



Job Title: People Assistant

Type of Contract: Full Time

Department/Team: People Team

Job Location: Nairobi, Kenya

Start Date: June 2019

About Moringa School

- Moringa School is transforming higher education in Africa, starting with software development. In our current program, we transform ambitious amateurs to coding professionals.
- We are a premier advanced immersive program, training exceptional full-stack and mobile Software Engineers. Moringa School is currently expanding rapidly into other courses and geographies across Africa and are looking for top talent to accelerate our growth.
- Moringa School was named one of the 'Top 10 Most Innovative Companies' in 2018 by Fast Company.

Our Mission

- Moringa School's mission is twofold:
 - To empower people &
 - To transform education through rapid-iteration teaching.

Our Culture

- Employees enjoy a fun, collegial startup environment
- You will be surrounded by talented, friendly, brilliant, & mission-driven professionals who work hard to provide the best student experience of its kind in the world.
- We are committed to employee health & wellness- we truly believe that you need to take care of yourself first.
- We understand the value in remote working & support it as needed.

Why We Are Hiring For This Role

Moringa is growing in all capacities which necessitates the need to ensure that the different areas of HR are well supported with the aim of delivering best in class service to our employees.

Responsibilities

Learning and Development

- Support the Learning and Development Manager in preparing for the different employee training and development programs in terms of materials and logistics



- Assist in collating both staff and management data to inform the various career development plans
- Assist the Learning and Development Manager in coming up with a L&D calendar for the year in regards to scheduling
- Compiling feedback from staff in response to programs administered

HR Projects

- Work with People Team in various HR projects such as change management, culture entrenchment, compensation & benefits
- Assisting the Senior Admin Assistant in special projects pertaining to staff
- Actively take part in organising company/staff events
- Assisting the Senior Admin Assistant in setting up during weekly kick offs as well as ensuring that the necessary teams have uploaded their content in good time
- Assist where necessary in preparation and administration of contracts

Recruitment

- Support the Recruitment Team in CV Screening and administration of application forms
- Responding to candidate queries via the Moringa School Recruitment Email
- Assist in conducting reference checks on final candidates prior to sending out offers where necessary
- Assist the Recruitment Team in reaching out to candidates via phone on a monthly basis to get feedback on the Hiring Process

Outreach

- Actively support the various HR functions during different industry events as required. Activities may include sourcing vendors, coordinating transport, coordinating attendees and so on.

Documentation and Administration

- Ensure that all HR material such as Job Descriptions, Hiring packs etc are well kept and easily accessible
- Ensure that all staff information is accurate and up to date
- Assist the Senior Admin Assistant with drafting of letters that staff require such as NHIF, NSSF, Bank letters, etc.
- Welcome new staff on first day, give them a tour and take their photos.
- Handle the HR helpdesk

Key Competencies

- Empathy
- Agile mindset



- Work planning and organising
- Resilience
- People skills
- Negotiation
- Time Management
- Communication

Qualifications

- At least 6 months -1 year working experience in a similar role
- Proven ability to manage different stakeholders
- Willingness to learn

Values Alignment: The Moringa Way

- Embrace **collaboration** (working together to complete a task or achieve a goal)
- Be **bold** (being daring and courageous)
- Have **humility** (acting without pride or arrogance)
- Celebrate **accountability** (taking responsibility for your actions and their outcomes)
- Have a **growth mindset** (believing that you and those around you have the potential to improve through intentional practice and feedback from others)
- Be **fun loving** (enjoying life in a lively, lighthearted way)

Career Growth & Development

We do not believe that an organization can grow without the growth & development of its staff. At Moringa, we are consistently building systems to invest in the growth of our employees. We are deeply invested in offering career growth within Moringa, provide actionable feedback through “weekly check-ins” & thorough career reviews.

We will work together with you to craft roles that both support the needs of the organization and that you can be passionate about.

How can you apply?

- You will need to email the following to Recruitment at joinus@moringaschool.com
 - Your CV
 - Subject Line: Application “Role name” (Your full name)