

ADVERT NO. NG-CDFB/013/2022: PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER - NG-CDF SCALE 4 (1 post)

a) Requirements for Appointment

For appointment to this position, a candidate must have:

- i. Bachelor's Degree in Human Resource Management, Business Administration or equivalent Social Science from a recognized Institution;
- ii. Master's degree in Human Resource Management, Business Administration, Social Sciences, or equivalent qualification from a recognised Institution;
- iii. Higher Diploma in Human Resource Management from a recognised Institution;
- iv. At least Eight (8) years' work experience; four (4) of which should be in a relevant field at supervisory management level;
- v. Membership to the Institute of Human Resource Management;
- vi. Certificate in a Management course lasting not less than four (4) weeks from a recognized institution;
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results;
- viii. Proficiency in computer applications; and
- ix. Satisfy the requirements of Chapter 6 of the Constitution of Kenya

b) Duties and Responsibilities

Formulate, implement and review human resource management and development systems and management practices, policies, strategies and guidelines; The Principal Human Resource Management Officer will report to the Manager, Human Resource and Administration and will be responsible for the following:

- ii. Provide guidance on Human Resource Management and Development policy matters;
- iii. Ensure periodic review of the human resource instruments;
- iv. Conduct research on human resource and development best practices to inform policy direction;
- v. Develop, implement and review performance improvement strategies that are adaptive to the changing environment and technology
- vi. Ensure compliance with labour laws; and monitor the implementation of pay and benefits policy and suggest areas for review;
- vii. Coordinate and participate in the preparation of Personal Emoluments (PE) budgets.
- viii. Manage efficient performance of General Human Resources Management Administration, including Human Resource Records Management and Pensions Administration;
- ix. Administer staff welfare activities such as Group Medical Cover, Group personal Accident Cover, WIBA, NHIF and NSSF;
- x. Identify training and development needs/gaps within the Board through a training needs assessment;
- xi. Manage the delivery of training and development programs by formulating training and development strategies for the organization;
- xii. Execute approved departmental work plans and budgets;
- xiii. Process monthly payroll for staff of the Board;
- xiv. Process refunds of incurred medical bills; and
- xv. Any other duty as may be assigned by the Manager, Human Resource and Administration .

Interested and qualified persons are required to make their applications online through the job application portal on the Board's website: www.ngcdf.go.ke or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5th Floor, during working hours (8 am to 5 pm). Applications may also be sent through post office as per the address provided below so as to reach the Board on or before **February 08, 2022**. For the hard copy applications, the reference No. for the position applied for should be properly indicated on top of the envelope.

Candidates must submit the following documents alongside application

- i. Police Clearance (Certificate of good conduct);
- ii. Duly executed self-declaration form from the Ethics and Anti-Corruption Commission;
- iii. Clearance from Kenya Revenue Authority;
- iv. Clearance from Higher Education Loans Board (HELB);
- v. Clearance from a reputable Credit Reference Bureau.

NOTE

- i. Applicants for the position of Field Operations Officer/Fund Account Manager **MUST** indicate and show prove of their home constituency.
- ii. Applications containing false information shall be disqualified.
- iii. Details of academic and professional certificates not obtained by closure of the advert shall not be considered.
- iv. Applicants should indicate daytime telephone number, postal address, current salary, names and contact address of 3 referees.
- v. Only shortlisted and successful candidates shall be contacted.
- vi. Canvassing in any form will lead to automatic disqualification.
- vii. The Board is an equal opportunity employer and encourages persons of all gender, minority and marginalized communities, youth and persons living with disabilities to apply.
- viii. Both hard and soft copies of applications should reach the Board on or before **Tuesday February 08, 2022 latest at 5.00 pm.**

Applications with comprehensive Curriculum Vitae, certified copies of academic and professional certificates and all other requirements should be addressed to: -

The Chief Executive Officer
National Government Constituencies Development Fund Board
Harambee Cooperative Plaza, 5th Floor (Junction of Haile Selassie Avenue & Uhuru Highway)
P.O. Box 46682-00100
NAIROBI