



EDI Global

— A Mathematica Company —

Evidence for a brighter tomorrow



JOB ADVERTISEMENT

Human Resources & Contracts Specialist

Full-time staff position based in Nairobi, Kenya

March 2025



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About EDI Global

[EDI Global](#) provides world-class monitoring, evaluation, research and learning (MERL) services to a variety of international development clients in Africa. From our offices in Nairobi, Dar-es-Salaam, and London, we provide evidence and measurement services to a broad range of donors, universities, research institutes and philanthropic foundations.

Since our foundation in 2002, EDI Global has grown to become one of East Africa's most respected MERL consultancies with a strong reputation for high-quality work in assessing international development programme impacts, measuring results, and evaluating potential solutions to poverty. We work across multiple sectors and have conducted numerous research projects in agriculture, economic development, education, health, social protection and water and sanitation.

In late 2018, EDI Global became part of [Mathematica](#). Mathematica applies expertise at the intersection of data, methods, policy, and practice to address complex social challenges and improve well-being around the world. Mathematica creates and uses evidence to help bilateral and multilateral donors, government agencies, non-governmental organizations (NGOs), and philanthropic and private sector actors improve programmes, refine strategies, and advance knowledge. Over the past two decades, Mathematica has developed a large portfolio of international development work that spans more than 50 countries across Africa, Asia, Latin America, and Europe. Mathematica's work provides actionable learning to guide decision-making and improve outcomes in a range of policy areas, including health, agriculture, climate change, energy, education, and workforce development.

Position Description

EDI Global seeks an early to mid-career human resources (HR) professional with some experience of contract administration to support the growth of the business.

In this new role, the HR and Contracts Specialist will be responsible for overseeing HR functions, recruitment processes, and contract administration within EDI Global. This role requires knowledge of employment law in Kenya, Tanzania and the UK and expertise in working with organisational senior management to draft and implement HR policies. The role will also handle compliance, recruitment, employee relations, and contract management. The ideal candidate will ensure smooth business operations while adhering to all legal and regulatory requirements.

Position Responsibilities

Human Resources

- ✓ Partner with the EDI Global management team to design and execute HR strategies effectively.
- ✓ Address and resolve employee relations issues in a timely and professional manner while ensuring compliance with local labour laws and company policies.
- ✓ Collaborate with the EDI Global management team to assess and implement employee compensation adjustments.
- ✓ Benchmark and regularly monitor EDI Global's benefits package against similar companies, make recommendations on additional benefits to be offered, and in partnership with senior management, lead the introduction of new benefits.
- ✓ Work closely with the EDI Global management team to improve and implement performance appraisal processes.
- ✓ Improve and implement the new employee onboarding process.
- ✓ Accurately process employee changes and terminations.
- ✓ Maintain confidential HR records and ensure data integrity.
- ✓ Plan and organise company events and employee engagement initiatives.
- ✓ Stay updated on Kenyan, Tanzanian and UK employment laws to mitigate operational risks.
- ✓ Identify HR areas where external professional advice is required and act as the main point of contact with EDI Global's appointed advisers in its main countries of operation.
- ✓ Develop a close working relationship with the HR team in EDI Global's parent company, Mathematica, to stay abreast of changes in policy and incorporate these into EDI Global's HR policies and practices.
- ✓ Encourage and advance organisational efforts to foster an environment of belonging.

Recruitment

- ✓ Manage the full-cycle recruitment process, including advertising, sourcing, screening, interviewing, and onboarding candidates.



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- ✓ Develop relationships with recruitment agencies which can support EDI Global's talent acquisition needs and act as the main point of contact with these providers.
- ✓ Conduct background checks, obtain references, and coordinate offer letters and onboarding procedures with candidates.
- ✓ Develop job descriptions and recruitment strategies in collaboration with hiring managers.
- ✓ Proactively source passive candidates through various platforms, including social media (e.g. LinkedIn) and professional networks.
- ✓ Ensure a seamless and positive candidate experience throughout the hiring process.
- ✓ Maintain compliance with all EDI Global's hiring policies and procedures.

Contract Administration

- ✓ Draft and review various contracts, including employment contracts and consultancy contracts.
- ✓ Ensure adherence to company policies, legal requirements, and contractual obligations.
- ✓ Manage contract renewals, amendments, and terminations efficiently.
- ✓ Keep detailed and accurate records of all contracts and agreements.
- ✓ Collaborate with legal counsel and internal departments on contract-related matters.
- ✓ Evaluate contract risks and provide strategic recommendations for risk mitigation to EDI Global senior management.

Position Requirements

This role is open to Kenyan or African nationals with an existing legal right to live and work in Kenya.

The role is ideally suited to a candidate with no less than three years' experience of operating in an HR generalist role. In the early stages, the role will require close collaboration with EDI Global senior management to build, improve and implement the company's HR policies and processes. Once these are established, the role will support management with applying these policies and creating an environment where EDI's employees feel supported and valued.



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More specifically, the successful candidate should have:

- ✓ A Bachelor's degree in Human Resources, Business Administration, Law, or a related field.
- ✓ Professional certification in HR and/or Contract Management (e.g. Certified Professional Contract Manager) is preferred.
- ✓ A minimum of 3 years of experience in an HR generalist role.
- ✓ Knowledge of UK, Kenyan and Tanzanian employment laws.
- ✓ Experience in contract administration.
- ✓ Proficiency in Microsoft Office Suite.
- ✓ Proven experience managing full lifecycle recruitment, including sourcing and hiring a broad range of talent.
- ✓ Excellent organisational skills with a strong ability to multi-task and maintain attention to detail.
- ✓ Strong problem-solving, negotiation, and decision-making skills.
- ✓ Previous experience in a professional services or consulting firm is preferred.

EDI Global offers our employees competitive salaries and a benefits package which includes private health insurance. The salary offered will be commensurate with the experience of the successful candidate.

EDI Global offers a hybrid model of working with staff splitting their time between working from home and our Nairobi office in Westlands.

We take pride in our employees and in their commitment to excellence. We encourage staff to collaborate in developing creative solutions to difficult problems and to share the responsibility and enjoyment of carrying out complex projects. This collegial spirit has helped us earn our reputation for innovative and high-quality work.

EDI Global's research is more robust because it is informed by different perspectives. A greater understanding of issues and challenges facing the populations we serve strengthens our mission to improve societal well-being. Our ongoing commitment to maintaining a balanced perspective is woven into our everyday actions, policies, and practices. We are dedicated to maintaining a work environment in which everyone is treated with respect and dignity.



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How to Apply

If you are interested in applying for this position, please email your CV and a covering letter to HRContractsSpecialistApplications@edi-global.com. The closing date for applications is Friday April 11th 2025. We will review candidates on a rolling basis so encourage early applications. Please be advised that only shortlisted applicants will be contacted.