

ADVERT NO. NG-CDFB/022/2022: HUMAN RESOURCE MANAGEMENT OFFICER - NG-CDF SCALE 6 (1 post)

a) Requirements for Appointment

This is the entry and training grade for this cadre. For appointment to this position, a candidate must have:

- i. Bachelor's degree in Human Resource Management, Business Administration, or equivalent Social Science degree from a recognized Institution;
- ii. Proficiency in computer applications; and
- iii. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

(b) Duties and Responsibilities

The Human Resource Management Officer will report to the Principal Human Resource Management Officer and will be responsible for the following:

- i. Participate in staff recruitment and selection processes to ensure timely, organized and comprehensive outcome;
- ii. Analyse and maintain staff records on retirement, final benefits and medical scheme in liaison with other departments in the organization;
- iii. Data collection and analysis on staff complement and preparation of departmental monthly/annual reports on staff establishment and salary administration;
- iv. Manage and prepare quarterly reports on transfers, appointments and deployments;
- v. Obtain and regularly update documents for employees (e.g. IDs, KRA PIN, NSSF, NHIF and bank account details etc.);
- vi. Assist in the review of Human Resource instruments;
- vii. Monitor and document staff performance and attendance records;
- viii. Coordinate employee health and safety, welfare and wellness, by ensuring the First Aid Kit is fully stocked and administered to staff;
- ix. Ensure proper documentation of staff files; and
- x. Any other duty as may be assigned by the supervisor.

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