



## **The Kenya Scouts Association**

The Kenya Scouts Association is an educational Movement for young people, which provides non-formal education that complements the core-curriculum offered in our educational institutions. In an effort to strengthen the coordinating function of its Secretariat it announces the following vacant position:

### **JOB VACANCY: HUMAN RESOURCE OFFICER (1 POST)**

**Job Station:** Kenya Scouts Association headquarters, Nairobi.

### **Job Summary**

The Human Resource Management function is responsible for the management of the Human Resources function; including formulation, periodic review and implementation of HR policies; compensation and benefits; staff training and development (competent and productive workforce); employee industrial relations; and performance management. Specifically, these activities relate to recruitment, deployment, communication, staff discipline, leave administration, remuneration, staff welfare, Human Resource planning and staff development.

### **Job Description and Responsibilities**

- a. Identifying, designing and implementing training programs based on identified needs;
- b. Preparation of training projections and plans;
- c. Administering the payroll system;
- d. Processing employee recruitment, promotion and exit documents;
- e. Updating of Staff Medical details, National Hospital Insurance Fund (NHIF), National Social Security Fund (NSSF) records, and medical insurance;
- f. Drawing a plan for the annual performance target setting in the Association for review by management;
- g. Drawing a plan for the annual performance appraisal process within the Association for review by management;
- h. Coordinating issues of staff welfare;
- i. Reconciliation of staff complement and establishment;
- j. Carrying out leave administration;
- k. Drafting disciplinary and summarizing letters and cases;

- l. Updating human resource database; and
- m. Analyzing data on work environment and employees' satisfaction surveys.

**Job Qualifications**

- a. Bachelor's degree in Human Resource Management/Development, Social science or equivalent qualification from a recognized institution;
- b. Post Graduate Diploma in Human Resource;
- c. Certificate in computer applications from a recognized institution;
- d. Member of a relevant Human Resource professional body;
- e. Have demonstrated outstanding professional competence as reflected in work performance and results;
- f. Meets the requirements of chapter six of the constitution.
- g. Have demonstrated outstanding professional competence as reflected in work performance and results; and
- h. Certificate in Computer proficiency; and
- i. Meets the requirements of chapter six of the constitution.

All applications to be addressed to [nec@kenyascouts.org](mailto:nec@kenyascouts.org) to reach not later than 16<sup>th</sup> March 2018.