**JANET KERUBO NYAMWEYA**

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**CAREER PROFILE**

A Human Resource professional, I am experienced with practical staff training skills geared towards motivating staff to carry out work-related tasks. I have experience in recruitment and selection ensuring timely placement of vacant positions thus to meet the departments objectives on time.

I have strong Human Resources skills gained through my hands-on experience over the past four and a half years in various organizations. Areas of expertise include training needs assessment and analysis, recruitment and selection, orientation, occupational safety, policies and procedures disciplinary procedures and employee welfare.

**Education and Professional Qualifications:**

* Masters of Business Administration, (Ongoing)
* Higher Diploma in Human Resource Management, Institute of Human Resource Management, July 2009-July 2010
* Certificate in Counseling, Institute of Human Resource Management, July 2009-July 2010
* Bachelor’s Degree in Human Resource Management, Makerere University, August 2004-September 2007
* Uganda Advanced Certificate of Education (U.A.C.E), Bugema Adventist High School, 2002-December 2003
* Kenya Certificate of Secondary Education (KCSE), Hospital Hill High School, February 1998-November 2001

**KEY COMPETENCIES**

**Soft Skills:**

* Open minded and confident self-starter, with focus on quality service delivery
* Team player with sound planning and organizational skills
* Ability to work under pressure, independently and in teams to meet deadlines
* Excellent interpersonal and negotiation skills
* Excellent Communication skills, both spoken and written

**Technical Skills:**

* Recruitment and Selection
* Management of Human Resource Information System
* Human resource management
* Budgeting skills
* Knowledge management
* Computer literate – proficient in MS Office applications and computerized HRIS

**PROFESSIONAL EXPERIENCE**

**Kenya Plant Health Inspectorate Service: March 2016 - to date**

Job Title: Human Resource Officer

**Duties & Responsibilities**

* Coordinate, recruitment, selection, reference checks on selected candidate for the job and induction processes of new staff.
* Participation in development and review of HR policies and procedures in the organization.
* Leave administration
* Interpretation, implementation and applying HR policies, standards, and procedures on human capital management matters;
* Compilation of Training Committee Agenda in consultation with H-HRA and compilation of Training Committee Minutes in Consultation with H-HRA.
* Compilation of training needs assessment report in consultation with H-HRA. Participating in development of the training budget.
* Compilation of monthly and annual training programmes report in consultation with Head Human Resource & Administration.
* Ensuring timely implementation of training programmes for the financial year.
* Ensuring training impact evaluation is done six months after conclusion of a training
* programme
* Notifying NITA of any planned training two weeks before implementation of the training to ensure the Corporation benefits from the Training levy and also follow-up on training levy refunds.
* Preparation of induction programme in consultation with H-HRA and also ensuring timely induction of new staff upon reporting to the corporation.
* Writing of training proposals and analysis of training quotations.
* Updating of staff skills inventory.
* Coordinate performance management process within the organization.

**CARE INTERNATIONAL: March 2012 – March 2017**

Job Title: Human Resource Officer

**Duties & Responsibilities**

* Work with supervisors to identify training and development needs, to address the short, medium and long term needs of the various programs/projects/departments of the organization.
* Support supervisors in establishing annual personal development plans for their teams and direct reports as part of the organization’s annual appraisal process.
* Maintain up-to-date records of all training delivered in personnel and electronic files.
* Coordinate, recruitment**,** selection**,** reference checks on selected candidate for the job and induction processes of new staff. Applied and followed up on work permits for international staff.
* Advise/provide information to finance on recruitment, transfers, terminations, extensions, redundancies which is used in payroll administration.
* Supporting on-boarding of new staff & ensuring statutory compliance of all new employees. Follow up with new employees to ensure they have filled the orientation checklist and keep the orientation package up to date. Conducting HR Administrative duties such as employee data management, HR records creating and maintenance
* Leave administration
* Implementing human resource and administration processes, policies and directives
* Disciplinary management
* Administering exit interview forms and preparing exit reports for management
* Prepares monthly workforce size reports and submits to HR Coordinator
* Acted as a bridge between the top management and other employees in order to facilitate smooth functioning of the operations of the organization (includes handling questions, interpreting and administering contracts and helping resolve work related problems.

**Human Resources &Administration Assistant;**

**Gold Wheat Ltd, October 2010 to March 2012**

**Duties & Responsibilities:**

* Set up a filing system, created a systematic way to categorize files per department and per section.
* Reviewed salaries, promotions and bonus based on achievement of objectives.
* Presented accurate and timely management reports pertaining to leave, attendance and inter-departmental transfer.
* Coordinated the setting and monitoring standards of excellence for administrative processes.
* Developed monthly head count and went through their files to ensure they all have the required documentation e.g. letter of offer, confirmation letter and contracts.
* Updated and communicated the HR policies and procedures to current and new staff.
* Maintained a high level of motivation by ensuring that all staff welfare matters are addressed and potential issues resolved.
* Ensured that all staff matters are covered by the guidelines of labor laws.
* Payroll administration ensured all deductions were done and necessary information on payroll changes received on time.
* Monitored all staff costs and taking appropriate remedial action where necessary.

**Intern-Human Resource Department;**

**Kenya Post Office Savings Bank Ltd, October – November 2009;**

**Duties & Responsibilities:**

* Ensured that all documents are filed in their designated places
* Assisted in preparation of HR data to be input in the computer and updating personal data for employees
* Handled records in relation to NHIF and NSSF matters
* Prepared work tickets, updating and maintaining mileage records
* Migration of staff data from staff files into the Human Resources database and updating the department’s information

**Intern-Human Resource Department;**

**National Bank of Kenya January-March 2009;**

**Other Courses Attended**

* Certificate of Attendance on Safety and Health Committee November 2016
* Certificate of Attendance on Safety and Health Committee 15th-19th April 2013
* Certificate of participation Kenya labour laws 7th -9th November 2012
* First Aid at Work Training September 2012
* Fire Basic Training September 2012
* Personal Safety and Security in the Field April 2012.

**Hobbies/Interests:**

* Sports-volley ball
* Community Service Participation- Active Member of the church youth club, youth leader
* Networking
* counseling

**REFEREES**

**Please feel free to contact the under mentioned in regard to my competence, work ethic and performance.**

Mr. Moses Onderi Oure

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