



SMEP Microfinance Bank Limited is a dynamic Christian based Bank regulated by the Central Bank of Kenya, whose **Mission** is *“To empower our customers through provision of market driven financial solutions”*, with over 40 outlets across the country.

We are inviting applications from interested and suitably qualified candidates who are passionate about transforming lives in the society, to fill the following position:

1) HUMAN RESOURCES & ADMINISTRATION OFFICER

Reporting to the Head of HR & Administration, the position holder will be part of the HR & Administration team charged with implementation of overall HR & Administration strategy in the Bank to ensure optimal Talent Management in order to deliver and

KEY DUTIES AND RESPONSIBILITIES

- Ensuring that the Recruitment and Selection process are in line with the Banks’ Policies and Procedures
- Implementation of the Bank’s Performance Management processes
- Co-ordination of staff orientation and capacity building programs
- Involved in the Employee Relations processes and ensure adherence to the labor regulations
- Champion the HR Documentation process and the management of employee data for both physical records and on the HR system records
- Champion staff welfare initiatives from the HR Department
- Cascading of the HR Policies and Procedures to Staff and providing guidance to staff on the HR matters
- Support in the development and implementation of HR initiatives and systems to enhance staff engagement and productivity
- Support in payroll and benefits administration processes
- Support in the Management of the Banks’ Administration staff

Qualifications

- Bachelors degree in a Business or Training related field
- Professional Qualifications in HR Management is a mandatory requirement
- Must be adept in ICT skills and experience in using a HR system is a mandatory requirement
- Between 28 to 35 years of age

Key Qualities & Competencies

- Must have at least 3 years working experience in a HR Department at a reputable institution
- Excellent Communication, Administration and organization skills
- Excellent analytical, presentation and interpersonal skills
- Self-driven, results-oriented with a positive outlook
- Applicants must be committed to Christian values with a passion to serve
- Able to get on with others and be a team-player with excellent interpersonal skills

HOW TO APPLY

Qualified and interested candidates who meet the above criteria should download the “Job Application Form” at www.smep.co.ke/opportunities, and send their filled applications to recruitment@smep.co.ke on or **before Monday, 5th February, 2018**. Only shortlisted candidates will be contacted.

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