



Human Resources and Administration Associate

JOB DESCRIPTION

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Job Description

Job Title: Human Resources and Administration Associate

Reports to: Head of Human Resources

Department/ Unit: Human Resources

Location: Nairobi, Kenya

About The Action Foundation

Since 2009, The Action Foundation (TAF) has delivered health and inclusive education services to over 20,000 children and youth with disabilities at our outreach centers and through partnerships with public and community-level schools and health facilities. With 15 years of demonstrated success in delivering impactful programs, we are dedicated to championing a movement for disability-inclusive service delivery across Kenya and Africa.

Our experience has revealed that children and youth with disabilities experience severe marginalization, poverty, violence, social exclusion, and unequal access to opportunities and that girls and women with disabilities disproportionately face socio-economic exclusion, barriers to education, and heightened risk of GBV. Our mission is to improve the quality of life of Children and Youth with Disabilities (CYWDs) through programs that cover their entire lifecycle, from early years to adolescence and adulthood. We envision a fully inclusive Africa where CYWDs can thrive.

We are dedicated to empowering CYWDs to reach their full potential and contribute meaningfully to their communities. Our programs, spanning Child Health and Development, Foundational Learning, Adolescent and Youth Education, and Girl and Women's Empowerment, create pathways for CYWDs to reach their full potential and contribute meaningfully to their communities. Through strategic collaborations with national and subnational government agencies, local leaders, and organizations, we advocate for inclusive policies and practices that prioritize disability inclusion and address gender disparities. Additionally, we gather, analyze, and disseminate data to gain deeper insights into the challenges and opportunities in service delivery for CYWD, enabling us to implement effective and impactful interventions.

Job Summary

The HR and Administrative Officer will be responsible for overseeing and managing the organization's human resources and administrative functions. This role entails supporting the recruitment process, employee relations, office management, consultant engagement, and compliance with organizational policies. The ideal candidate will be highly organized, detail-oriented, and passionate about disability inclusion and social impact.

Key Responsibilities

1. Human Resource Management

- Support the recruitment and selection process, including job postings, candidate screening, and interview coordination.
- Facilitate employee onboarding and induction to ensure seamless integration into the organization.
- Maintain and update employee records, including contracts, leave management, and performance evaluations.
- Support the review and implementation of HR policies in alignment with labor laws and best practices.
- Coordinate staff training and capacity-building initiatives to support professional growth.
- Address employee relations issues, grievances, and conflict resolution in a fair and professional manner.
- Ensure adherence to occupational health and safety regulations and workplace policies.

2. Administrative Support

- Oversee daily office operations to maintain a professional and efficient working environment.
- Manage and organize confidential records, ensuring accessibility and compliance with data protection standards.
- Prepare and process official correspondence, reports, and documentation.
- Coordinate logistics for meetings, workshops, and events, including scheduling, invitations, and minutes documentation.

3. Office Management

- Ensure office operations run smoothly, including procurement and supply management.
- Manage vendor relations, office maintenance, and service contracts.
- Uphold compliance with health, safety, and security standards in the workplace.

4. Financial and Logistics Support

- Oversee travel logistics, including booking transport and accommodations for staff and visitors.
- Ensure proper documentation and financial accountability for administrative expenditures.

5. Consultant Engagement and Contracting

- Manage the engagement process for consultants, including needs assessment, selection, and contract negotiations.
- Draft and oversee consultant contracts, ensuring alignment with organizational policies and legal frameworks.
- Monitor consultant deliverables and adherence to agreed-upon timelines and outputs.
- Maintain records of consultant agreements, invoices, and performance evaluations.

6. Stakeholder and Partner Engagement

- Serve as the primary point of contact for visitors, partners, and external stakeholders.
- Facilitate internal and external communication to ensure smooth collaboration among teams and partners.
- Maintain a directory of contacts for key stakeholders, partners, and service providers.

Qualifications & Experience

- Bachelor's degree in Human Resource Management, Business Administration, or a related field.
- Minimum of 3 years of experience in a similar HR and administrative role.
- In-depth knowledge of labor laws, HR policies, and best practices.
- Strong organizational and time management skills with keen attention to detail.
- Excellent interpersonal and communication abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and HR management software.
- Experience in recruitment, employee relations, and performance management.
- Prior experience in consultant engagement and contract management is an added advantage.
- Ability to work independently, take initiative, and function effectively within a team environment.
- Passion for social impact and a strong commitment to disability inclusion.

Application Procedure:

Interested candidates should submit the following documents by **March 14th, 2025**.

- A cover letter
- An updated Curriculum Vitae (CV) with at least two references
- Expected salary, including details of previous employers

Please email your application to careers@theactionfoundationkenya.org, clearly stating the position you are applying for in the subject line.

The Action Foundation is an equal opportunity employer. Applications will undergo rolling reviews until the position is filled, and only shortlisted candidates will receive further communication. Our hiring decisions prioritize qualifications, merit, and organizational requirements to uphold a fair and inclusive process for all applicants.