

Exciting career opportunity

#Thrive with us and #Come as you are



People & Change – Senior Associate

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 a Senior Associate to assist in analyzing client needs, developing strategies, and delivering HR solutions, ensuring compliance to KPMG policies and professional Standards.

Key roles and responsibilities

The Senior Associate will have the following responsibilities:

- Participate in the development of a work plan, budget and quality plan to ensure efficiency, high performance and high-quality work on engagements..
- Maintain a progress tracker of engagement milestones, tasks and deliverables.
- Schedule and conduct engagement (internal and client) kick-off, progress and close out meetings.
- Keep all engagement stakeholders updated on progress.
- Ensure financial closure of all engagements.
- Ensure engagement files are compliant.
- Lead and participate in the preparation of proposals, bids, quotations, etc. and including pitching for jobs.
- Manage revenue, maintain a cross-selling value, meet individual revenue targets and ensure proper billing of clients.
- Supervise staff on engagements including leading, coaching, training, directing and reviewing work products of team members who may include Seniors, Associates, etc. and as necessary.
- Build industry knowledge through involvement in events, articles and thought leadership.
- Ensure all pre-engagement risk activities, including at the proposal stage, are undertaken and signed off.
- Any other duties and responsibilities as may be assigned from time to time.

Academic/Professional qualifications and Experience:

- Bachelor's degree qualification in humanities or any other related field.
- Master's degree in Human Resources is an added advantage.
- Membership of a relevant professional bodies such as CIPD, IHRM.
- Minimum 5 years of experience in human resource consulting.
- Experience in managing HR engagements, e .g., organization

structure review, workload analysis, change management etc.. In East Africa.

Technical competencies and Personal attributes:

- Strong consulting skills. Be able to effectively support all aspects of engagement delivery, end-to-end, 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 people management, work organization and coordination skills.
- Networking and stakeholder management skills.
- Training/ facilitation skills.
- Diligent and committed to excellence.
- Excellent coordination and planning skills.
- 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 Senior Associate – Candidate's Summary](#). Filling the link is mandatory for consideration alongside your application to talentrecruit@kpmg.co.ke quoting 'P&C Senior Associate' by 02 June 2024.

Please note that only shortlisted candidates will be contacted.