

Human Resources Officer Job Vacancy - Petro Oil Kenya Limited

Company Description:

Petro Oil Kenya Limited is a medium sized oil marketing company based in Mombasa engaged in the importation, distribution and marketing of petroleum products throughout Kenya.

Key Responsibilities:

- Manage recruitment, selection, and onboarding processes to attract and retain top talent
- Handle disciplinary procedures and employee separations in accordance with labour regulations
- Oversee performance management systems and improvement plans
- Support organisation development initiatives to enhance workforce capabilities and culture
- Ensure compliance with all relevant employment laws and regulatory requirements in Kenya
- Coordinate employee orientation, training, and professional development programs
- Develop, review, and implement HR policies and employee handbooks
- Manage employee and union relations to foster a positive work environment
- Administer employee health schemes and welfare programs
- Facilitate effective employee communication and engagement within the company
- Oversee compensation, leave, and benefits administration in line with company policy and legal standards
- Promote employee safety, health, and wellbeing initiatives
- Provide employee support services, including counselling where necessary
- Manage and coordinate workplace safety compliance with DOSH requirements and oversee the timely processing and administration of Work Injury Benefits Act (WIBA) claims.

Qualifications and Experience:

- Bachelor's degree or diploma in Social Sciences, Human Resource Management, or a related field
- Postgraduate diploma in Human Resource Management or CHRP is an added advantage
- Minimum of five (5) years' relevant experience in a busy and fast-paced organisation
- Solid knowledge of Kenyan labour laws, employment regulations, and industrial relations practices
- Excellent communication, interpersonal, and conflict resolution skills
- Proven ability to work effectively under pressure and in team settings
- Strong organisational and time management skills

Application Instructions:

Interested and qualified candidates are invited to submit their detailed CV, indicating expected remuneration, daytime contact numbers, and three (3) professional referees.

Only shortlisted candidates will be contacted.

Applications should be sent to jobs@ke.petrogrp.com to be received no later than the 11th of September 2025.