



LIMURU DAIRY FARMERS CO-OPERATIVE SOCIETY LTD.

MAZIWA HOUSE, 4TH FLOOR
P.O. Box 8-00217, LIMURU

Tel: 020-2010611
Cell: 0713-833814

limurudairy@gmail.com
info@limurudairy.co.ke
www.limurudairy.co.ke

HEAD OF HR

Location: Limuru, Kenya

Reports to: The Manager

Job Summary: As the Head of HR at Limuru Dairy, you will be pivotal in steering human resources functions and administering efficient organizational operations. This multifaceted role encompasses recruitment, training, performance appraisal, compensation, benefits administration, and a robust emphasis on elevating administrative excellence. Collaboration with department heads, senior management, and the board is paramount to ensure seamless alignment of HR and administrative strategies with the overarching organizational objectives.

Key Responsibilities:

1. Establishing HR Infrastructure:
 - Develop and implement the foundational elements of the HR department, including policies, procedures, and systems.
 - Create an HR framework aligned with the organization's goals and compliant with legal requirements.
2. Talent Acquisition and Recruitment:
 - In consultation with the Board staff subcommittee, take charge of the recruitment process from end to end, including job posting, sourcing, interviewing, and selection.
 - Design recruitment strategies to attract top talent, especially focusing on the dairy industry.
3. Employee Relations and Engagement:
 - Cultivate a positive work environment and strong employee relations by addressing grievances, conflicts, and fostering open communication.
 - Initiate employee engagement activities to boost morale and enhance employee satisfaction.
4. Performance Management:
 - Establish performance management processes, including goal setting, performance evaluations, and feedback mechanisms.

- Implement performance improvement plans as necessary to drive productivity and development.
5. Training and Development:
- Identify training needs and design development programs to enhance employee skills and competencies.
 - Facilitate training sessions and workshops to upskill the workforce, especially in dairy specific areas.
6. HR Policy Development and Compliance:
- Develop HR policies, procedures, and employee handbooks, ensuring alignment with legal requirements and industry standards.
 - Provide guidance to employees on HR-related matters and ensure adherence to policies.
7. HR Metrics and Reporting:
- Establish key HR metrics to measure departmental performance and track progress over time.
 - Generate reports to communicate HR insights and findings to senior management, informing strategic decision-making.

This position is for a three-year renewable contract.

Qualifications and Experience:

- Bachelor's degree in Human Resources Management, or a related field.
- At least 3 years. Proven experience as an HR Manager or in a similar role, showcasing a robust track record in administration management.
- Registration with a professional body is mandatory. Applicants with additional administration qualifications such as CPS will have an advantage
- Profound knowledge of Kenyan labor laws, regulations, and administrative best practices.
- Excellent communication, interpersonal, and leadership skills.
- Ability to work collaboratively with diverse teams and effectively manage multiple priorities.

How to Apply: Interested candidates should submit a cover letter and resume to: THE MANAGER, LIMURU DAIRY by Tuesday, 26th March 2024. Please indicate the position title "HEAD OF HR".

The applications can be delivered to [Limuru Dairy Farmers' Cooperative Society Limited](#), [Maziwa House](#) 4th floor or sent **EXCLUSIVELY** to the following email address: Infolimurud@gmail.com