



**Job Description | People Partner  
Peach Tech Limited**

**About Us:**

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At Peach, our mission is to revolutionize car ownership across Sub-Saharan Africa by transforming the way people buy, sell, and maintain cars. We're building a dynamic marketplace powered by innovative technology, a customer-centric culture, and a commitment to fair business practices. Our vision is to create a seamless and accessible car ownership experience that makes vehicles more affordable, reliable, and sustainable for everyone.

Peach is on a bold path to becoming the largest car marketplace in Kenya, with the ambitious goal of selling 100 cars month on month. But we're not stopping there. We aspire to be Kenya's ultimate one-stop shop for all things cars, offering everything from vehicle sales and maintenance to financing solutions — all delivered the Peach way: trust, transparent, and customer-focused.

By continually pushing the boundaries of what's possible, we aim to reshape the car ownership experience in Kenya and Sub-Saharan Africa, making it easier, smarter, and more inclusive for every driver. Join us on our journey to change the way Africa drives.

**Role Relationships:**

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|--------------------------------|---|
| Business unit                  | People  |
| Reporting to                   | People Manager  |
| Responsible for                | N/A   |
| Key relationships and contacts | Collaboration with Team Leads, Managers and Employees |

**Role Description:**

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The People Partner role at Peach is a new unique and multifaceted role that will require the incumbent to work closely with business leaders, managers and employees to align People practices and initiatives with business objectives, provide strategic people guidance, and support overall organizational effectiveness. The specific focus of this role will include the below;

## **Duties and Responsibilities:**

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Specifically, the People Partner at Peach can expect to lead/own the following People elements:

### **Strategic People Initiatives:**

- a. Collaborate with business leaders to understand their objectives, challenges and talent needs.
- b. Align People strategies, programs and initiatives with the overall business strategy to support organizational goals
- c. Analyze workforce trends, identify skill gaps and develop People plans that enable the organization to attract, develop, retain the right talent in the right roles.

### **Employee Relations:**

- a. Act as a point of contact for managers and employees, providing guidance and support on employee relations matters.
- b. Handle employee grievances, investigations and disciplinary actions while ensuring compliance with employee laws and company policies.
- c. Promote positive employee relations by fostering a culture of open communication and addressing employee concerns.

### **Talent Management:**

- a. Collaborate with business leaders to identify talents needs and develop effective talent management strategies.
- b. Participate in workforce planning, succession planning and talent development initiatives.
- c. Set up employees for success by delivering effective onboarding experiences.
- d. Lead and provide guidance on performance management, career development opportunities and employee engagement initiatives.

### **HR Policies and Compliance:**

- a. Ensure that People policies, practices and programs comply with relevant employment laws and regulations.
- b. Stay updated on labour laws, industry standards and best practices to advise managers and employees on compliance related matters.
- c. Assist develop and implement HR policies and procedures that promote fairness, equity and legal compliance.
- d. Ensure all operational tasks throughout the employee life cycle are executed in line with our policies.
- e. Improve response time on requests raised, enhance service levels and look at creative ways in managing and optimizing on People operations admin and documentation tasks.

**Data analysis and reporting:**

- a. Track and analyze HR metrics to identify trends, patterns and insights that inform People strategies and decision making.
- b. Prepare HR reports, dashboards and presentations to communicate key metrics to business leaders.
- c. Use data to assess the effectiveness of People programs and initiatives, identify areas for improvement, and support evidence-based decision making.

**Stakeholder management:**

- a. Build strong relationships with business leaders, managers and employees.
- b. Actively engage with stakeholders, participate in business meetings, collaborate on projects to understand business needs, influence decision making and provide strategic people guidance.
- c. Serve as a trusted advisor, leveraging People expertise to support and align People initiatives with organizational goals.

**Other responsibilities:**

- a. Maintain physical and digital personnel records like employment contracts, offer letters, performance reviews, policy acknowledgment, employee relations etc
- b. Ensure accurate and timely processing of employee salaries, benefits and deductions while complying with relevant laws and regulations.

**Knowledge and Experience:**

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**5+ Years of HR Experience:** Proven track record in scaling and managing businesses, with a focus on creating a solid people experience. Startup experience is a plus, as we are looking for someone comfortable with navigating ambiguity and building from the ground up.

**Team Building and People Leadership:** Experience building, supporting, and nurturing diverse teams. Strong emphasis on empathy, respect and ownership.

**Entrepreneurial Spirit:** A mindset that embraces opportunities rather than problems. Creative, adaptable, and driven by results, you should thrive in environments that require you to think strategically while executing tactically.

**Multitasking and Adaptability:** The ability to juggle multiple responsibilities and switch between various tasks seamlessly.

**Stakeholder Management:** Proven ability to build and manage relationships with key internal stakeholders.

**Analytical and Data-Driven Thinking:** Ability to leverage data to drive decision-making. Analytical thinking is essential to assess trends, draw insights, and inform decision making.

## **Peach Core Values:**

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Peach Cars is a values-driven organization. If you are interested in this role, please be prepared to speak to the following values, including how you understand them and would put them into practice in your efforts day-to-day.

- Ownership ~ Complete work is the expectation; going above and beyond is who we are and what we do
- Respect ~ Communication is key and this is always done respectfully, no matter how difficult; as a team, we may disagree but we commit
- Challenge ~ As a company, we are anti-comfort zones; Peach is a place for learning and growth

## **Join Our Team:**

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Please write to [careers@peach-technology.com](mailto:careers@peach-technology.com) with the title, “**People Partner**” with a cover letter and attached your updated CV.

Peach Cars is an equal opportunity employer and welcomes applications from individuals of all backgrounds. We value diversity and inclusion in our workplace.