

Job Description – YP PEOPLE & CULTURE

Job details	
Job title: YP - People and Culture	Department: People and Culture
Reports to: Chief Office, People & Culture	Duration: 1 year
About us:	
<p>ZEP-RE (PTA Reinsurance Company), an institution of the Common Market for Eastern & Southern Africa (COMESA). The Company was established in 1990 under then Preferential Trade Area, a precursor to COMESA, to develop the insurance and reinsurance industries and support capacity building. The Company is headquartered in Nairobi, Kenya, with regional hubs in Zimbabwe and Côte d'Ivoire, and country offices in Uganda, Zambia, Ethiopia, Sudan, Rwanda, and the Democratic Republic of Congo</p>	
Position Overview	
<p>As a People and Culture Young Professional, the candidate will support our team in various initiatives through data analytics and reporting, providing insights that drive effective decision-making. This role offers a valuable opportunity to gain hands-on experience in People and Culture operations while contributing to a data-centric approach to HR strategy.</p>	
Responsibilities and Accountability	
Data Analysis and Reporting:	
<ul style="list-style-type: none">i. Collect, analyze, and interpret HR data to provide meaningful insights that inform People and Culture strategies.ii. Develop and maintain HR dashboards and reports on key performance metrics, including employee engagement, retention, turnover, recruitment, and performance.iii. Create data visualization tools and reports to present findings to senior management in an easily digestible format.	
Talent Acquisition and Onboarding Support:	
<ul style="list-style-type: none">i. Collaborate with the P&C team to track recruitment metrics, time-to-fill, source effectiveness, and other KPIs to improve the hiring process.ii. Support the onboarding process by analyzing feedback from new hire surveys and generating reports on onboarding experiences.	
Employee Engagement and Experience Analysis:	
<ul style="list-style-type: none">i. Collect and analyze data from employee engagement surveys, focus groups, and other sources to provide insights into the employee experience.ii. Create reports and dashboards on engagement metrics, identifying trends and areas for improvement to enhance employee satisfaction and retention.	
HR Policy and Compliance Tracking:	
<ul style="list-style-type: none">i. Support the P&C team in analyzing and reporting on policy adherence, including training completion rates, code of conduct adherence, and other regulatory requirements.	
Diversity, Equity, and Inclusion (DEI) Analytics:	
<ul style="list-style-type: none">i. Collaborate with the team to analyze workforce demographics and measure the impact of diversity initiatives.ii. Produce data-driven insights to support DEI objectives, including demographic trends, pay equity analysis, and representation benchmarks.	
Continuous Improvement and HR Technology:	
<ul style="list-style-type: none">i. Identify and implement opportunities to streamline HR data processes, improving accuracy and efficiency.ii. Work with the HRIS team to maintain data accuracy within HR systems and identify system improvements to enhance reporting capabilities.	
Administrative Support:	
<ul style="list-style-type: none">i. Provide general administrative support to the HR team, including preparing documents, managing correspondence, and coordinating meetings.	

Job Description – YP PEOPLE & CULTURE

Minimum requirements

- i. Bachelor's degree in Business Administration, Economics, Statistics, or a related field.
- ii. Experience in People and Culture, data analytics, or a related role with exposure to HR data analysis, reporting, and visualization is a plus.

Core attributes

- i. Strong analytical skills with the ability to interpret data and generate actionable insights.
- ii. Demonstrates a keen interest in HR and data-driven decision-making
- iii. Proficiency in data analytics tools (Excel, Power BI, or Tableau) and experience with HR systems (HRIS, ATS) is a plus.
- iv. Excellent written and verbal communication skills.
- v. Good organizational skills and attention to detail.
- vi. Self-motivated and able to work independently with minimal supervision.

BENEFITS

- i. Hands-on experience in both HR and data analytics.
- ii. Opportunity to contribute to impactful People and Culture initiatives that shape organizational culture.
- iii. Mentorship and guidance from experienced HR professionals.
- iv. Networking opportunities within the company

Relationships and working contacts

Internal – Staff

Work environment

Location: Office-based, Nairobi Office.

Work Type: Full-time internship, with a focus on learning and professional development.

Interested candidates who meet the above requirements are invited to submit their applications by emailing a detailed cover letter and CV, outlining their suitability for the position to recruitment@zep-re.com by **22 November 2024**. Please indicate 'YP People & Culture' in the subject line of your email. **Only shortlisted candidates will be contacted.**

ZEP-RE is an equal opportunity employer. We welcome applications from candidates across Africa, including but not limited to COMESA member states.