



JOB TITLE: Human Resource Associate

Amani Centre for Street Children is seeking an experienced Human Resources Associate to oversee all aspects of HR and performance management for our growing team. Another core focus of this role is promoting staff wellbeing and fostering positive employee relations to achieve the Centre's strategic objectives while supporting our diverse and inclusive work environment.

The Human Resource Associate serves as the conduit between staff and management, providing support in addressing employees' various concerns and in implementing the skills and development plan of the organization to enhance satisfaction and staff retention. Knowledge of labour laws and compliance requirements, and in maintaining efficient HR systems, are part of the responsibilities as well as internal communications and report writing. The ideal candidate should be approachable, trustworthy, and possess strong interpersonal skills.

We welcome applicants who have a genuine interest and passion for advancing street children welfare, along with a commitment to the shared values of our organization.

Key responsibilities for the Human Resource Associate will include:

- **Management:** Responsible for all aspects of human resource management, overseeing the entire employee life cycle, maintaining accurate employment records, ensuring the well-being of staff from recruitment through offboarding, driving staff development initiatives, addressing employee concerns, and committing to enhancing the

overall employee satisfaction and retention of staff members. Manage the HR and Admin team.

- **Leadership & strategic planning:** Work with executive management and the management team to contribute to the Centre's strategic development, strengthen our institutional framework, and enhance organizational resilience.
- **Financial management:** Plan and manage the department's budget and resources; monitor and control expenditures; contribute to reporting to funders.
- **Compliance and risk management:** Ensure the Centre complies with labour laws and regulations and fair employment standards; contribute to developing and implementing sound policies and procedures; identify potential legal, health, safety, and reputational risks and mitigation measures.
- **Communication and employee relations:** Promote positive employee engagement by fostering open communication; work with the leadership team to ensure clarity in important messages, building trust and transparency while upholding the Centre's organizational values and culture.
- **Networking and empowerment:** Support initiatives in strengthening relationships with donors and partners.

The Human Resources Associate must have the following:

- A bachelor's degree in human resources management and office administration (a postgraduate qualification would be an advantage; we will consider other relevant or appropriate qualifications).
- A minimum of 5 years' working experience as an HR manager or other HR management role.
- Good understanding of labour laws, human resources best practices.
- Excellent written and spoken English and Swahili.
- Excellent people, management and networking skills.
- A strong communicator with high emotional intelligence.
- Able to work under pressure, multi-task and meet multiple deadlines.
- Complete reliability, and ability to take initiative to improve systems and practices and attention to detail.
- A commitment to high quality service.
- Proficient in MS Office suite and use of technology and other office & computer systems.

How to Apply:

To apply, please submit a cover letter and CV/resume in English by email only to jobs@amanikids.org not later than **20th June 2025**.

Only short-listed candidates will be contacted, and will be requested to present diplomas, certificates, and testimonials. Kindly do not, therefore, send such documents until having been short-listed and invited for an interview.