



Position Title	Human Resources Officer
Job Grade	C Upper
Salary	USD 1500 plus benefits
Department	Human Resources & Operations
Reporting to	Head of Finance & Operations
Duration	3-year contract, renewable subject to performance & funds availability
Position Location	Nairobi, Kenya
Availability	Immediate

Organisation overview

The African Academy of Sciences (AAS) is a non-aligned, non-political, not-for-profit pan African organisation headquartered in Nairobi, Kenya, whose vision is to see transformed lives on the African continent through science.

Position Summary

We are seeking a highly competent and proactive Human Resources Officer to support the delivery of effective human capital and organizational initiatives. The role provides operational and strategic HR support, oversees performance management and staff development, manages leave and attendance, leads Occupational Safety and Health (OSHA) compliance, and supervises operations staff.

Key Responsibilities

- Manage end-to-end HR operations including recruitment, onboarding, contract administration, probation, confirmations, and exits.
- Administer leave and attendance systems ensuring compliance with AAS policies, Kenyan labour laws, and donor requirements.
- Coordinate recruitment and workforce planning for organizational and project-funded roles.
- Manage performance management cycles, train staff and managers, and recommend improvements.
- Develop, review, implement, and champion HR policies and procedures aligned with governance and strategic priorities.
- Support employee relations, including disciplinary and grievance management.
- Lead OSHA compliance, including risk assessments, safety inspections, and staff sensitization.
- Provide leadership and supervision to operations/administrative staff.
- Prepare HR reports, analytics, and compliance documentation.
- Develop and implement a comprehensive staff welfare program

The above job description is not exhaustive but outlines the key expectations of the role and may include additional duties aligned with the HR function.

Qualifications & Experience

- Bachelor's degree in HR Management, Industrial Relations, Business Administration, or related field.
- Professional HR certification (IHRM, CHRP, SHRM, or equivalent) is mandatory.
- At least 5-7 years progressive HR experience, preferably in an NGO, international, research, or donor-funded organization.
- Strong knowledge of Kenyan labour laws and HR best practices.

Key Competencies & Skills

- High levels of integrity, confidentiality, and professionalism.
- Proven experience in developing, championing and implementing HR policies and best practices.
- Expertise in performance management, including training and recommending effective improvements.
- Strong leadership and people management skills, including supervising operations/administrative teams.
- Excellent interpersonal, communication, and stakeholder engagement skills.
- Ability to manage multiple priorities in a dynamic, Pan-African environment.
- Proficiency in HRIS, performance management, leave/attendance systems, and MS Office.
- Commitment to inclusion, professionalism, and the mission and values of AAS.

Additional information

Interested candidates are encouraged to fill more details [here](#) , and also submit their cv to recruitment@aasciences.africa with the subject '*HR Officer*' by **9th February 2026 17:00 hours EAT**.

Due to high volumes of applications, only shortlisted candidates will be contacted.

Website: www.aasciences.africa