



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. 4. A minimum of three years' experience in human resource management or administration is preferred.**
- 5. Excellent verbal and written communication skills.**
- 6. Excellent interpersonal, negotiation, and conflict resolution skills.**
- 7. Excellent organizational skills and attention to detail.**
- 8. Strong analytical and problem-solving skills.**
- 9. Ability to prioritize tasks and to delegate them when appropriate.**
- 10. Ability to act with integrity, professionalism, and confidentiality.**
- 11. Thorough knowledge of employment-related laws and regulations.**
- 12. Proficient with Microsoft Office Suite or related software.**
- 13. Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.**
- 14. Ability to lead and motivate colleagues and volunteers.**
- 15. Possess a Valid good conduct.**
- 16. Willing and committed to working on weekends as needed.**
- 17. 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