

DEPUTY DIRECTOR-HUMAN RESOURCE MANAGEMENT JOB GROUP 'Q' -1 POST-V/ NO -CPSB/018/09/16

Requirements for Appointment:

1. Master's Degree in Human Resource Management/Development/Business Administration or Public Administration or equivalent qualifications from a recognized institution;
2. Bachelor's degree in Human Resource Management/Development/Business Administration or Public Administration, or any other social science from a recognized institution;
3. Must be a member of IHRM-K;
4. Must have over 10 years' relevant experience, five (5) of which should have been at managerial level handling Human Resource Management or Administrative functions in a reputable institution;
5. Evidence of proficiency and knowledge in Computer Applications;
6. Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity;

Duties and Responsibilities:

1. Oversee the development and implementation of Human Resource Management Strategies and Policies;
2. Coordinate the implementation of Human Resource functions relating to staff Recruitment, placement, career development, staff promotion, performance management, training and development, administration of salary and employee benefits; and ensure good employee relations and staff welfare programs;
3. Provide technical and professional advice to various stakeholders on provisions of the Constitution, labour laws and International Labour Conventions on matters relating to management of employees;
4. Ensure compliance with various statutory and regulatory requirements;
5. Ensure preparation and consolidation of the Departmental budget;
6. Co-ordinate achievement of Performance Contract Targets.
7. Co-ordinate staff matters and provide staff leadership that harness the strengths of all individuals;

Remuneration

As provided by Salaries and Remuneration Commission. (SRC)