

LAINISHA SACCO SOCIETY LIMITED.

P.O. BOX 272-10303

WANG'URU

TEL: 0705-492352

Email: info@lainishasacco.co.ke

Website: www.lainishasacco.co.ke



VACANCY ANNOUNCEMENT.

Human Resource and Administration Assistant Officer.

Lainisha Sacco Society Ltd is a licensed Deposit Taking Sacco based in Kirinyaga County and wishes to recruit a self-driven and results oriented Human Resource and Administration Assistant Officer on a three (3) years renewable contract subject to satisfactory job performance and results.

Roles and Responsibilities.

1. Advise staff on HR policies, practices, and their rights and responsibilities.
2. Conducting institutional staff needs assessment and development of annual training calendar.
3. Facilitate accurate and timely processing of staff payroll and other employment benefits administration.
4. Advise on employee safety, welfare and wellness.
5. Conduct staff recruitment process, staff orientation and develop retention programs.
6. Developing and updating HR policies, performance appraisals, leave management and overall supervision of office administration.
7. Ensures legal compliance by monitoring and implementing applicable Acts and statutory requirements.
8. Develop and update job descriptions for each staff position.
9. Develop optimal annual staffing plans and organization structure.
10. Provide support in handling employee relations matters, including conflict resolution, disciplinary processes, and grievance handling, in accordance with company policies and labor laws.
11. Maintain comprehensive and updated employee records in both physical and digital formats.
12. Coordinate and schedule internal meetings, ensuring no double bookings.
13. Oversee the maintenance, cleanliness, and overall condition of the Boardroom and Head Office facilities, ensuring optimal working conditions.
14. Manage kitchen operations and staff meals in collaboration with support staff.
15. Coordinate Board of Directors (BOD) meetings and assist in executing directives in consultation with the CEO.
16. Manage Sacco fleet operations by ensuring timely vehicle maintenance, trip planning, and coordination with company drivers.

17.Maintain updated records for Sacco vehicle logbooks and prepare monthly usage reports. 18.Receive and verify staff mileage claims for accuracy and process them for approval. 19.Organize occasional staff team-building events in liaison with the CEO. 20.Oversee the performance management cycle in accordance with the Performance Management System (PMS) policy and submit quarterly reports. 21.Any other duty assigned by CEO from time to time.
Key Performance Indicators
i. Statutory compliance and HR policy adherence. ii. Successful completion of administrative tasks. iii. Human Resource function activities execution. iv. Strategic plan implementation.
Qualifications and experience
i. Holder of CHRP or National Higher diploma in HRM will be mandatory. ii. At least 1 year experience in the same capacity in a busy environment. iii. Member of Institute of Human Resource Management is mandatory. iv. A Mean Grade of C+ with C+ in English and Maths in KCSE. v. 25 to 35 years of age. vi. Valid certificate of good conduct.
Skills and Attributes
Good experience working with excel, outlook and Microsoft Word, good people management skills, leadership and supervisory skills and report writing.

Interested Candidates who meet the above requirements should submit their applications through email to the undersigned and enclose copies of their CV, academic and professional certificates, ID, KRA Pin and other testimonials by C.O.B **31.10.2025**.

The Chief Executive Officer,
Lainisha Sacco Society Ltd,
P. O. BOX 272 – 10303,
WANG'URU.

VISION: "TO BE THE LEADING AND PREFERRED FINANCIAL SOLUTIONS PROVIDER"

MISSION: "TO POOL FINANCIAL RESOURCES AND OFFER CUSTOMER RESPONSIVE PRODUCTS AND SERVICES TO PROMOTE THEIR SOCIO-ECONOMIC GROWTH THROUGH TECHNOLOGICAL INNOVATION AND GOOD CORPORATE GOVERNANCE"