



Moving the Goalposts is a pioneer sport for development organization founded in 2002 to empower girls and young women through football. The organization works with girls and young women between the ages of 9 to 25 years in the Coastal Region of Kenya notably, Kilifi, Mombasa, Kwale, and Tana River. MTG's purpose is to strengthen the voice, impact, and influence of girls and young women by providing opportunities for them to play football, take on leadership roles, and learn about their rights and how to claim those rights, with a focus on sexual reproductive health and choice. MTG contributes to this aim by making football an area of opportunity for girls, enabling community stakeholders to champion girls' rights, and through strategic alliances that promote this goal.

Post Title: **Human Resources & Administration Manager - Based in Kilifi**

Reporting to: **Executive Director**

Job Purpose:

To guide and manage the development and implementation of Human Resource strategies and plans. Lead in the development and implementation of the HR Strategy, policies, and best practices and support the HR function in full compliance with the labor laws. The role will also provide oversight on Office operations/administration, IT, Transport, and Security.

Duties and Responsibilities

1. Strategy implementation

Planning, developing, and implementing the strategy for Human Resources including recruitment policies, quality procedures, discipline, grievance, mediation, pay and conditions, contracts, training, and development, among others.

Carrying out organizational HR workforce planning and succession planning to enhance multi-skilling and talent pool development

Develop and oversee the implementation of MTG volunteer management policy in liaison with the Program department and the Executive Director (that includes a performance management framework).

2. Policy interpretation & implementation

Providing advice and guidance to staff on the interpretation of HR policies and practices and employment law issues.

Providing support to the senior management team on aspects of HR development, objectives, purposes, and achievements.

Train all staff on the staff manual (policies & procedures) and volunteer policy

3. Recruitment and placement

Planning and implementation of annual organizational human resource requirements in liaison with the departmental heads (full-time, part-time, and volunteers).

Empowering girls and young women through football.



Cost-effectively administering the recruitment process by identifying staffing needs, sourcing, selecting, hiring, and onboarding.

4. Compensation, welfare & benefits administration

Managing administration of employee benefits and compliance with statutory requirements (tax laws). This includes terms and conditions of service, remuneration packages, leave records, and staff welfare concerns like medical, pension/gratuity, contract-end terminal benefits, etc.

Ensure adherence by staff to the Volunteer Management Policy.

5. Performance Management

Lead/guide the management team in ensuring the implementation and tracking of performance management processes for all staff levels.

Track objective setting, periodic (quarterly and annual) appraisals, and role evaluations or reviews with departmental heads.

Ensuring the linking of performance reviews to annual increments and employee development

6. Capacity building, staff training, and development

Evaluating and implementing staff training programs in liaison with departmental heads.

In liaison with departmental heads, develop and implement a system to evaluate the skill, experience and professional development needs of staffers.

Implement a professional development program to address employee experience and skill gaps

Capacity building and training of staff in line with the inclusion policy

Sourcing external training programs, organizing internal training sessions, and carrying out post-training evaluations for management use.

7. Employee Relations

Managing all internal communication to ensure adherence to organizational culture and application of procedures & guidelines on all HR matters.

Handle grievances, and disciplinary processes and provide workplace conflict resolution in line with the organization's grievances and disciplinary policy to maintain a conducive working environment for all.

8. Employee data management

Developing and managing staff employment contracts based on the various projects that have diverse completion/termination dates and extensions

Developing and implementing all HR policy manuals and support tools.

Developing role profiles and job specifications for all organizational jobs (in liaison with departmental heads) and maintaining the HR database.

Maintain a central and departmental leave schedule/records for all staff

Empowering girls and young women through football.

Review leave applications for all staff in liaison with departmental heads.

Ensure all employee files are up to date with required employee documentation in line with the Labor laws and maintained centrally for organizational use

9. Payroll Management:

Managing HRMIS to administrator key HR functions

Salary processing and benefits administration through the monthly payroll in liaison with the finance department.

Developing and advising the Management team on staff salary reviews and benefits, ensuring consistency of reviews for all staff.

10. Safety and security

Provide Health and Safety advice in line with OSHA Act and the organization's policy.

Proactively carry out risk assessments, including issues around staff health and welfare.

11. Information Technology

Manage and oversee the maintenance of all IT assets

Oversee that the LAN is connected, operating, and virus free

Oversee and ensure that internet connectivity is excellent/efficient

12. Administration

Oversee security, office administration & maintenance of MTG office premises/compound

Oversee rental of office premises at MTG HQ

13. Staff Management

Supervise IT & Administration Officer, Office Assistants/Drivers, and Office Security.

Appraise staff under the HR & Administration Department.

14. Board engagement

Serve as Secretary to Board HR Committee, write board papers, take notes, and follow up on key actions

Person Specification

Minimum Education, Qualifications & Experience Required:

A Degree in Human Resources Management, Business Administration, Organisational Development or a relevant field

Professional Certification in Human Resource Management

At least seven (7) years experience in a similar role

Empowering girls and young women through football.



At least 3 years of HR function management with an NGO

Proven experience in the use of HRMIS and related computer applications

Preference will be given to candidates who have:

High integrity and demonstrated ability to follow standards and policies

Excellent people management, analytical, problem-solving, negotiation, interpersonal, and communication skills.

Strong leadership and management skills.

Demonstrated ability to work effectively in an individual capacity and as part of a team and an ability to multi-task.

Fluent in both spoken and written English and Kiswahili.

Application process;

The application should be done before 6th June, via the below online link.

<https://forms.gle/vjXzEBCYtb4zwahu8>

All information will be in the strictest confidence. Please ensure that the subject is clear with the position advertised. Shortlisting will be done on a rolling basis. Kindly note that only shortlisted candidates will be contacted.

Equal Opportunity Statement: Moving The Goalposts does not discriminate in employment on the basis of race, age, color, religion, sex (including pregnancy and gender identity), political affiliation, sexual orientation, marital status, or disability.

Safeguarding: We are committed to safeguarding and protecting children and young women and as such candidates will be subject to pre-employment checks.

NB: MTG does not charge candidates for job placement.