



Job Title

HR Business Partner - Mombasa

Location and Business Unit

Mombasa, Bamburi Cement Plc

Department

People Department

WHO IS BAMBURI CEMENT PLC?

Bamburi Cement is an Industry captain and member of the Holcim Group. As a leading clinker, cement and concrete producer in Eastern Africa, Bamburi Cement is at the forefront of innovative and sustainable building solutions. Our Building for Growth Strategy is based on 4 pillars: Growth, Performance, People and Sustainability. Thanks to our talented team that is passionate about Building Progress for People and the Planet Bamburi Cement is enabling smarter infrastructure and improving living standards in the region. With sustainability at the core of our strategy, we aim to become a net-zero company, with People and Communities at the heart of our success.

WHO ARE BAMBURI CEMENT PLC PEOPLE?

Our diverse talented teams of people are passionate about finding better ways to build. They embrace innovation and continuous improvement fuelled by a pioneering spirit. They work as trusted partners, creating better solutions and experiences for their customers, communities, colleagues and shareholders.

THE OPPORTUNITY

The role is responsible for providing HR support to Industrial and Non-Industrial Teams specifically Mombasa Plant and Lafarge Eco Systems in Mombasa, the incumbent will be responsible for providing timely, concise information, guidance and coaching to our managers aligned with our HR policies, procedure, processes, and mobilization efforts. This includes but is not limited to providing day-to-day support of the HR activities and initiatives in the following areas: employee relations, performance management, talent management activities and initiatives, retention, recruitment and staffing, training and development, project management and analytics/process improvement.

In addition, the role will be responsible for delivering a high-quality service including reward, contract administration, payroll, budget preparation and monitoring, production and communication of HR policies, internal controls and procedures. The incumbent will also maintain HR Systems to ensure data quality is consistently maintained and is expected to continue overseeing and identifying improvements for an efficient HR function and work closely with the wider HR team.

YOUR RESPONSIBILITIES

Payroll Administration

1. In liaison with the Finance Function, review monthly payroll: input and control in the Payroll system on individual information
2. Ensure that wages are paid in due time and guarantee the accuracy of amounts paid (monthly salaries and any specific compensation elements such as profit sharing, annual bonus, premiums etc.)

Internal Controls & Reporting

1. Analysis of people costs against plan and supporting with budget and forecasting creation
2. Carries out any mandatory reporting required including internal controls and wider Holcim Group
3. Champion for HR Minimum Control Standards and ensures compliance with all HR policies and procedures
4. Compiles GL files for finance departments as needed including oversight for leave and bonus provisions
5. Carries out audits to ensure accuracy of actual payroll spends and processes and ensures accuracy in data in HRIS and payroll
6. Is responsible for data maintenance for reward actions in partnership with other HR Partners.

Talent Management

1. Supports the implementation of HR strategy to assure appropriate employee resources are available to achieve planned results. Works with line managers to identify organizational issues that impact the attainment of business objectives.
2. Works with management teams to effectively manage talent and create robust succession pools at all levels of the organization.
3. Identifies key talent and ensures strong development and career planning in place and ensures implementation.
4. Manages the Organization & Human Resources review process for the area of responsibility.

Recruitment & Staffing

1. Leads recruiting and staffing activities for the area of responsibility including screening, interviewing and selection as well as ensuring administrative hiring process as well as employee on boarding and right start.
2. Leads the Graduate recruiting drives to support business as well as the Industrial Internship programs to ensure sustaining pipeline development and business support.

Performance Management

1. Coordinates performance management activities such as individual development plans, performance appraisals, mid-year reviews, and career interviews.
2. Works with management in addressing performance issues and provides consultative support as required. This may include assisting managers with the development of performance improvement plans.

Training & Development

1. Supports in the identification of training and development opportunities, resources, programs, and tools to support employee populations based on business needs.

Employee/Labour Relations

1. Acts as primary contact for day-to-day HR employee issues including: advising management on ER/IR issues, overseeing investigations, interpreting policies, providing oversight on disciplinary process, procedures, letters/action, and counselling employees. Ensures consistency in practices within the Country. Ensures compliance with various regulatory and legislative requirements, as well as trains managers in the same.
2. Manages the grievance and dispute handling procedure so as to ensure a conducive work environment. Provides guidance to managers and employees on disciplinary, grievance issues and procedures.
3. Works with the business and appropriate company resources to resolve any litigation or legal issues.
4. Supports implementation of corporate Human Resources programs and policies for the business.
5. Manages the separation process and documentation to ensure smooth transition of staff.
6. Monitors turnover trends and ensures that the same is within the target turnover ratio.

Analytics & Process Improvements

1. Provides key analytics and information on area of responsibility to support business objectives, monthly reports and HR dashboard.
2. Leverages research and networking capabilities to identify best practices to implement within business.

YOUR QUALIFICATIONS, EXPERIENCE & SKILLS

Level of education

1. Degree in HR Management, Social Sciences or Business-related degree course. An MBA will be an added advantage.
2. Professional membership with a IHRM, CHRP Qualifications

Technical Competencies

1. Minimum 7 years working experience in HR management with at least 4 years in a Managerial role. Experience in General HR in a large commercial and/manufacturing operations
2. A valid IHRM practicing certificate
3. Well versed with all the relevant local labour laws regulations.
4. Strong Business acumen
5. Knowledge and experience of HAY tools and HRIS ERP's

FURTHER DETAILS

Date of posting: 27th November, 2024	Closing date: 6th December 2024
Location: Mombasa	Reporting to: People & Organization Director
Employment type: Permanent and Pensionable	Travel: YES

Please send your Application Letter and detailed Curriculum Vitae containing names of three referees who can provide confidential assessment of your capabilities by **6th December 2024**. to career.applications.bamburi@lafargeholcim.com. Please remember to quote the position on the email subject line.

Bamburi Cement Plc is an equal opportunity employer. Only shortlisted candidates will be contacted.