

# BULIBA HOSEA - MIHRM.

**HR BUSINESS PARTNER. | TALENT MANAGEMENT SPECIALIST. | CAREER COACH.**  
**IHRM PRACTISING CERTIFICATE NO. 11607.**

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## PERSONAL SUMMARY.

An accomplished HR Strategic Partner and Talent Management Specialist with over 11 years of experience transforming organizations through strategic leadership, talent acquisition, employee relations and performance management. My expertise spans building HR departments, automating HR processes and implementing systems like HRMIS and Learning Management Systems (LMS) to enhance efficiency and employee growth. With a strong focus on coaching, mentorship, and fostering high-performance cultures, I excel at aligning human capital strategies with business goals. Passionate about driving continuous learning and organizational excellence, I am dedicated to empowering both teams and individuals to thrive in dynamic, innovation-driven environments.

## KEY SKILLS AND CORE COMPETENCIES.

Excellent Communication and Interpersonal skills. | Strategic HR Leadership. | Recruitment and Selection. Talent Acquisition Strategy. | Talent Management and Development. | Coaching and Mentorship. | Employee Relations and Conflict Resolution. | HR Compliance and Risk Management. | In-depth understanding of Cyprus Labour Laws. | Human Capital Consulting. | Employee Development. | HR Metrics and Analytics. | Job Evaluation and Job Analysis. Performance Management (Balanced Scorecard & 360 Degree Feedback Specialist). Organizational Change Management. | E-learning and Instructional Design. | Conflict Resolution and Problem Solving. | Policy Development and Implementation.

**HRMIS Software Proficiency:** Oracle HRM, Orange HRM, JazzHR, Bamboo HR and Workpay. | MS Office 365 and Google Workspace. | MS PowerBI Analytics. | Microsoft PowerApps and Google AppSheet for Automation.

## SELECTED KEY ACHIEVEMENTS.

### Consultancy Key Achievements.

- **Recruitment:** Successfully led the recruitment process for key leadership roles, including HR Manager, Procurement Manager, and Chief Finance Officer, ensuring the placement of top-tier talent for St. Theresa Mission Hospital.
- **Organizational Development for Multiple Clients:** Designed and implemented comprehensive HR department structures tailored to the unique needs of various clients, enhancing operational efficiency.
- **HR Policy Development for Cavarino Farm:** Crafted customized HR policies that significantly improved compliance and streamlined organizational operations.
- **2024:** Gatama and Associates LLP: Developed and implemented a Performance Management Framework, Balanced Scorecard, and job descriptions.
- **2024:** EarthLungs Reforestation: Facilitated leadership training and team-building sessions.
- **2023:** CPF Consulting & ARK Real Estate: Led team-building workshops to strengthen collaboration.
- **2023:** Sanergy (Fresh-Life): Delivered leadership development, personality profiling and emotional intelligence training.
- **2023:** Nextgen Technologies: Set up HR department, developed policies, processes, and job descriptions.
- **2023:** Cavarino Farm: Developed HR manual and policies, supported implementation, and provided recruitment services.
- **2021:** Bellevue Hospital: Created job descriptions and Balanced Scorecards for improved performance management.
- **2020:** Coptic Hospital: Conducted leadership training for the nursing team.

### The Nairobi Women's Hospital Key Achievements.

- **HRMIS Implementation:** Spearheaded the implementation of a Human Resource Management Information System (HRMIS), optimizing employee data management and streamlining HR operations.
- **Learning Management System (LMS) Development:** Designed and deployed an LMS for Nairobi Women's Hospital, Evercare School of Health Sciences, and the Gender Violence Recovery Centre, driving continuous professional development.
- **Automation of Performance Management:** Enhanced the performance review process through the automation of the Balanced Scorecard, leading to more efficient and data-driven evaluations.
- **Leadership Development Programs:** Developed and delivered leadership development initiatives aimed at fostering growth and skills enhancement among supervisors and managers.
- **In-House Medical Scheme Implementation:** Successfully established an internal medical scheme benefiting over 1,000 employees, improving employee wellness and retention.
- **HR Services Automation:** Led the automation of key HR services, including payroll management and benefits

administration, improving efficiency and reducing administrative overhead.

- **HR Strategy Development:** Played a key role in shaping and executing the hospital's HR strategy, driving organizational alignment and workforce effectiveness.

## PROFESSIONAL EXPERIENCE.

**Denidel Consortium LLP, Remote, Limassol, Cyprus.**

**June 2023 - Present**

**Lead Consultant and Talent Management Specialist.**

### Key Responsibilities.

- **Talent Strategy Development:** Designing and implementing talent management strategies, including recruitment, retention, and succession planning, to align with the organization's long-term goals.
- **Leadership Development Programs:** Creating and delivering leadership development initiatives, training programs, and coaching sessions to enhance leadership skills and organizational performance.
- **Recruitment Management:** Overseeing end-to-end recruitment for various positions, including sourcing, interviewing, and onboarding, ensuring alignment with client needs and organizational objectives.
- **Performance Management:** Developing and implementing performance management frameworks, such as Balanced Scorecards, to promote continuous employee development and accountability.
- **Organizational Change Management:** Leading and supporting clients through organizational transformations, ensuring smooth transitions by managing the human capital aspects of change and fostering a positive workplace culture.
- **Consultative Support:** Providing expert guidance on HR and management issues, conducting audits, and staying current with industry trends.
- **Project Management:** Managing multiple client projects, adhering to timelines and budgets, and preparing detailed progress reports.
- **Compliance and Legal Advisory:** Advising on labor laws, resolving disputes, and offering legal support for HR documentation.

**The Nairobi Women's Hospital Group, Nairobi, Kenya.**

**September 2017 - May 2023**

**HR Manager - Performance and Talent Management.**

### Key Responsibilities.

- **Talent Acquisition:** Developed and implemented effective recruitment strategies to attract and retain qualified candidates for various roles within the hospital, ensuring alignment with organizational goals.
- **Performance Management:** Designed and oversaw the performance management system, including setting performance standards, conducting evaluations, and providing feedback to enhance employee performance.
- **Employee Development:** Identified training needs and created development programs to enhance employees' skills and competencies, promoting career growth and succession planning.
- **Talent Assessment:** Implemented talent assessment tools and methodologies to evaluate employee capabilities, ensuring the right fit for roles and identifying high-potential employees for leadership positions.
- **Policy Development:** Developed, reviewed, and enforced HR policies and procedures related to performance management and recruitment, ensuring compliance with labor laws and regulations.
- **Workforce Planning:** Collaborated with department heads to assess workforce needs and developed strategies for talent acquisition and retention that aligned with the hospital's strategic objectives.
- **Employee Engagement:** Fostered a culture of engagement and collaboration by implementing initiatives that promoted employee satisfaction, retention, and organizational commitment.
- **Data Management and Reporting:** Maintained and analyzed HR metrics related to recruitment, performance management, and employee turnover, providing insights and recommendations to senior management.
- **Onboarding and Induction:** Oversaw the onboarding process for new hires, ensuring they were adequately integrated into the hospital's culture and equipped with the necessary resources to succeed.
- **Conflict Resolution:** Addressed employee concerns and conflicts in a timely and effective manner, promoting a positive work environment and maintaining healthy employee relations.

**The Nairobi Women's Hospital Group, Nairobi, Kenya.**

**March 2020 - May 2023**

**Group HR Manager – Employee Experience and Reward.**

### Key Responsibilities.

- Contributed to the creation and ongoing enhancement of HR policies, processes, and procedures, ensuring alignment with industry best practices, organizational strategy, and employee needs.
- Led end-to-end payroll management, ensuring accuracy and compliance while delivering timely payroll services to all employees.
- Developed and implemented competitive reward strategies to foster a performance-driven culture and improve employee retention.

- Managed employee relations effectively, addressing grievances and disputes in accordance with statutory requirements and company policies.
- Supervised staff benefits, welfare programs, and attendance, ensuring adherence to occupational health and safety regulations.
- Managed third-party vendor relationships, oversaw the HRIS, facilitated staff separations, developed budgets, and provided timely reports to support management decision-making.

**Property Reality Company Ltd, Nairobi, Kenya.**

**December 2016 - September 2017**

**HR and Admin Officer.**

**Role Overview.**

- Managed comprehensive payroll processing and employee records for over 250 staff, facilitated recruitment and onboarding in accordance with company policies, ensured legal compliance with labor laws, and maintained a safe work environment; additionally, I oversaw day-to-day office administration, budget formulation, official communications, and procurement processes to support operational efficiency.

**OTHER RELEVANT WORK EXPERIENCE.**

**Strathmore University, Nairobi, Kenya.**

**May 2020 – To Date**

**Adjunct Faculty (Lecturer).**

**Kenya Wildlife Service Head Quarters, Nairobi, Kenya.**

**May 2014 - December 2016**

**Human Capital Assistant.**

**Riziki Technologies, Eldoret, Kenya.**

**September 2013 - April 2014**

**ICT Support and Admin Officer.**

**Homalime Company Limited, Muhoroni, Kenya.**

**January 2013 - April 2013**

**HR and Finance Intern.**

**Lake Victoria North Water Services Board, Kakamega, Kenya.**

**January 2012 - April 2012**

**Finance and Admin Intern.**

**EDUCATION.**

**Strathmore University, Nairobi, Kenya.**

**May 2017 - November 2022**

**Senior Manager's Leadership Training.**

**Strathmore University, Nairobi, Kenya.**

**May 2018 - November 2018**

**Leading High-Performing Healthcare Organisations.**

**College of Human Resource Management, Nairobi, Kenya.**

**January 2015 - November 2016**

**Higher Diploma in Human Resource Management.**

**College of Human Resource Management, Nairobi, Kenya.**

**January 2015 - November 2016**

**Certificate In Counselling.**

**Kabarak University, Nakuru, Kenya.**

**January 2009 - December 2012**

**Bachelor's Degree In Business Management and Information Technology.**

**Musingu High School, Kakamega, Kenya.**

**January 2005 - November 2008**

**Kenya Certificate of Secondary Education (KCSE).**

**PROFESSIONAL TRAININGS AND CERTIFICATIONS.**

YEAR	TRAINER	COURSES ATTENDED.
2020	New Skills Academy.	Life Coaching Certification.
2020	Metropolitan School of Business & Management (UK)	Stock Market Investment And Portfolio Management.
2020	LinkedIn Learning.	Coaching Skills For Leaders and Managers.
2019	LinkedIn Learning.	Building an Accountability into your Culture.
2018	LinkedIn Learning.	360 Degree Feedback.

**PROFESSIONAL MEMBERSHIPS.**

- Certified Life and Career Coach (Certificate No: - TLJZY4YY).
- Practicing Certificate, Institute of Human Resources Management (IHRM).
- Full Member, Institute of Human Resources Management (IHRM).

**REFEREES.**

Reference available upon request.