



JOB ADVERTISEMENT: HUMAN RESOURCES MANAGER

VetLab Sports Club, is seeking a highly qualified, ethical and experienced **Human Resources Manager** to provide strategic leadership and oversight of all HR functions. This is a Management role that requires strong governance capability, sound judgment and adherence to the highest standards of professionalism, integrity and compliance.

The successful candidate will be responsible for driving HR strategy, strengthening institutional governance, safeguarding compliance with labour laws and data protection regulations, supporting Board leadership structures and fostering a high-performance, inclusive club culture.

KEY RESPONSIBILITIES

1. Strategic HR Leadership & Governance

- Develop and implement HR strategies aligned with the Club's Constitution, By-Laws, strategic objectives and long-term development plans.
- Serve as the principal HR advisor to the General Manager, HODs and relevant Committees.
- Ensure HR governance frameworks, policies, and processes comply with the Kenyan Laws, and other statutory requirements.
- Prepare and submit HR reports, compliance updates, risk assessments and workforce analytics for Board review.

2. Compliance, Ethics & Regulatory Oversight

- Enforce full compliance with HR Policies & Procedures, disciplinary protocols, data privacy requirements and Club governance frameworks.
- Ensure secure management, retrieval, storage, movement and protection of employee records in accordance with the law.
- Lead and advise on disciplinary processes in alignment with natural justice, fair administrative action and statutory requirements.
- Strengthen ethical conduct and protect the Club from HR-related legal exposure.

3. Recruitment, Selection & Workforce Planning

- Lead a transparent, fair and competitive recruitment process including requisitions, job descriptions, job adverts, shortlisting, interviews, background checks and onboarding.
- Ensure compliance with governance structures by obtaining all necessary approvals and documenting all recruitment decisions.
- Oversee workforce planning, succession planning and staffing strategies.

4. Performance Management & Organizational Development

- Lead the design, implementation and monitoring of performance management systems.
- Facilitate KPIs, performance appraisals, performance improvement plans and career development frameworks.

- Drive organizational culture initiatives, team cohesion, staff motivation programs and leadership development.

5. Remuneration, Job Evaluation & HR Analytics

- Lead job evaluation (JE), role grading, salary structure harmonization and periodic market surveys.
- Provide compensation advice aligned with fairness, market data and club budgets.
- Oversee payroll inputs, approval processes and audit controls.

6. Employee Relations & Welfare

- Maintain sound employee relations and manage all grievances, conflict resolution, staff welfare programs and communication channels.
- Support the creation of a safe, respectful and inclusive work environment.
- Ensure compliance with the Clubs' Code of Conduct and promote a culture of integrity and respect.

7. HR Operations, Policies & Risk Management

- Maintain updated HR policies, manuals, SOPs and HR systems.
- Prepare HR budgets, manage HR records and ensure accurate and timely reporting.
- Oversee HR risks, develop mitigations and support HR audits and compliance checks.

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Human Resource Management, Business Administration, or related field (Master's degree is an added advantage).
- CHRP (K), IHRM membership and valid HR practicing license required.
- Minimum **7–10 years' experience** in a senior HR role, preferably in hospitality, club management, corporate governance or service industry.
- Strong understanding of HR governance, labour laws, disciplinary processes, and data protection regulations.
- Demonstrated experience in organizational development, job evaluation, performance management, and strategic HR planning.
- Proven track record of maintaining confidentiality, integrity, ethical conduct, and professionalism.

KEY COMPETENCIES

- Strategic thinking & governance awareness
- Strong communication & interpersonal skills
- High integrity, accountability & ethical judgment
- Conflict resolution & problem-solving ability
- Proven leadership & influence skills
- Strong analytical and reporting abilities
- Excellent understanding of labour laws and HR best practices
- Ability to uphold independence and resist undue external influence

How to apply:

Interested and qualified candidates to submit their detailed resume and a cover letter to jobs@vetlabsc.com on or before **December 5th, 2025**.

Only shortlisted candidates will be contacted.

Veterinary Laboratory Sports Club is an equal opportunity employer.