



*Empowering women and girls*

The Young Women's Christian Association (YWCA) of Kenya invites applications from interested and suitably qualified candidates to fill the position of **Human Resource Officer** within our establishment.

## ADVERTISEMENT

**JOB TITLE:** Human Resource Officer  
**POSITIONS:** One (1)  
**SUPERVISOR:** National General Secretary  
**DUTY STATION:** YWCA Headquarters, Nairobi

### Key Responsibilities:

The Human Resource Officer will be responsible for supporting the organization's human resource functions, including but not limited to:

- Implementing and monitoring HR policies, procedures, and systems in line with organizational and legal requirements
- Managing recruitment, selection, onboarding, and exit processes
- Maintaining accurate and up-to-date employee records and HR databases
- Coordinating staff performance management and appraisal processes
- Supporting staff training, capacity building, and career development initiatives
- Ensuring compliance with Kenyan labor laws and statutory requirements
- Handling employee relations issues, including discipline and grievance management
- Preparing HR reports and supporting management with HR-related advice
- Promoting a positive organizational culture aligned with YWCA values

### Minimum Qualifications and Experience

- A Bachelor's degree in Human Resource Management, Business Administration, or a related field, or a Diploma in Human Resource Management with relevant work experience.
- Membership with the Institute of Human Resource Management (IHRM).
- At least 3 years' relevant work experience
- Sound knowledge of Kenyan labor laws and HR best practices
- Strong interpersonal, communication, and organizational skills
- High level of integrity, confidentiality, and professionalism
- Proficiency in MS Office applications

### How to Apply

Interested and qualified candidates are invited to submit their application letter and detailed curriculum vitae to: **recruitment@ywcakenya.org** . Applications should be received on or before 27th February 2026.

Please note that applications will be reviewed on a rolling basis, and the position may be filled before the closing date. Only shortlisted candidates will be contacted.

**DISCLAIMER :** YWCA **does NOT** charge any fee whatsoever for application, processing, interviewing or securing employment.