



Human Resource & Operations Manager: Nairobi, Kenya

UTU Technologies LTD

Who we are

UTU's mission is to be the trust infrastructure of the internet to help platforms and consumers engage and transact in an easier, safer, and more trustworthy way.

We're focusing on increasing trust in Web3 and DeFi to ensure that users are transacting with trustworthy platforms, assets, users, and more.

We have three primary products:

- The UTU Protocol uses blockchain to incentivize users for:
 - Performing trustworthy actions, such as endorsing trustworthy platforms and providing accurate ratings and reviews.
 - Contributing their data to the network to help improve our recommendation models.
- Our Trust API replaces typical rating and review tools and uses AI to adapt to users' unique preferences and context to recommend trustworthy entities they may be interested in.
- Our Creditworthiness API leverages data analysis and social connections to improve the accuracy of credit assessments for decentralized finance (DeFi) platforms globally.

You're the right person for this role if you are:

- Able to effortlessly transition between big picture thinking and tactical execution - you're equally at ease in high level brainstorming sessions as you are at creating a cross functional project execution plan.
- Ruthlessly analytical, with strong quantitative skills and an ability to glean actionable insights from data, yet able to recognize the limits of data and unafraid to use your judgement and trust your instincts.
- Naturally organized and able to effectively manage multiple work streams.
- Creative problem solver (i.e. excels at identifying trends and patterns, developing root cause diagnosis, and using a diverse toolkit to address the root causes).
- Strong verbal and written communication skills with the ability to present ideas with clarity, brevity and at the right altitude for the audience.

- Have the ability to independently operate with high levels of ambiguity, with a passion for getting things done and improving processes.
- Exceptional analytical (qualitative and quantitative) and structured problem solving skills
- Thinking about running a company of your own someday and are looking for an opportunity to work closely with founders across multiple functions at a rapidly scaling startup.
- You're proactive, inquisitive, positive, and collaborative.
- You're comfortable working in ambiguity and executing against ambitious goals.
- You're a team player with a hands-on mentality and a 'no task is too small or big' attitude.



Responsibilities

People Management & Culture

- Set objectives for the HR team and track progress.
- Monitor internal HR systems and databases
- Design and implement company policies.
- Monitor key HR metrics.
- Act as a consultant to managers and staff regarding policies and procedures as well as address employee queries.
- Create detailed reports on HR costs.
- Collaborate with management to identify, surface and execute on key areas of organisational change and culture investment.
- Work with different departments to ensure recruitments are aligned with the organisation's priorities.

Operations and Compliance

- Take the lead in setting up financial management systems and processes.
- Perform regular reviews and analyses of current processes through metrics and advise on any changes that need to be made while communicating the impact of these changes to senior management.
- Oversee monthly financial processes and procedures including but not limited to timely remittance of statutory deductions.
- Monitor and evaluate information systems.
- Prepare for and coordinate all audit processes as needed.
- Ensure UTU's compliance with relevant accounting standards and reporting in our countries of Operation.

Qualifications

- 5+ years experience; background in top tier management consulting and/or high growth technology organization strongly preferred.
- Minimum Bachelor's Degree in Business, Human Resources or related field preferred.
- People Management experience.
- Computer Literate (MS office tools, G suite)
- Thorough knowledge of labor laws and regulations

Nice to Have:

- Human Resource management certification.
- Experience managing a globally distributed teams
- Project Management experience.
- Having worked in a Tech company.

What you get

- Salary commensurate with experience.
- Medical benefits for you and your family.
- Paid time off to relax and recharge.

How We Work

We are a group of hard-working, fun-loving people who take our jobs seriously but like to laugh along the way. We are passionate about digital trust. We value community, diversity, and inclusion.

How to Apply

Submit your resume and a brief cover letter to careers@utu.io with “*HR and Operations Manager*” as the subject line. *Shortlisting will be on a rolling basis*