



# Job Announcement

Good Neighbors International (GNI) is an international humanitarian and development NGO established in 1991, and it is in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development projects.

Kenya Good Neighbors (KGN) was established in Kenya in 1995. Kenya Good Neighbors implements Community Development Projects by supporting the stable and self-sufficient development of the communities through interventions in education, health, water and sanitation, income generation, advocacy, environment, climate change and emergency relief. KGN is currently operating projects in 9 counties, namely, Nairobi, Kiambu, Embu, Kajiado, Narok, Kisii, Siaya, Marsabit, and Turkana Counties.

GN Kenya is seeking ***transparent, passionate and qualified*** candidate to fill the position of **HUMAN RESOURCE COORDINATOR**

**Location:** Head Office (Ruiru, Kiambu County)

**Employee Terms:** Fixed Term contract

---

## Key Responsibilities

### 1. Recruitment & Onboarding

- Coordinate end-to-end recruitment processes (job postings, shortlisting, interviews, reference checks)
- Ensure fair, transparent, and competency-based selection processes
- Assist in preparation of employment contracts and offer letters
- Lead onboarding and induction for new staff

### 2. HR Administration

- Maintain accurate and up-to-date employee records (both physical and digital)
- Manage staff contracts, renewals, and exit documentation
- Ensure compliance with local labor laws and organizational policies

### 3. Payroll & Benefits Support

- Support payroll preparation (collecting and verifying staff data)
- Administer staff benefits (health insurance, pensions, allowances)
- Ensure statutory deductions and compliance with local regulations

#### **4. Performance Management**

- Coordinate performance appraisal processes
- Support managers in setting objectives and conducting reviews
- Track performance improvement plans where needed

#### **5. Staff Welfare & Employee Relations**

- Act as a point of contact for employee concerns and grievances
- Promote a positive organizational culture and staff engagement

#### **6. Training & Capacity Building**

- Identify staff training needs in collaboration with supervisors
- Coordinate learning and development initiatives
- Maintain training records and track staff development plans

#### **7. Compliance & Reporting**

- Ensure HR practices align with donor requirements and NGO standards
- Prepare HR reports (staff turnover, gender balance, staffing levels, etc.)
- Support audits and internal HR reviews

#### **8. Safeguarding & Ethics**

- Promote adherence to safeguarding policies and ethical standards
- Ensure all staff sign and understand the Code of Conduct
- Support reporting and handling of safeguarding concerns

#### **Qualifications and Skills**

- Bachelor's degree from a reputable university
- A member of Institute of Human Resources Management Kenya
- At least 4 years' experience in human resource administration
- Experience working with donor-funded projects
- Understanding of safeguarding and humanitarian principles
- Knowledge of labor laws
- Excellent organizational skills, self-directed and ability to work under pressure
- High level of integrity and confidentiality
- Problem-solving and conflict resolution skills
- Ability to work in a multicultural environment
- Possess strong client relations, interpersonal, written and oral communication and analytic skills.

Please send your applications enclosing Certificates, testimonials and resume stating current and expected remuneration on or ***before 15<sup>th</sup> May 2026*** to [administration@goodneighbors.ke](mailto:administration@goodneighbors.ke)

Please compress all your documents into ONLY ONE ZIP FILE for submission.

Please include “HR Coordinator” in your email title.

*End of document*

---