



Sabatia Eye Hospital is a leading not-for-profit and independent referral eye hospital based in the western part of Kenya with satellite clinics in Kisumu and Eldoret. It is one of the few tertiary eye hospitals located in rural Kenya and serves an estimated 15 million people.

The hospital Management seeks to hire suitable candidates with requisite qualifications and experience to fill the following position:

**Job Title: Human Resources Officer**  
**Reports to: Chief Executive Officer**  
**Location: Sabatia Eye Hospital, Vihiga County**

#### **Roles and Responsibilities**

- Ensure the Staff Handbooks are developed and in place; Review of policies and procedures and making appropriate recommendations.
- In line with the HR policies and procedures, implementing and annually updating the compensation program.
- Overseeing full-cycle of recruitment process
- Coordinate orientations, job restructuring, rotations, deployments and transfers of staff.
- Ensure the Hospital's compliance with all professional bodies (KMPDB, PPB & KMLTTB) as well as the labour laws; and minimize legal exposure.
- Ensure proper filing of staff personnel and statutory documents and ensure that all staff information is properly kept, updated and confidentially maintained.
- Monitor and coordinate staff contract management.
- Lead the performance management process including creating a plan to manage bi-annual reviews.
- Lead all employee relations with professional grace; lead investigations to resolve issues/conflict in the workplace.
- Ensure standards for work ethics & code of conduct and ensure employee grievances are resolved and appropriate follow-up is carried out.
- Develop supportive plans of action for staff care, ensuring a comprehensive approach to support the well-being of staff and foster a positive working environment.
- Conducting Training needs assessment & building annual training programs

#### **Academic Qualifications**

- MBA, MSc in Human Resource Management
- Bachelors degree in Human Resource management from a recognized institution

### **Professional Qualification**

- Member of the Institute of Human Resource Management
- Must hold a valid practicing certificate
- Certified Human Resource Professional (CHRP)

### **Experience**

- At least 5 years work experience in a busy work environment

### **Required Skills and Competencies.**

- Strong leadership, analytical and organizational skills
- Excellent interpersonal skills with the ability to manage a wide variety of relationships utilizing collaborative consultation, communication and negotiation skills.
- Demonstrates ability to work both independently and within a team
- Excellent problem-solving capacity with demonstrated ability for considerable analysis and sound judgment to find solutions in a complex environment with shifting and competing priorities.
- Good computer application skills
- Executive disposition, and demonstrate high level of professionalism and integrity.
- Ability to develop long term integrated and cross-functional operational plans.
- Ability to write clear, concise reports and well-developed communication skills
- Strong organizing and planning skills
- Strong skills in coaching and providing feedback.

### **Application Guidelines**

Interested candidates who meet the criteria are invited to submit their applications quoting their current and expected salaries, an up to date curriculum vitae and contacts of three referees on or before March 31, 2024 to **Email: [recruitment@sabatiaeyehospital.org](mailto:recruitment@sabatiaeyehospital.org)**

OR at the address below:

**The Head of Recruitment,  
Sabatia Eye Hospital,  
P.O Box 214 – 50311,  
WODANGA.**

Only shortlisted candidates shall be contacted.

Sabatia Eye Hospital is an equal opportunity employer committed to the safety and best interest of all children and vulnerable adults accessing hospital services.