



HUMAN RESOURCE CONSULTANCY

Haki Yetu, a governance and human rights organization, was founded in 2008 in Mombasa's Bangladesh Slums. Haki Yetu's core mandate is to amplify the voices of the vulnerable and neglected members of society through legal representation, research and documentation, awareness creation, capacity building, advocacy, and strategic partnerships. Inspired by our Vision of A Society that Values Human Rights, Democracy and the Rule of Law, we are committed to the mission of promoting a peaceful society that respects the rule of law, human rights and democratic governance.

Now in the second year of our 2023-2027 Strategic Plan, we are looking for a consultant to lead in reviewing our ***Human Resources Policy and Procedures Manual, Job Grading Policy and Salary Policy***.

Objective

1. Review the Human Resources Policy and Procedures Manual to align with the strategic plan, and relevant labour laws and practices;
2. Review the Job Grading and Salary Policies in line with the strategic plan, organogram, institutional mandate and best market practice.
3. Induct the staff on the new policies

PROCESS

The consultant is expected to use a participatory process that ensures knowledge and skills transfer among the staff.

Duration: The process is expected to take not more than two months from the time of contracting, ideally starting from 20th July.

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

1. Masters degree in Human Resources plus 4 years **relevant** working experience;
OR
2. Undergraduate degree in Human Resource Management with 6 years **relevant** post-graduation experience;
3. Must be a certified member of the Institute of Human Resource Management Kenya (IHRM)

Skills and Experience

- a. Demonstrable experience in designing and leading similar consultancy assignment
- b. Ability to implement vision, think strategically, creatively problem solve, exercise good judgment and lead change in relation to HR.
- c. Success supervising and mentoring staff and supporting professional and leadership development.
- d. Excellent people skills.
- e. Results-proven track record of exceeding goals and delivering impact
- f. Proficiency in computer skills
- g. Flexible and able to easily adjust to institutional dynamics during the consultancy
- h. Relevant HR consultancy experience in the NGO sector will be an added advantage.

APPLICATION PROCEDURE:

1. Application letter and CV
2. Detailed methodology and work plan
3. Detailed costing of the consultancy costs
4. Three referees for previous similar assignments.

If you believe you have the talent we are looking for, have passion and commitment and your experience and qualification matches the above, you are invited to send your application including your **day time telephone contacts** to info@hakiyetu.ke with the subject matter **HUMAN RESOURCE CONSULTANT** by **4pm, 12th July 2024**.