

## HUMAN RESOURCE & ADMINISTRATION OFFICER

**Job Title:** Human Resource and Administration Officer

**Location:** Flexible (Kenya based preferred)

**Organization:** Africa Clinical Research Management (ACE Research)

**Location:** Kisumu

### **Role Overview:**

ACE Research is seeking a highly motivated and versatile Human Resource & Administration Officer to support our growing multi-country operations. This is a strategic and hands-on role responsible for HR operations, administrative oversight, and contributing expertise in legal/contracts management or accounting/finance.

### **Key Responsibilities:**

#### **Human Resource**

1. Manage end-to-end recruitment, onboarding, and staff lifecycle processes across multiple countries in Africa.
2. Maintain HR policies aligned with local labor laws and best international practices.
3. Ensure compliance with employment regulations across jurisdictions.
4. Manage employment contracts including renewals, record amendments, and support performance management, staff development, and training initiatives.

#### **Administration**

1. Maintain organizational records and documentation systems.
2. Oversee day-to-day administrative operations, including office coordination and vendor management.
3. Support logistics for operational meetings, and staff travel.

#### **Contracts (Preferred Competency)**

1. Ensure compliance with labor laws, regulations, and internal HR policies to safeguard the organization and its employees while fostering a fair and compliant workplace environment.
2. Draft, review, and manage contracts (consultancy agreements, vendor contracts, NDAs, Services agreements).
3. Support risk management and corporate governance processes.

#### **Accounting/Finance (Alternative Competency)**

1. Support budgeting, expense tracking, and financial reporting.
2. Coordinate invoicing, payments, and financial documentation.
3. Work with leadership to ensure cost efficiency and financial compliance.

## Required Qualifications & Experience

1. A bachelor's degree in Human Resources, Business Administration, Law, Accounting, or related field.
2. Minimum 5+ years of relevant experience, preferably in healthcare, NGO or international organization
3. Professional qualifications such as CPA (K) or partial Association of Chartered Certified Accountants (ACCA) for accounting duties, a Higher Diploma in HR or CHRP, or a Certificate is added advantage.
4. Proficiency in Microsoft Office applications, (Excel, Google Workspace and accounting software (QuickBooks, Sage, etc), is essential for effective task execution.
5. Familiarity with Human Resource Information Systems (HRIS) and payroll systems is advantageous.

## Key Competencies & Skills:

1. Demonstrated ability to manage multiple priorities across geographies and time zone.
2. High attention to detail and strong documentation discipline.
3. Strong analytical skills and problem-solving mindset with proactive approach.
4. Exceptional written and verbal communication skills in English.
5. A strong ethical standards and
6. Self-driven with ability to work independently with minimal supervision.

## Why Join ACE Research:

- Be part of a fast-growing impact-driven CRO dedicated to advancing global health research and developing life-changing treatments for patients.
- Collaborate with leading global health partners and institutions.
- Competitive compensation and benefits package.
- Opportunities for career advancement and professional growth.

If you are dedicated and experienced human resource officer looking to take the next step in your career, apply today to be part of our mission to advance healthcare through clinical research at ACE Research. Please note that only shortlisted candidates will be contacted.

## About ACE Research

ACE Research is an African-led, full-service Contract Research Organization (CRO) supporting early and late-phase clinical trials across diverse platforms, including vaccines, therapeutics and devices and global health consulting. We operate across multiple countries in Africa, partnering with governments, global health institutions, and biopharma sponsors to deliver high-quality, compliant, and impactful clinical research.

## How to apply:

Please submit your CV and brief cover letter highlighting your experience in HR and three testimonials to: <https://acerresearchafrica.com/careers/>

ACE Research is an equal opportunity employer committed to diversity and inclusion.