**EMMAH NYARANGI**

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**NATIONALITY:** KENYAN

**MEMBERSHIP:** FULL MEMBER – IHRM

**PROFILE**

HR professional with 8 years hands on general HR & Training experience in the flower industry working with a team of 2 HR Officers, 1 HR clerk, 2 nurses, 2 compliance Officers. We set up the HR department from inception of the company. With a staff count of 1,200+ staff. My roles entail; setting structures, coordinating CSR activities, policy formulation, Monitoring Performance Appraisals, developing SOPs, payroll administration, Industrial relations, CBA negotiations, introducing HR systems and advising the senior management team on labor laws and best practices to avoid unnecessary litigation.

I also have valuable experience in Full cycle recruitment & Payroll Outsourcing for various corporates and multinationals in Kenya; Coca-Cola, Nokia, Nokia Siemens Networks, Citi Bank, Chase bank (sourced and recruited over 200 banking front office staff and coordinated for their CS training before onboarding in 2013/2014), Trademark East Africa, DDD, Sealed Air Diversey care, Centum Investment, Eveready, I-Tech Kenya etc.

2019 newly elected Chair of the Board of Management for Moi Ndabi Secondary School in Naivasha.

**PROFESSIONAL EXPERIENCE**

**JANUARY 2019 – CURRENT**

**RAINFOREST FARMLANDS KENYA LTD.**

**HR MANAGER**

**DUTIES & RESPONSIBILITIES:**

* Policy formulation and Implementation and identifying ways to improve existing policies and SOPs.
* Regularly update the HR handbook and all associated HR Policies.
* Review and analyze and identify trends (staffing trends, turnover trend, absenteeism trend, disciplinary trend, Overtime trend etc) and project challenges and solutions.
* Assume responsibility for the management of all Employee Relations cases providing advice and guidance to managers and employees on relevant policies, procedures and possible risks.
* Coordinate for all HR & Social audits carried out in the farm
* Conduct the company’s annual Joint Negotiations with workers for internal CBA terms and conditions
* Lead and advise on recruitment, Induction and Onboarding of new management staff.
* Design, lead and work closely with HODs to ensure HR initiatives /programs are implemented seamlessly.
* Oversee monthly payroll of 1,000+ staff
* Managing the medical insurance and Pension Schemes in liaison with the insurance contact persons.
* In coordination with company lawyers, ensure all company legal matters are addressed in a timely fashion.
* Coordinate and manage the employee disciplinary process and procedures.
* Advise and support managers through change management processes including; reorganization, restructure, redundancy and redeployment consultation.
* Coordinate and ensure staff awareness on HR and Health & safety policies.
* Ensuring cost control within the HR Department by tracking expenditure and labor costs against the budget
* Drafting the annual HR, training, CSR and company clinic budget
* Conducted the first ever staff appraisal in the company.
* Monitoring management staff leave schedule. managing Paternity, maternity and sick leave and the Annual Travel allowances.
* Ensure all SOPs in the department are adhered to in the day to day running of departmental tasks.
* Create and present HR reports to the shareholders.
* Handle all union communications and meetings.
* Drafting and updating the company organogram
* Ensuring Health and safety compliance
* Advising HODs and the Board on best practice related to HR policies and procedures
* Oversee and ensure implementation of all budgeted CSR activities to ensure a better standard of living for the community
* Supervising, coaching and mentoring direct reports
* Act as a liaison with the community. Negotiating and discussing how the company can improve the community’s standards of living with the village elders, chiefs, MCAs, County Commissioners etc.
* Visited kipkonyo school and the students requested for games to play after school. I, in conjunction with the shareholders, ensured the students of Kipkonyo secondary school received footballs, volley balls, badminton rackets, boomerangs, pens, pencils, rulers, erasers, sharpeners for their extracurricular activities.
* Organized and successfully executed the first ever bring your child to work family fun day for valentine’s day 2019 for all staff.
* Formulated and implemented various policies
* Drafted and conducted the first ever performance appraisal.

**OCTOBER 2015 – SEPTEMBER 2018**

**RAINFOREST FARMLANDS KENYA LTD (Fleur Africa)**

**ASSISTANT HR MANAGER T&D**

**DUTIES & RESPONSIBILITIES:**

* Ensure compliance for Health & Safety within the farm with help from the compliance department.
* Participated in a company redundancy operation in March 2016
* Supervise 2 HR Assistants, HR clerk, intern and assistant office admin.
* Together with the Senior HRO, compile all monthly payroll information and changes for attendance & payroll processing for 900 staff using Ajira system.
* Coordinate and carry out recruitment for vacant positions in conjunction with the relevant HODs.
* Overseeing Induction and Onboarding of new staff,
* Monitoring probation periods for confirmation purposes, contract periods for renewal as well as appraisal reports from Line Managers and HODs for confirmation or contract extension.
* Managing the medical insurance and Pension Schemes in liaison with the insurance contact person. Introducing new applicants, deletions, adding dependents
* Creating the annual training calendar for all departments for all trainings, internal & external.
* In conjunction with the HR Director plan for trainings as per the approved annual budget and calendar.
* Make recommendations on available suitable training courses and programs for staff
* Ensure all SOPs in the department are adhered to in the day to day running of departmental tasks.
* Monitoring staff leave schedule. managing Paternity, maternity and sick leave and the Annual Travel allowances.
* Participate in formulating and updating company policies, files and other documentation.
* Process NITA applications and follow up claims for reimbursement.
* Ensuring grievance handling and procedures are followed in all disciplinary cases arising.
* Facilitate and monitor training of staff in conjunction with their HODs and supervisors and maintain updated training records.
* WIBA reporting to the insurance and follow through in conjunction with the company nurse.
* Coordinate travel and bookings for senior Management.
* Developing job descriptions for new positions and updating the existing ones
* Attending to personnel related grievances - providing guidance and ensuring compliance as per the Employment Act and HR Handbook grievance handling procedures.
* Maintain/edit the Employee Handbook on various Policies and procedures and recommend lawful implementations.
* Coordinate for CSR projects. collaborated with client donors to facilitate expansion and completion of Kipkonyo health Centre in Ndabibi, with plans to start on a primary school after completion of the health facility.

**MARCH 2014 – OCTOBER 2015**

**RAINFOREST FARMLANDS KENYA LTD (Fleur Africa)**

**HR OFFICER T&D**

**JULY 2012 – MARCH 2014**

**PREFERRED PERSONNEL AFRICA LTD**

**HR ASSISTANT**

**DUTIES & RESPONSIBILITIES:**

* Running PayPlus Payroll System for Preferred personnel employees and outsourced clients.
* Managing staff and contractors’ leave schedule
* Managing outsourced services e.g. medical and pension
* Ensuring all employees are registered with the statutory bodies and ensuring all statutory deductions e.g. PAYE, NHIF and NSSF are made.
* Drafting job adverts for vacant posts and placing them in a wide range of media.
* Recruitment – advertising, short listing, interviewing, selecting and overseeing the induction of new staff.
* Planning for and coordinating trainings.
* Perform background checks on short listed candidates
* Preparing employment contracts for successful candidates.
* Ensuring timely renewal of lapsed contracts.
* Ensuring new staff are promptly and swiftly included in the payroll and medical scheme in liaison with the Insurance firm.
* Ensure contractors are informed of their entitlements and benefits according to their respective contract agreements.
* Managing the temporary staff list i.e. ensuring our clients have standby staff when the regular employees are on leave
* Managing the social network sites i.e. LinkedIn, twitter, Facebook.
* Preparing proposals for potential clients
* Assist the HRO in Billing and Invoicing
* Successfully introduced Skype for clients and candidates outside Nairobi.
* Recruited, oriented and trained over 200 tellers and customer service reps for Chase Bank branches across Kenya

**ACADEMIC BACKGROUND**

**2011-2013: UNIVERSITY OF EASTERN AFRICA BARATON**

MBA (Double Major) HRM and Management

**2006-2010: MAKERERE UNIVERSITY, KAMPALA**

Bachelor’s Degree in Industrial and Organizational Psychology.

**2004-2005**: **KATIKAMU SECONDARY SCHOOL, KAMPALA**

(ALevel) attained 19 points out of a total of 25.

**2000-2003: BUGEMA SECONDARY SCHOOL, KAMPALA**

(O- Level) Obtained Division 1, awarded an Excellence Certificate for good performance

in UNEB (Uganda National Examination Board)

**SKILLS**

* Mature individual able to manage different groups of stakeholders and shareholders.
* Competent with MS Office (Word, Excel, PowerPoint, Outlook)
* Excellent communication and interpersonal skills (oral and written)
* Team player
* Attentive to detail
* High level of professionalism, efficiency and reliability.

**TRAININGS**

* Nokia Siemens Network Voice conference (NVC) training on the Tempus tool (HRMIS) (2012)
* Project Management Training **(November 2013)**
* Industrial Relations & Labor Laws Training for Managers by **Agricultural Employers Association**
* Medical obligation of the Employer and New NHIF Laws by **Agricultural Employers Association**
* Negotiation Skills **by EVERSUN Consultants (April 2015 & 2018)**
* Chief learning and Development Officer Conference. **23rd & 24th July 2015**
* **GAP,** Good Agricultural Practices**, (September 2015)**
* Corporate reorganization and change management by IHRM at White-sands Resort 2017
* **Women in HR conference 2019 February by IHRM**
* **Annual Fairtrade producers conference - East and Central Africa in Kampala BY FAIRTRADE AFRICA – 2019 JUNE**

**REFEREES**

Mr. GILBERT BII

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