

Exciting career opportunity

#Thrive with us and #Come as you are



Associate - People & Change

KPMG is a global network of professional services firms providing Audit, Tax and Advisory services. Our purpose is to inspire confidence and empower change. We have a notable Africa Footprint serving clients across the continent. Our East Africa practice comprises Kenya, Uganda, Tanzania, Rwanda and Ethiopia.

The Nairobi office serves as the regional coordinating office providing the required networking to facilitate delivery of services on a timely basis to meet and exceed our clients' expectations.

Position Summary

KPMG People & Change wish to recruit an Associate-People and Change to assist in analyzing client needs, support in delivery of various HR solutions as per the requirements of the engagement, ensuring compliance to KPMG policies and professional Standards.

Key roles and responsibilities

The Associate will have the following responsibilities:

- Participate in the preparation of proposals, bids, quotations etc. including pitching for jobs.
- Business development through identifying and escalating opportunities for further work while on an engagement and participate in research and proposal writing.
- Participate in the development of work plans and budgets to ensure efficiency and effectiveness in delivering engagements.
- Coordinate and attend kick-off and debrief meetings on every engagement and create Engagement Review Forms.
- Assist in managing revenue, meet individual revenue targets and ensure proper billing of clients.
- Assist in managing billing and prompting Engagement Managers for timely collection within 30 days of billing.
- Prepare risk management documents and ensure they are signed off and a task code obtained before starting any engagement.
- Ensure all client engagement files are compliant with the relevant documentation in line with the Quality, Risk Management requirements.
- Build industry knowledge through involvement in events, articles and report creation.
- Support in conducting training and capacity development for junior team members.
- Any other duties and responsibilities as may be assigned from time to time.

Academic/Professional qualifications and Experience:

- Bachelor's degree qualification in human resources or any other related field.
- Pursuing professional membership or certification with a relevant body i.e., CIPD, IHRM, SHRM etc.
- Registered member of the IHRM or SHRM (added advantage).
- Minimum 1 year of experience in human resource consulting.

Technical competencies and Personal attributes:

- Strong consulting skills. Be able to effectively support all aspects of engagement delivery, end-to-end process, with minimal supervision and high accountability.
- Strong analytical & problem-solving skills, with the ability to proactively engage and consult with others across all levels.
- Good communication skills (written and verbal).
- Ability to organize and prioritize workload to meet deadlines.
- Strong business writing, report writing, presentation and research skills.
- A high standard of integrity.
- A high aptitude for learning new approaches and innovation.
- Self-driven and results-oriented.
- Team player with good interpersonal skills, work organization and coordination skills.
- Networking skills.
- Training/ facilitation skills.
- Diligent and committed to excellence.
- Resilience and Tenacity: must be able to always sustain motivation and commitment and can contain and absorb stressful moments and issues.
- Willingness to travel within and outside the region on a need basis.

We offer:

- An exciting opportunity to work with a Big 4 firm on cutting edge clients across Africa.
- Continuous learning and development.
- Exposure to multi-disciplinary client service teams.
- Unrivalled space to grow and be innovative.

If your career aspirations match this exciting opportunity, please use the link below to apply:

[People & Change Associate – Candidate's Summary](#). Filling the link is mandatory for consideration alongside your application to talentrecruit@kpmg.co.ke quoting 'People & Change Associate' by 09 August 2024.

Please note that only shortlisted candidates will be contacted.