



CARITAS MICROFINANCE BANK LIMITED VACANCIES JULY 2025

Caritas Microfinance Bank is the fastest growing Micro Finance Bank in Kenya whose vision is 'The Household Bank that Adds Value to All'. As part of our expansion strategy, we are seeking competent and qualified staff to fill the following position:

HUMAN RESOURCES BUSINESS PARTNER JOB PURPOSE

Reporting to the Head of Human Resources & Administration, the successful candidate will be responsible for aligning business objectives with management and employees and be the link between HR department and the business. He will be the Talent acquisition Lead for the Bank, oversee the learning and development of staff and be responsible for tactical and operational execution of the various human resources strategies and initiatives in line with internal HR policies and regulations, working in collaboration with the different lines of business.

KEY RESPONSIBILITIES

- Formulating and implementing human resources strategies to support business plans
- Developing talent strategies and plans to attract, recruit and on-board talents to meet current and future business needs
- Coordinating and managing employee learning and development programs to enhance employee competence to deliver business strategy
- Implementing strategies to enhance employee engagement and productivity within the work force.
- Ensuring a safe and conducive working environment in compliance with relevant legislations
- Developing, managing, and monitoring HR budgets.
- Structure and implement productive manpower plans at the lowest cost thus attaining profit per head ratio against the defined strategy roadmap
- Proactively drive and support delivery of HR processes, engagement initiatives and issues that will ensure productivity and mitigate staff turnover driven by labor market environment.
- Partner with the leadership team on functional business issues and organizational change, leading on planning specific HR strategies to meet business goals.
- Act as a point of contact for employees, supporting management/supervisors with employee issues.
- Support in implementation of HR policies and procedures.
- Manage and support staff performance appraisals in partnership with respective supervisors.
- Ensure compliance to regulatory requirements and internal policies.
- Conducting training needs analysis across teams and working with supervisors to provide solutions.

- Provide general support to the HR and Admin department and participate in ad-hoc HR projects as and when needed.
- To perform any other duty as assigned in line with the organization goals and objective.

QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in human resource management
- Higher Diploma in Human Resources Management
- Completed or ongoing CHRP certification
- Member of IHRM
- Minimum 4 years' experience in HR roles with focus on Talent Acquisition and Learning and development in the Banking Industry.
- Knowledge of Employment and Labour laws
- Possess a high degree of emotional intelligence and interpersonal skills
- Be adept at problem solving, including being able to identify issues and resolving them in a timely manner.
- A person of high-level of confidentiality and integrity
- People management skills
- Attention to details
- Conscious of data accuracy and completeness

Interested candidates who meet the criteria above are encouraged to send their application letters and detailed CVs to: Email: recruitment@caritas-mfb.co.ke.

Kindly indicate the position title on the subject line when applying.

Closing date for application will be **28th July 2025**. Only shortlisted candidates will be contacted. For more information, please visit <http://www.caritas-mfb.co.ke>.