



MOVING THE GOALPOSTS

EMPOWERING GIRLS THROUGH FOOTBALL | KILIFI, KENYA

HUMAN RESOURCES & ADMINISTRATION MANAGER - VACANCY

Are you a Human Resources professional looking for an exciting and challenging placement? Do you appreciate short reporting chains and working with people-oriented teams? Do you rate yourself as a good administrator? Then read on.

Moving The Goalposts is a sport for development organization established in 2002 in Kilifi. The organization uses football to empower girls in the rural and urban areas of Coast region. MTG envisions a more inclusive, just and peaceful world where girls' and women' human rights are realized and protected. It uses a rights-based approach and focuses primarily on sexual and reproductive rights, health and choice. In the recent past, more than nine thousand girls (aged 9 – 25 years) participated in tournaments, among other MTG organized activities in Kilifi, Mombasa, Kwale and Tana River counties. MTG activities are youth-led and managed and include girl advocates that promote health sexual choices, financial independence and female leadership. Girls are also encouraged to take up more leadership roles in their Communities.

To further its mission, Moving the Goalposts seeks to recruit a Human Resources professional to join its vibrant management team and guide its Human Resource Management and Administrative duties in this new era of doing business.

Post Title: Human Resources & Administration Manager

Reporting to: Executive Director

Job purpose: To guide and manage the development and implementation of Human Resource strategies and systems to ensure attraction, development, motivation and retention of staff with professional skills that match the needs of the organization.

Key Result Areas:

- Strategy, developing and implementation of organizational HR portfolio
- Policy interpretation & implementation
- Recruitment and placement
- Compensation, welfare & benefits administration
- Performance Management
- Capacity building, staff training and development
- Employee Relations
- Employee data management
- Payroll Management
- Safety and security
- Administration (oversee maintenance of MTG offices and rental of office premises at MTG HQ)

- Staff Management (Supervise IT Assistant, Office Assistants, Cleaner and Security staff)
- Board engagement

Academic Requirements:

- Bachelor's degree in Business Administration, Management or Human Resources.
- Post graduate Diploma in Human Resources Management.

Skills & Experience:

- At least 5 years' experience, 3 of which must be in a similar position.
- Must be a member of IHRM
- Experience in working with NGO an added advantage
- Experience in working with an HRMIS is required
- Experience in facilitating recruitment and onboarding processes
- Excellent planning and organizational skills
- Qualitative and quantitative analytical skills
- Strong leadership, mediation and stress management skills
- Outstanding and demonstrated administration skills
- Excellent Computer skills – must be self-supporting in MS Office applications
- Effective interpersonal, communication and multi-tasking skills
- Decisiveness, firmness and ability to work independently
- Ability to work with high performing, multi-disciplinary teams

Interested?

The successful candidate for this job will be expected to be based at MTG office in Kilifi. If you are interested and believe you have the right qualifications, then we would like to hear from you.

Application process:

Application letters accompanied by a detailed CV should reach MTG on or before **28th August 2020** addressed to the Executive Director. The email should be sent to **humanresource@mtgk.org**. Ensure that the subject is HR&A Manager. Only shortlisted candidates will be contacted.