



LGBTI

**NYARWEK**  
NETWORK

Let Good Be Told In us  
Nyanza Rift-Valley Western Kenya Network  
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### ADVERTISEMENT FOR A JOB OPPORTUNITY

**Job title: Human Resources and Operations officer (HRO).**

**Reports to:** Executive Director

**Location:** Kisumu with frequent visits to all Project sites.

**Position:** 1

**Terms:** 1-year Contract with possible renewal of the same period.

#### **ORGANIZATIONAL BACKGROUND.**

NYARWEK was founded in the year 2009 to advocate for the rights of the gender and sexual minorities in western Kenya. The organization works with 19 member organizations on four result areas namely; Advocacy, Health, Livelihoods and IS/OD. Currently its managing 12 projects with presence of Nyanza, Rift Valley and Western Kenya.

#### **Summary of the Position:**

This position deals with the human resources and operations functions as well as support finance matters of the Organization. The primary purpose of this position is to ensure that projects and programs are running smoothly and without disruptions with respect to ensuring the organizational employees and volunteers contractual obligations as well government regulations are met in a timely manner.

This position reports to the Executive Director at NYARWEK (ED).

#### **Responsibilities.**

- Identifies hiring need, develops the position description, Recruitment Plan, Organizational chart and other recruitment related documents that ensures all aspects of the recruitment process are fair and unbiased and in compliance with Affirmative Action and Equal Opportunity laws.
- Conducts recruitments showing good faith and efforts to broaden diversity, and notifies interviewees not selected in a timely manner and as guided by the recruitment laws of Kenya.
- Works with the line managers to prepare job descriptions and ensures proper procedures for review and approval are met at the department level.
- Conducts Job Description Reviews and analysis in a periodic manner and upon request by the different governance structures at NYARWEK.
- Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.

- Manage and increase the effectiveness and efficiency of Support Services (Programs, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Oversee overall 'people' management, financial management, planning, systems and controls.
- Management of organizational budget in coordination with his line manager and as found appropriate.
- Assist in Payroll management, including tabulation of accrued employee benefits.
- Assist in the Disbursement of checks for agency expenses and as guided by the line manager.
- Organization and safe keeping of all fiscal documents.
- Regular meetings with line managers around fiscal planning and any other related plantings.
- Supervise and coach new employees, office interns and volunteers in a timely manner.
- Serve as primary liaison to legal counsel in addressing legal issues e.g. copyright, antitrust, governing instruments, partnerships, licensing etc.
- Oversee organizational insurance policies and keep stock of all organizational assets including consumables.

#### Qualifications.

- An undergraduate degree in Human Resources, Finance/Accounting, CPA, or any other related field. (Persons with IHRM registration will have an added advantage)
- At least 3 years' experience in human Resources Management. A similar experience in Financial Management in an NGO set up will be an added advantage.
- Excellent computer skills and proficient in excel, word, outlook, quick books and access.
- Excellent communication skills both verbal and written.
- 3 plus years' experience in bookkeeping.
- Knowledge of government contract management and + Knowledge and experience in organizational effectiveness and operations management implementing best practices.
- Demonstrated leadership and vision in managing staff groups and major projects or initiatives.
- Excellent interpersonal skills and a collaborative management style.
- Budget development and oversight experience.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Knowledge of tax and other compliance implications of non-profit status
- Excels at operating in a fast pace, community environment.
- Excellent people manager, open to direction and +Collaborative work style and commitment to get the job done
- Ability to challenge and debate issues of importance to the organization.
- Ability to look at situations from several points of view in a Persuasive way that is guided by details and facts.

## APPLICATION PROCEDURES.

All applications must be sent electronically to the email address; [info@nyarwek.org](mailto:info@nyarwek.org) or [recruitment@nyarwek.org](mailto:recruitment@nyarwek.org) by 31<sup>st</sup> January 2018: the email should include the following:

1. A cover letter detailing current work, experience, qualifications and expected salary.
2. An updated CV.
3. Names and contacts of at least 3 professional referees
4. Copies of academic certificates.

**NB: NYARWEK is an equal opportunity employer irrespective of age, sex, ethnicity, race, gender identity, sexual orientation, HIV Status or physical challenges. Persons who identify as GSM/LGBTI are encouraged to apply.**

**ONLY SHORLISTED CANDIDATES WILL BE CONTACTED!**

**Best of luck!**

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