



CAREER OPPORTUNITY

Head of Human Resources

Aviation

Our client, in the aviation sector is looking to recruit a Head of Human Resources. Reporting to the Managing Director & Chief Executive Officer, the key deliverable from this role is to closely work with the respective heads of business, partners and stakeholders to delivering world class human resource services in all field of human resource management including talent acquisition and talent management; employee engagement, development and succession planning; HR operations; compensation and benefits; etc., to leadership, management and employees.

Accountabilities:

- Contribute to the development of the organizations' strategy and participate in the leadership of the business.
- Design, develop and deliver strategic and operational HR services to the business.
- Assist in building and promoting adherence to the organizations' culture and values, where people are externally focused, responsive, innovative and collaborative to quickly and proactively respond to changing business needs.
- Business partner to line management in the development and execution of human resource management and employee relations in areas including flight operations, engineering, safety & security as well as passenger handling, sales & marketing.
- Lead and manage the following HR processes:
 - Talent management;
 - Organization design and development;
 - Human resource planning and recruitment;
 - Employee engagement and labor relations;
 - On-boarding and Induction processes;
 - Performance management;
 - Benefits and Reward management;
 - Learning and development planning;
 - Succession planning;
 - Internal communication;
 - Industrial Health and Safety practices;
 - Leave and Absence management; and
 - Disciplinary procedures
- Facilitate regular and open communication and exchange of information in order to implement changes and improvements effectively.
- Drive full compliance with all the HR policies and procedures including leave management, performance management cycle and annual training calendar.



- Ensure compliance with Aviation regulations, internal audit standards and risk standards through closure of audit and risk findings related HR.
- Maintaining tight financial, labor and material cost control.
- Oversee the management and adherence to all third party contracts including outsourced services providers, hotels for staff and passenger accommodation, transport services for staff and passengers, training, uniform etc.
- Liaise with all outsourced services relating to provision of HR services, including insurance, medical, immigration, ERP systems.

The ideal person for this role will:

- have a degree in human resource management, administration or a related field from an accredited institution of higher learning, and a post-graduate certification in learning and development;
- be registered with, and have a valid 2018 Practicing Certificate from the Institute of Human Resource Management, Kenya;
- have a minimum of 8 years' of experience covering all aspects of human resource management, with at least 3 years' experience gained at the management level;
- have working knowledge of Kenya, East African and international Labour Laws and Collective Bargaining Agreements;
- have a proven track record in the development and management of the human resource function in a fast-paced, results-oriented, growth company;
- demonstrate the ability to develop and execute sound human resource policies with the contribution and support of line management;
- have an excellent sense of operations and an appreciation for the interplay between human resource strategy and the needs of a growing business; understanding implications of decisions on business;
- be skilled in organizational diagnosis, development and design, particularly in those areas that relate to the needs of a growing business in a competitive industry;
- be adept in the areas of recruitment, learning and development, coaching & facilitation, performance management, change management and employee motivation and welfare;
- be an experience in stakeholder management, team management, influencing / advising stakeholders on best HR practice; and
- work proficiently with HRIS / ERP system and intermediate level proficiency in MS Office applications i.e. Word, Excel, PowerPoint, MS Project, Outlook, etc.

He/she will be:

- a strategic thinking and influencer



- able to work both independently, efficiently and effectively as well as in collaboration with people at various levels and from different backgrounds
- able to work under pressure and manage time effectively
- accept accountability, results oriented approach to achievement of objectives
- have a sense of urgency and attention to detail
- be a strong negotiator, have good interpersonal verbal & written communication skills
- have good organizational, planning and analytical skills
- unquestionable integrity, confidentiality and respect
- persuasiveness and the ability to influence people positively
- positive, energetic self-starter with a high level of personal drive and resilience

Remuneration: The salary offered for this position is competitive and negotiable dependent on experience and demonstrable contribution.

If you are interested in the above position and meet the above criteria, please send in your application via electronic mail to HRMrecruitment@tgagroupea.com attaching a full résumé / curriculum vitae in Microsoft Word Document (.doc /.docx) format. Interviews for the position will commence the week of 26th March for successful applicants.

*Please Note: **We do not charge** individuals any fee to accept or hold their applications in our database. We therefore do not accept any applications from agencies who charge their clients for submitting their resumes*