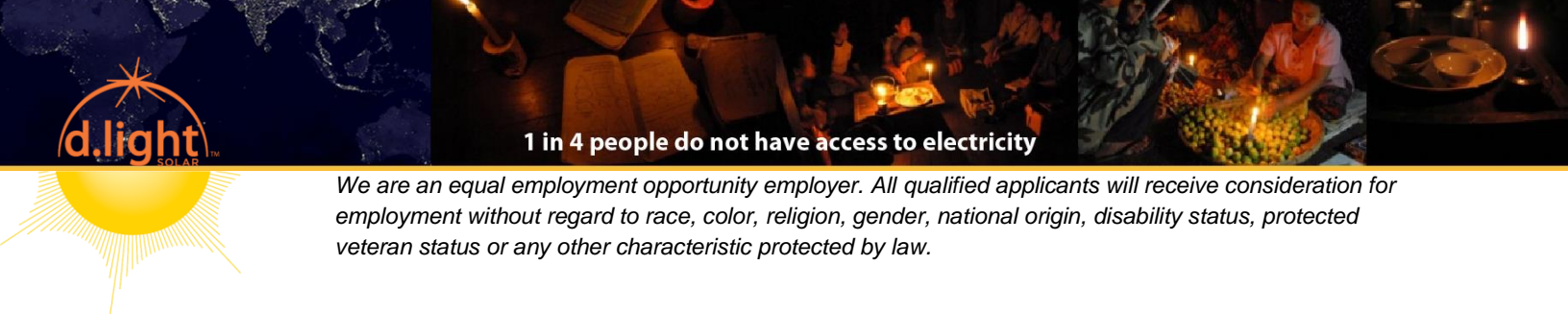
R&Rs

- Assist in the HR department in implementation of HR initiatives and systems
- Conduct / arrange assessments for selection and development purposes
- Provide counselling on policies and procedures
- Create and implement effective on boarding plans
- Develop training and development programs
- Assist in performance management processes
- Maintain employee records (HRIS data etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance
- Facilitated and implemented career development processes
- Co-ordinated and arranged learning and development processes
- Ensure appropriate divisional induction processes for new staff
- Conduct training needs analysis and reported the recommendations
- Facilitate team effectiveness sessions
- Facilitate conflict resolution and disciplinary matters
- Facilitate and implemented performance management processes
- Transactional HR excellence - effective back office liaison
- HR Reporting (monthly, training, assessments, projects)

Desired Experience

- Minimum degree in Human Resource, social sciences or a business-related field
- Must be a registered member of IHRM

Knowledge



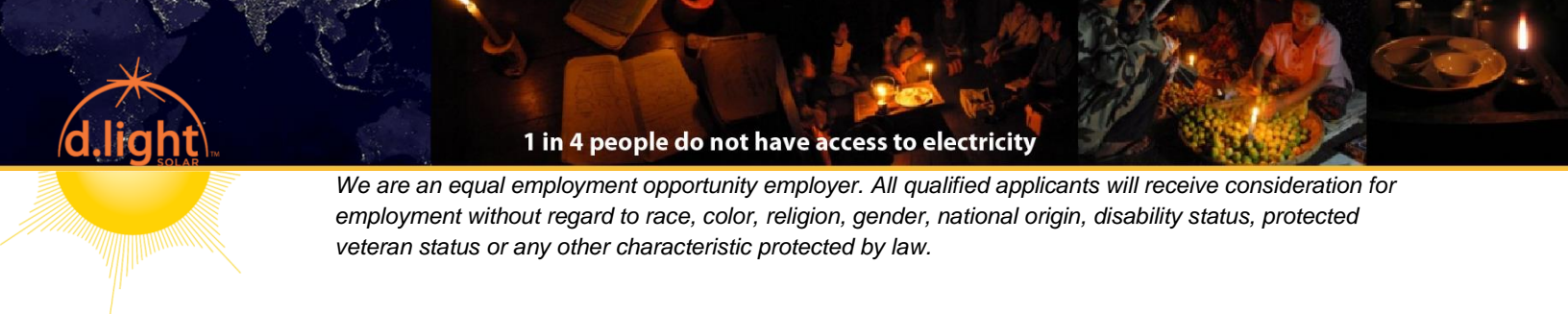
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- Minimum 3 years' experience in a busy organization
- Online Recruitment
- Learning and Development processes
- Hands-on exposure to the various career development processes
- Human Resources information systems understanding, a must.
- Knowledge of Labor Legislation
- Policies and procedures

Skills and Competencies

- Strong Communication both written and verbal
- People and Team Development: Demonstrates inspirational leadership that motivates and engages others. Leads and develops high performing teams where everyone feels valued and contributes to the continued success of the organisation. Acts as a role model; inspires people to act.
- Drive Results: Translate strategy into action and drives tenaciously and innovatively for outstanding results. Displays creativity in avoiding problems, reacting quickly and decisively to deal with risks and opportunities
- Relationship Management: Develops and maintains effective collaborative relationships and networks with strategic contacts
- Ownership: Takes personal responsibility for team performance. Champions continuous improvement and inspires others to deliver whilst balancing risk, business competitiveness and customer satisfaction.
- Problem-solving
- Diplomacy and tact, discretion and confidentiality
- Facilitation
- Analytical ability
- Assertiveness
- Presentation skills
- Initiative
- Service orientation
- Approachability
- Detail orientation
- Ability to work under pressure
- Cultural sensitivity
- Tenacity & drive
- Process orientated



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- Flexibility

How to Apply

Candidates who meet the requirements should submit their CV and cover letter to:

recruitment.kenya@dlight.com before 15th January 2020.

About d.light

Founded in 2007 as a for-profit social enterprise, d.light manufactures and distributes award-winning solar products designed to serve the more than 2 billion people globally without access to reliable electricity. With operations across Africa, Asia and the Americas, d.light has impacted close to 100 million lives with its products and solar solutions. For more information, visit www.dlight.com.

