

# Exciting career opportunity



#Thrive with us and #Come as you are

## Associate – Learning & Development and HR Operations

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, and Rwanda.

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 Human Resources wishes to recruit an Associate who will support the Learning and Development (L&D) pillar by provide administrative and operational support for various L&D initiatives such as coordinating training programs, maintaining records, and assisting with processes to ensure smooth and efficient operations of L&D pillar and the HR operations pillar by efficiently handling HR operations processes and maintaining up to date records of all staff and documentation handled.

### Key roles and responsibilities

#### Technical and Operational Support

- Assist in coordinating the East Africa annual training calendar by scheduling, tracking, and monitoring training activities to ensure timely execution.
- Track and monitor East Africa staff CPD compliance, provide bi-weekly updates, and ensure that the CPD Dashboard is consistently updated and accurate.
- Update the L&D Dashboard with East Africa Milestone Training attendance and Development and Assessment Centre statistics.
- Maintain monthly uploads on LinkedIn Learning for new joiners and clearance of all exits within East Africa.
- Administer feedback forms for training sessions, collect responses, and compile reports to evaluate training effectiveness.
- Support the promotion of learning opportunities by updating the PPC Newsletter and other firm-wide communication channels with information on digital learning, new course offerings, and relevant updates.
- Talent and Career Development
- Provide administrative and logistical support for all East Africa firmwide trainings, such as Milestone Trainings, New Joiner Inductions, GR Inductions, and AFAP, as outlined in the East Africa Training Calendar.

#### L&D Project Management and Coordination

- Keep track of professional qualification sponsorship programs.
- Assist in ensuring compliance with statutory requirements, including preparing and processing NITA levy payments and reimbursements.

#### Event and Vendor Coordination

- Provide onsite support for learning events and PPC initiatives.
- Manage the risk documentation and compliance administration tasks and invoice processing for every L&D vendor.

#### Strategic Support

- Provide administrative support for the rollout and execution of L&D programs to help promote a culture of learning and development.
- Assist with maintaining and updating L&D policies, procedures, and frameworks as needed.

#### Benefits Administration

- Ensure timely enrolment and deactivation of employees from GLA/GPA, medical and provident fund schemes.
- Prepare medical statements and replenishment invoices and preparation of monthly and departmental reports.
- Receiving, dispatching, and tracking new and existing medical claims and medical premiums payments.
- Ensure provident fund benefits forms are sent to provident fund administrators for processing and assist by following up for provident fund payments of exiting members and any queries that may arise.
- Effective administration of My-Wellbeing program.
- Effective administration of the Employee Assistance Program.
- Effective administration of Negotiated benefits.
- Always maintain accuracy of benefits records by quarterly clean ups and audits of GLA, medical, Pension, My Wellbeing records.

#### Records Management

- Ensure correspondences (e.g., bank, Visa, and other letters) are prepared, signed, and filed appropriately.
- Effective archival of files and file destruction within the stipulated Risk policies.
- Maintaining an up to date, effective and accessible filing system for all relevant electronic and hard copy documents related to employees, in conjunction with the talent acquisition team.
- Occasional files audit to meet the Compliance standards.
- Accuracy of content, timeliness of producing and presentation of requested reports at agreed frequencies.
- Oversee the contract management, risk documentation and invoice processing for PPC operations vendors. This includes keeping a tracker for contract renewal dates.
- Participating in PPC special projects.
- Any other allocated duties.



# Exciting career opportunity



#Thrive with us and #Come as you are

## Associate – Learning & Development and HR Operations

### Academic/ Professional qualifications and Experience:

- Bachelor's degree in human resources, business studies, social studies, or a related degree.
- Professional qualification in CHRP will be an added advantage.
- Minimum 1 - 3 years of generalist experience in Human Resources.

### Technical competencies & Personal attributes:

- Human Resources Management Skills: Knowledge of the Firm's HR Policies & Procedures, understanding of best HR practices and trends, well developed Change Management Skills, Leadership Skills, Team Building Skills, ability to motivate and develop staff.
- Remuneration Administration: Understanding of the Country's benefits & remuneration acts
- Labour laws and Legislation: Knowledge of Labour Conventions and all relevant employment/ labour laws applicable in Kenya.
- Technology Skills: Proficiency in MS office applications and knowledge of HR Information Systems.
- Counseling and Mentoring Skills: Ability to empathize, listen and enable staff solve own problems, and guide and lead others by example.
- Personal and Professional Ethics: Must operate and practice within the professional code of conduct, be honest, with self and colleagues.
- Interpersonal Skills: Must be a people person, firm and fair with ability to manage people with diverse personalities.
- Communication Skills: Excellent communication skills both written & verbal presentations.
- Goal Driven and Results Oriented: Open to being measured and being judged by performance results e.g., response to organizational HR needs.
- Multicultural Skills: Must be able to operate and interact in a multicultural environment and uphold cultural diversity.
- Resilience and Tenacity: must be able to always sustain motivation and commitment and can contain and absorb stressful moments and issues.

### 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:

[Associate – Learning & Development and HR Operations– Candidate's Summary](#). Filling the link is mandatory for consideration alongside your application to [talentrecruit@kpmg.co.ke](mailto:talentrecruit@kpmg.co.ke) quoting 'Associate – Learning & Development and HR Operations' by 07 March 2025.

Please note that only shortlisted candidates will be contacted.