



CAREER OPPORTUNITY

POSITION	: Manager Human Resources and Administration
LOCATION	: Head Office
REPORTS TO	: Chief Executive Officer
JOB GROUP	: NOC 3
JOB HOLDER	: Vacant

JOB PURPOSE

Reporting to the Chief Executive Officer, the ideal candidate will be responsible for attracting, developing and retaining skilled and motivated employee base that will drive the business to achieve its strategic objectives, while enhancing employee development through performance management, learning and development.

Key Responsibilities:

- Develop and implement the annual Human Resource business plan;
- Cascade the HR business plan through performance contracts;
- Develop and implement effective corporate job grading and salary structures while ensuring equitable /balanced pay;
- Develop, Implement and Monitor the Departmental budget;
- Develop and implement staff training and development programs;
- Coordinate, monitor and evaluate performance management and appraisal processes;
- Develop and implement staff motivation and retention initiatives;
- Develop, review and maintain appropriate HR practices, policies and procedures;
- Manage employee relations and grievance process;
- Ensure an efficient and conducive work environment, and housekeeping; and
- Coach and mentor direct reports.

PROFILE

Academic Qualification

- A Master's Degree in Human Resources Management or any related field shall be an added advantage;
- A Bachelor's Degree in Business Administration or any business related field;

Professional Qualification

- A Postgraduate Diploma in Human Resource Management or any related field.
- Member of Institute of Human Resources Management (IHRM) or other recognized Human Resources body

Experience

- At least 10 years' experience with five (5) years at management level;
- Leadership skills in managing people and operations;
- Proven ability to think strategically and design long term plans;
- Strong organisation and coordination skills;
- Communication skills both written and oral;
- Analytical skills;
- Strong interpersonal skills;
- Good negotiation skills;
- Conflict resolution skills
- Counselling skills

Candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya on leadership and integrity, and are thus required to submit clearance certificates from the following institutions together with the job application:

1. Kenya Revenue Authority (Tax Compliance Certificate)
2. Higher Education Loans Board
3. Ethics & Anti - Corruption Commission
4. Criminal Investigation Department (Certificate of Good Conduct)
5. Report from an approved Credit Reference Bureau (CRB)

Evidence of on-going clearance is admissible subject to satisfactory results (presentation of a clearance certificate from the above institutions) before the selection process.

Interested candidates should send a detailed cover letter addressed to:

The Chief Executive Officer

National Oil Corporation

P.O. Box 58567- 00200

NAIROBI

All applications including a detailed CV with copies of certificates, indicating current position, qualifications, working experience, current remuneration, names of at least three (3) professional referees and day time telephone number should be sent via email to chairman@nockenya.co.ke

Only short-listed candidates shall be contacted.

Applications should reach us not later than 17:00 hours on Tuesday, 04th August 2020.

Canvassing in any form will lead to disqualification.

National Oil is an Equal Opportunity Employer committed to gender and disability mainstreaming