



Teule Kenya is a registered Christian Non-Government Organization (NGO) that was established to rescue orphaned and vulnerable children, empower and reintegrate them into communities and stable families. Teule does this by operating a children's home, a private school, and a home-based program. Our four core activities are providing holistic child care, quality education, family empowerment, and spiritual discipleship. We strive to raise a generation of leaders who will serve their communities and the world.

Vision: Our vision is to see vulnerable children transformed, living in Christ-centered families.

Mission: Our mission is to demonstrate the love of Jesus Christ through rescue, empowerment and reintegration of vulnerable children into communities and stable families.

We invite applications from suitable candidates for a **Human Resource Manager position**.

Responsibilities are as follows:

- Support the development, updating, and implementation of organizational HR policies.
- Collaborate with departmental heads to understand skills and competencies required for openings.
- Perform an HR audit of each department and make recommendations for staffing needs.
- In charge of the new staff recruitment process alongside other management, i.e., advertising vacant positions, planning, and conducting interviews.
- Orientation of new staff in the organization and conducting exit interviews when an employee is leaving.
- Preparing job descriptions, job offer letters, and employment agreement documents.
- Creating learning and development programs and initiatives that provide internal development opportunities for employees.
- Capacity building, training, and staff development.
- Taking staff through the organization's policies and procedures as needed.
- Oversee employee disciplinary and grievance meetings, terminations, and investigations.
- Maintain employee records according to the organization's policy and legal requirements.
- Review employment and working conditions to ensure legal compliance and OSHA standards.
- Preparing and processing payroll in liaison with the finance administrator and the center manager.
- Propose and make recommendations on staff rewards and recognition
- Conduct constructive and timely Staff performance evaluations.
- Conduct benefits and compensation analysis and advise the management on the same to attract and retain the best-performing staff.
- Prepare and oversee bi-weekly updates, monthly reports, and work plans, and submit them to the Center Manager on time.
- Serve as secretary to the HR committee
- Represent Teule Kenya in workshops, seminars or any other meetings whenever called upon.
- A champion of staff HR related issues to the Management and Board of Directors

- Manage employee relationships, foster teamwork, and manage conflicts
- Support the Centre Manager in day-to-day management
- Any other duties assigned from time to time

The minimum requirements are:

1. Passionate about serving orphans and vulnerable children.
2. Must be a Born-again Christian. Must provide a Priest/pastor's recommendation letter dated six months or less.
3. Bachelor's degree in human resources, Business Administration, or related field required. A minimum of three years' experience in human resource management or administration is preferred.
4. Excellent verbal and written communication skills.
5. Excellent interpersonal, negotiation, and conflict resolution skills.
6. Excellent organizational skills and attention to detail.
7. Strong analytical and problem-solving skills.
8. Ability to prioritize tasks and to delegate them when appropriate.
9. Ability to act with integrity, professionalism, and confidentiality.
10. Thorough knowledge of employment-related laws and regulations.
11. Proficient with Microsoft Office Suite or related software.
12. Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
13. Ability to lead and motivate colleagues and volunteers.
14. Possess a Valid good conduct.
15. Willing and committed to working on weekends as needed.
16. Work well under pressure and with minimal supervision

Send applications to info@teulekenya.org, programs@teulekenya.org, or hand deliver to Teule Kenya Chombo cha Upendo home. Indicate the position applied for and address to:

**THE CENTER MANAGER,
TEULE KENYA CHOMBO CHA UPENDO HOME
P.O BOX 184-00209
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Your application should be received on or before **25th November 2025**

Only shortlisted candidates will be contacted. In case of further inquiries, call 0721582323