

# KENYA RAILWAYS

## EXCELLENT CAREER OPPORTUNITIES

Kenya Railways (KR) is a State Corporation in Ministry of Road and Transport. The Corporation was established in 1978 under the Kenya Railways Corporation Act (Cap 397) of the laws of Kenya to take over the railways section in Kenya after the collapse of East Africa Community in 1977 which managed the East African Railways and Harbors Corporation. The railway system in Kenya consists of both the Meter Gauge Railway (MGR) and the Standard Gauge Railway (SGR). The MGR extends from Mombasa to Malaba with branch lines to Nanyuki and Kisumu while SGR extends from Mombasa to Naivasha.

The core mandate of the Corporation is to provide efficient and effective rail and inland waterways transport.

The Corporation seeks to recruit qualified and competent staff to fill the following vacant positions:

S/N	Positions/ Designation	Grade	No	Job Ref	NOTE
1.	GM: Corporate Services	RG2	1	KRBR 153	New
2.	GM: Legal Services & Corporation Secretary	RG2	1	KRBR141	Re-advertised
3.	GM: Supply Chain Management	RG2	1	KRBR142	Re-advertised
4.	GM: Rail Operations	RG2	1	KRBR143	Re-advertised
5.	GM: Finance	RG2	1	KRBR144	Re-advertised
6.	GM: Business & Commercial	RG2	1	KRBR145	Re-advertised
7.	Corporate Audit Manager	RG3	1	KRBR146	Re-advertised
8.	Property Manager	RG3	1	KRBR147	Re-advertised
9.	Legal Services Manager	RG3	1	KRBR151	New
10.	Human Resources Manager	RG3	1	KRBR152	New

### APPLICATION PROCESS

Interested and qualified candidates **MUST** complete the Kenya Railways application form **KR/HR/08** that is available on the website, attach their testimonials, certified copies of certificates, National Identification Card (ID) and Curriculum Vitae (CV), to be received by, **10th July, 2024 at 5.00pm East Africa Time (EAT)**.

The details of duties, responsibilities and qualifications for each position are available on the Kenya Railways website; [www.krc.co.ke](http://www.krc.co.ke)

When applying, quote the Job reference number on the envelope and the application letter.

Applicants **MUST** provide the following documents on application:

- A Signed application letter;
- A detailed Curriculum Vitae indicating; current and previous employers, positions held, level of education, current and expected salary, notice period required to take up appointment and names of at least three professional referees;
- Certified Copies of academic and professional certificates; and
- Certified Copy of National Identification Card or Passport.

**Successful candidates will be required to present and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing the following documents: -**

- Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI);
- Valid Clearance Certificate from Higher Education Loans Board (HELB);
- Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA);
- Dully filled and stamped Self-Declaration or Clearance from the Ethics and Anti-Corruption Commission (EACC); and;
- Current Report from an approved Credit Reference Bureau (CRB).

### Applications to be addressed to the:

Managing Director,  
Kenya Railways,  
P.O. Box 30121, 00100,  
**NAIROBI.**

The Corporation is committed to implementing the provisions of the Constitution of Kenya 2010 – Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. Therefore **PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**

**Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification.**



## **GENERAL MANAGER CORPORATE SERVICES - KRBR153**

**Reporting to:** The Managing Director and the Board of Directors

**Employment type:** Contract of 5 years renewable once

**Work Station:** Nairobi

### **Duties and Responsibilities**

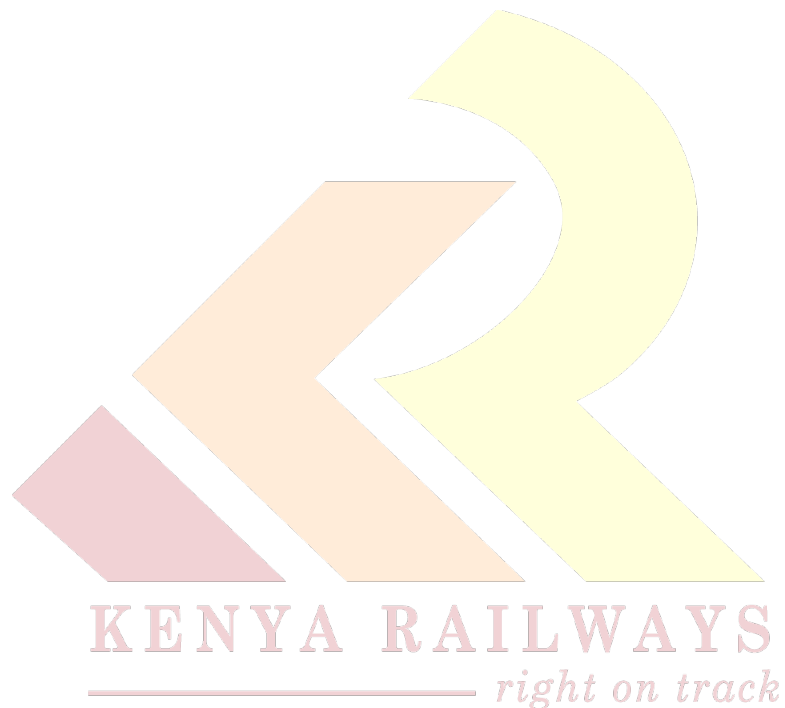
- i) Develop, review and implementation of policies, plans and strategies in the functional areas of Human Resource Management, Insurance, Administration and ICT.
- ii) Developing and ensuring implementation of effective Human resources strategies, plans and policies for long term development of the Organization.
- iii) Aligning the Human resource strategy to the business strategy and providing advisory role to the business.
- iv) Driving the development and maintenance of a cohesive and flexible performance based culture that will deliver on the organizations objective.
- v) Providing direction and leadership in talent management, to attract, nurture and retain talent.
- vi) Management and monitoring of Employee relations, welfare and occupational health and safety policies to build a conducive work environment.
- vii) Designing and development or organizational structure and business processes that will enhance efficiency.
- viii) Developing robust succession & leadership development programs for organizational readiness for growth and supply a talent pool.
- ix) Develop strategies to drive innovation, including automation of processes in line with the overall strategic plan of the Corporation.
- x) Ensure that relevant mechanisms are in place for entrenching innovation with respect to the Departments' operations and processes.
- xi) Foster a culture that rewards performance and encourages teamwork, commitment and self-motivation.
- xii) Oversee efficient delivery of technology-related services.
- xiii) Managing the organization's reward and benefits to ensure reward systems are in place to deliver competitiveness and cost effectiveness.
- xiv) Advising Management on appropriate Corporate Services Management practices to achieve the Corporate objectives.
- xv) Developing manpower strategies to support current and future business needs.

- xvi) Advising an appropriate organizational structures, business processes and change management strategies to maximize organizational effectiveness.
- xvii) Developing strategies to enhance employee engagement and productivity within the workforce.
- xviii) Developing strategies on property management, cleaning services, garbage collection and pest control in Corporation premises.
- xix) Developing strategies and initiatives to ensure the Corporation interests are adequately covered through insurance to minimize exposure to losses.
- xx) Overseeing tasks and operations within the Corporation involving transportation activities.
- xxi) Coordination of the Corporation Culture Change Strategy.
- xxii) Enforcing staff prudence and discipline in financial accounting, planning, treasury management and budgetary controls in compliance to existing laws and Government policies.
- xxiii) Coordinate staff performance management, training and development.
- xxiv) Managing the Corporation's rewards and sanctions.
- xxv) Ensure prudent management of the Corporation's assets.
- xxvi) Working with all divisional Heads, continuously analyse business across all departments to determine improvement areas with technology adoption and innovation
- xxvii) Providing overall Department administrative support services in the Corporation.
- xxviii) Coordinating insurance services for Corporation assets and Business operations.
- xxix) Develop and implement Department's annual work plan, procurement plan and budget.
- xxx) Provide Monthly, Quarterly Reports to help Management make sound Decisions

### **Required qualifications**

- i. Master's degree in a relevant field from a reputable institution.
- ii. Bachelor's degree in any of the following disciplines: Commerce, Business Administration, Public Administration, Human Resource Management, ICT, Social Sciences or an equivalent qualification from a recognized Institution.
- iii. Working experience of not less than twelve (12) years, five (5) of which must have been in a senior management position in a State

- Corporation or in a comparable organization in the Public Service or private sector.
- iv. Relevant professional qualification and membership to a relevant professional body.
  - v. Certificate in Strategic Leadership Course lasting not less than four (4) weeks.
  - vi. Proficiency in Computer Applications.
  - vii. Meets the requirements of Chapter Six of the Constitution of Kenya 2010.



**GENERAL MANAGER LEGAL SERVICES & CORPORATION**  
**SECRETARY-KRBR141**

**Reporting to:** The Managing Director and the Board of Directors

**Employment type:** Contract of 5 years renewable once

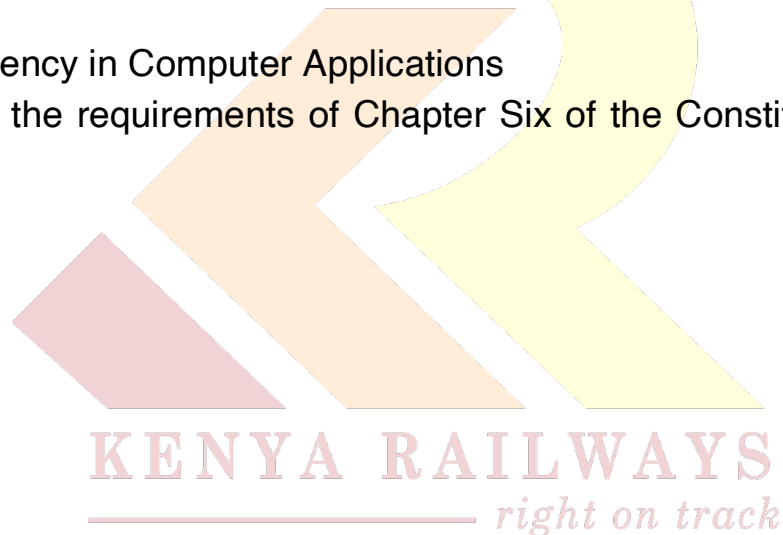
**Work Station:** Nairobi

**Duties and Responsibilities**

- i) Liaising with the Chairman and the Managing Director in preparation of agenda for board meetings
- ii) Coordinating Board matters by preparing and dispatching Board Agendas, Board papers, minutes and action reports
- iii) Preparing and managing the Board annual work plans
- iv) Communicating decisions of the Board to the Managing Director for appropriate action
- v) Monitoring implementation of Board decisions and preparing reports to the Board
- vi) Leading & Providing legal advisory services to the Corporation to ensure compliance with existing law and regulatory requirements
- vii) Leading legal negotiations on concession related matters and interpreting concession documents to safeguard corporation interests
- viii) Leading and coordinating preparation and reviewing contractual agreements in which the Corporation is a party;
- ix) Advising on new legislation, both locally and from other regimes doing business with the Corporation, with an impact on the operations of the Corporation;
- x) Advising on management of contracts to safeguard Corporation assets, interests & reputation
- xi) Custodian of ownership documents of the Corporation/assets;
- xii) Leading, advising & managing litigation and dispute resolution between various stakeholders and the Corporation to protect the corporation assets & reputation
- xiii) Approving the appointment of external lawyers to represent the Corporation on legal matters
- xiv) Lead, motivate and develop the departmental staff to ensure an effective and motivated team to achieve business and people objectives
- xv) Preparing, managing and monitoring the departments budgets
- xvi) Leading, Identifying, implementing and benchmarking best practices in management and legal regime
- xvii) Managing and implementing change initiatives to achieve desired business plans and culture.

## Required qualifications

- i. Master's degree in a relevant field from a reputable institution
- ii. Bachelor's degree in Law from a reputable institution
- iii. Post graduate diploma in Law from the Kenya School of Law or such similar qualification from a reputable institution
- iv. Working experience of not less than twelve (12) years, five (5) of which must have been in a senior management position in a State Corporation or in a comparable organization in the Public Service or private sector
- v. An advocate of the High Court of Kenya and a Member of the Law Society of Kenya and in good standing
- vi. Certified Public Secretary and a member of ICS in good standing
- vii. Certificate in Strategic Leadership course lasting not less than four (4) weeks
- viii. Proficiency in Computer Applications
- ix. Meets the requirements of Chapter Six of the Constitution of Kenya 2010



## **GENERAL MANAGER SUPPLY CHAIN MANAGEMENT-KRBR142**

**Reporting to:** The Managing Director

**Employment type:** Contract of 5 years renewable once

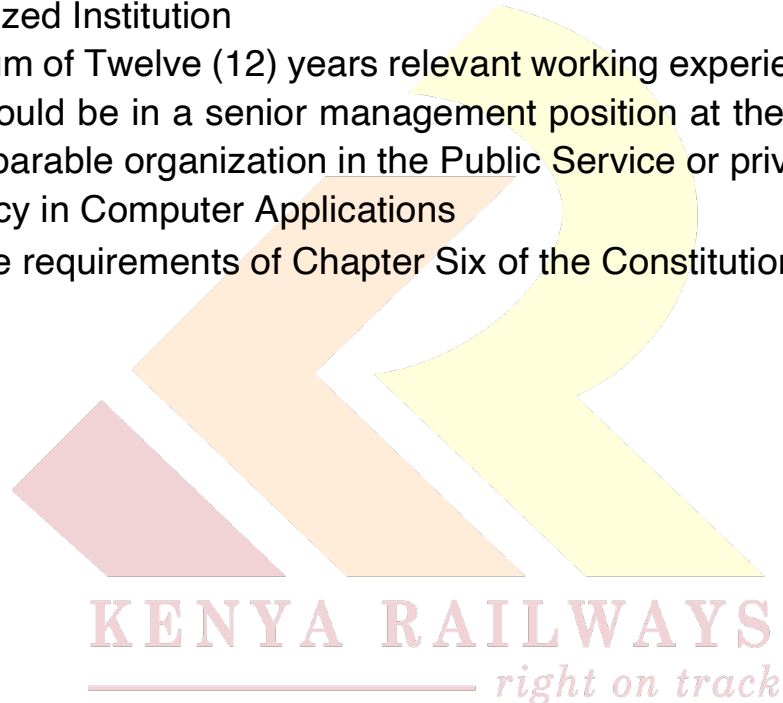
**Work Station:** Nairobi

### **Duties and responsibilities**

- i) Leading in Formulating & developing policies, plans and strategies in the areas of supply chain; including risk management and contractor performance measurement plans
- ii) Ensuring the procurement and asset disposal processes are carried out in compliance with the procurement and asset disposal Law
- iii) Ensuring development and review of the annual procurement and asset disposal plans in line with the Law and monitoring their implementation
- iv) Providing procurement professional opinion to the MD on all procurement contracts for goods, works, Services and consultancies
- v) Providing professional advice to the Corporation as required in relation to procurement and asset disposal processes.
- vi) Ensuring development and implementing the Supply Chain Strategy and reporting in line with policies, processes & procedures
- vii) Overseeing the management of inventory, stores and assets in compliance with the guidelines issued by the Corporation and the National Treasury
- viii) Ensuring development and maintaining an information communication technology inventory management system which shall comply with the Law
- ix) Ensuring preparation of statutory and administrative procurement and asset disposal reports as required by the Corporation and other Government bodies, and the Corporation
- x) Monitoring Contract management to ensure conformity with the contract terms and conditions of contract, and reports to the MD on any significant departures from the terms and conditions of the contract
- xi) Leading in capacity building programs in the Corporation in Supply Chain in order to ensure compliance of the procurement Law and the Corporation's procurement policies and procedures
- xii) Ensuring development and management supply chain, capability and culture that reflect the values which facilitates performance, professionalism and initiative by staff throughout the Corporation
- xiii) Ensuring that procurement and asset disposal records and data are maintained in accordance with the Law

## Required Qualifications

- i) Master's Degree in a relevant field from a recognized institution
- ii) Bachelor's Degree in any of the following: - Procurement and Supplies Management, Procurement and Logistics, Commerce or Business Administration (Supplies Management Option), Economics or equivalent degree from a recognized Institution
- iii) Full membership to a professional body (KISM)
- iv) Certified Supplies Practitioner by KISM and in good standing
- v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized Institution
- vi) A minimum of Twelve (12) years relevant working experience, Five (5) of which should be in a senior management position at the Corporation or in a comparable organization in the Public Service or private sector
- vii) Proficiency in Computer Applications
- viii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010





## **GENERAL MANAGER RAIL OPERATIONS-KRBR143**

**Reporting to:** The Managing Director

**Employment type:** Contract of 5 years renewable once

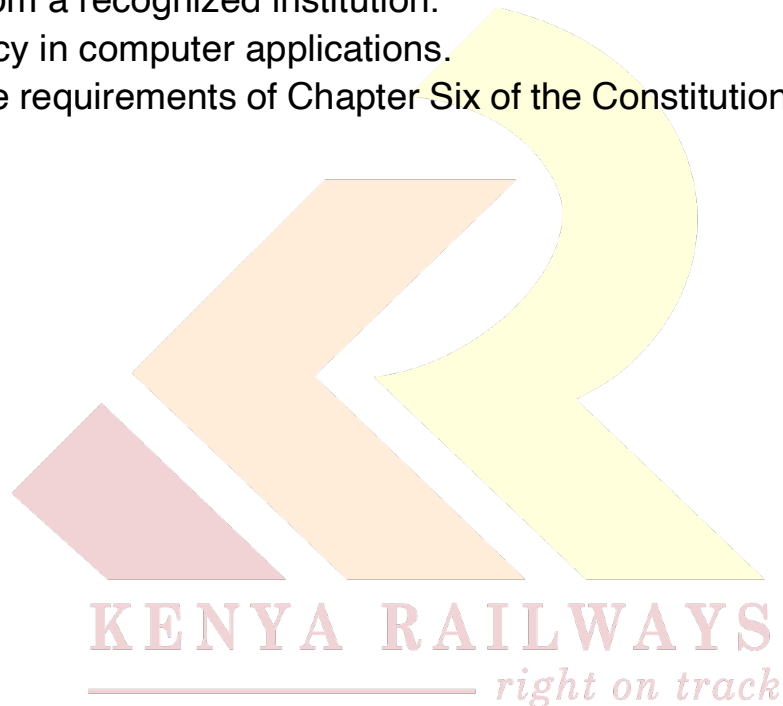
**Work Station:** Nairobi

### **Duties and Responsibilities**

- i) Formulation of strategies for enhancement of rail operations, warehouse operations, last mile services, appropriate evacuation of cargo and plans to enhance market share or related logistics operations
- ii) Development and revision of rail operation Policies, Guidelines, and Work Procedures to adapt to changes in the business environment
- iii) Review, initiate, direct and implement the ongoing applications of new technology in train operations management
- iv) Provision of technical and professional review for safety of train operations' efficiency and work methods
- v) Developing, reviewing and implementing trains and wagon ferries schedules for safe train operations
- vi) Managing and coordinating the movement of ferries, locomotives and rolling stock turn round to ensure their availability
- vii) Evaluating the performance of the railway transportation and marine services with respect to passenger and freight
- viii) Report accidents and provide support for objective investigation of accidents/incidents to identify the root cause and implement remedial action to avoid recurrence
- ix) Formulating and implementing the Safety Management Plans (SMP)
- x) Developing and reviewing of rail and marine operational tripartite instruments for cross border operations with other railway corporations
- xi) Implementing systems and strategies that guarantee reliable, efficient inland waterways, Cargo transport services that meet customer satisfaction;
- xii) Prepares and presents periodic reports to management
- xiii) Implementing Safety Management Plans (SMP) in Marine operations
- xiv) Developing and appraisal of staff in the department to achieve business and people objectives
- xv) Identifying and documenting marine services risks
- xvi) Implementing Employee Safety management systems in compliance with corporation safety policy
- xvii) Monitoring ship port activities to avoid environmental and water pollution
- xviii) Complying with Quality Management System(QMS) in marine section by ensuring operation processes meet the requirements of ISO Standards.

## Required Qualifications

- i) Master's Degree in a relevant field from a recognized institution
- ii) Bachelor's Degree in Engineering, Commerce, Economics, Business, Operations management or any other related field from a recognized University.
- iii) Be registered with a relevant professional body where applicable and in good standing.
- iv) A minimum of twelve (12) years relevant experience, five (5) of which must have been in senior management position at the Corporation or in a comparable organization in the Public Service or private sector
- v) Certificate in Strategic Leadership Course lasting not less than four (4) weeks from a recognized institution.
- vi) Proficiency in computer applications.
- vii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010



## **GENERAL MANAGER FINANCE - KRBR144**

**Reporting to:** The Managing Director

**Employment type:** Contract of 5 years renewable once

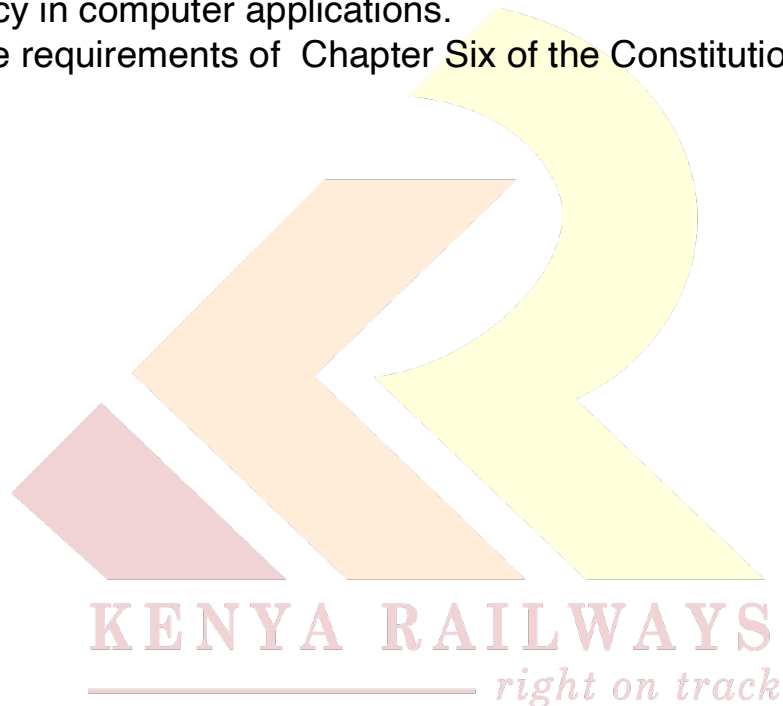
**Work Station:** Nairobi

### **Duties and Responsibilities**

- i) Leading in formulation, implementation and review of a finance & investment policies and strategies in accordance with the Corporation's mandate and strategic plan
- ii) Participating in the development and review of the Corporation's strategic plan
- iii) Participating in the preparation and setting of tariffs
- iv) Oversees preparation, monitoring, review and evaluation of the Corporation's budget
- v) Providing oversight to the Corporation financial affairs and advice the Corporation on financial planning strategies and policies.
- vi) Ensuring effective and efficient management of the Corporation's Resources including Finances and Assets;
- vii) Providing accurate and timely financial reports to Management and the Board for decision making
- viii) Ensuring compliance with Public Finance Management Act regulations, statutory obligations and generally accepted accounting standards
- ix) Overseeing compliance of Quality Management System in the department by ensuring that business processes meet the requirements of ISO Standards
- x) Leading in negotiations with relevant financial institutions for support
- xi) Ensuring that the Corporation has a robust accounting system for purposes of reporting and sound finance internal control systems
- xii) Leading in identification and management of departmental risks.
- xiii) Leading in motivation, development and appraisal of staff in the department to achieve business and people objectives
- xiv) Facilitating external and internal audits of the Corporation.
- xv) Ensuring development and implementation of Business Continuity Plan (BCP) for the department
- xvi) Overseeing the credit control function of the Corporation.
- xvii) Overseeing financial consultancy services offered by external consultants engaged by the Corporation.

## Required Qualifications

- i. Master's Degree in a relevant field from a recognized institution
- ii. Bachelor degree of Commerce, Finance, Accounting, Economics/Commerce degree from a recognized institution
- iii. Professional certifications of CPA or CFA or ACCA or equivalent
- iv. A certified Public Accountant and a registered member with ICPAK in good standing
- v. Certificate in Strategic Leadership Course lasting not less than four (4) weeks from a recognized institution.
- vi. Working experience of not less than twelve (12) years, five (5) of which must have been in a senior management position at the Corporation or in a comparable organization in the Public Service or private sector
- vii. Proficiency in computer applications.
- viii. Meets the requirements of Chapter Six of the Constitution of Kenya 2010



## **GENERAL MANAGER BUSINESS AND COMMERCIAL - KRBR145**

**Reporting to:** The Managing Director

**Employment type:** Contract of 5 years renewable once

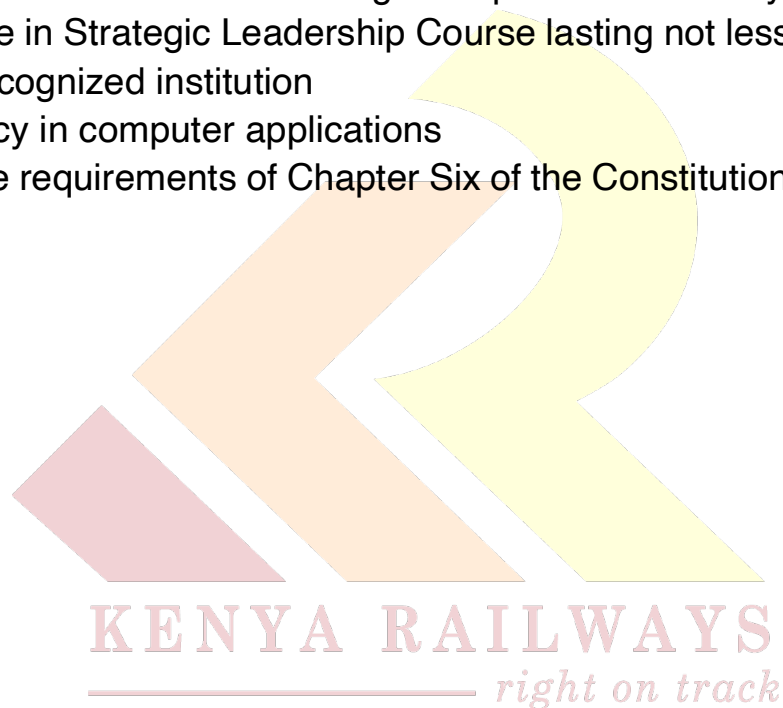
**Work Station:** Nairobi

### **Duties and Responsibilities**

- i) Providing leadership in formulating and implementing the Corporations business & Commercial opportunities
- ii) Developing mid and long term business development plans through continuous assessment of market dynamic
- iii) Leading in formulating Strategic partnerships to enhance business investments
- iv) Overseeing development of business growth strategy focused on financial gains and customer satisfaction
- v) Overseeing Sales and Marketing for the organization's services to deliver strategy
- vi) Leading in Conducting business market surveys for the Corporation and exploring opportunities to add value to the organization's business
- vii) Coordinating assessment and processing of claims in liaisons with the insurance division
- viii) Leading in negotiations and dispute resolutions in business related grievances affecting the corporation
- ix) Leading in developing property project plan and maintenance programmes in scope and reporting in line with policies and procedures
- x) Overseeing valuation of Corporation's assets to ensure actual values are registered for the purposes of disposal, relocation, compensation, rent review and leasing
- xi) Overseeing timely renewal of leases, development of schemes and registration of the Corporations land
- xii) Overseeing preparation and implementation of the department annual budget and the procurement and disposal plans
- xiii) Overseeing implementation of Quality Management System by ensuring that business process meets the requirements of Quality Management Systems
- xiv) Overseeing implementation of Risk register by ensuring that business process meets the requirements of Risk criteria.

## Required Qualifications

- i) Master's Degree in a relevant field from a recognized institution
- ii) Bachelor's Degree in Commerce, Economics, Entrepreneurship Business or equivalent qualification from a recognized institution
- iii) A minimum of twelve (12) years relevant experience, five (5) of which must have been in senior management position at the Corporation or in a comparable organization in the Public Service or private sector
- iv) Be registered member of a recognized professional body
- v) Certificate in Strategic Leadership Course lasting not less four (4) weeks from a recognized institution
- vi) Proficiency in computer applications
- vii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010



## **CORPORATE AUDIT MANAGER - KRBR146**

**Reporting to:** The General Manager Internal Audit

**Employment type:** 5 years renewable contract subject to retirement and performance

**Work Station:** Nairobi

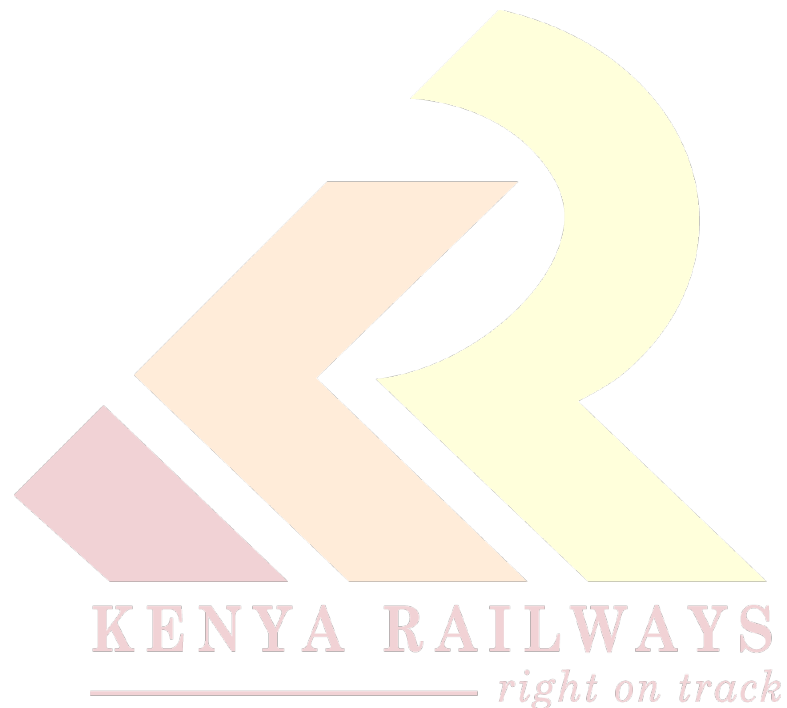
### **Duties and Responsibilities**

- i) Determining the objectives and scope of audit and develop overall programme for approval
- ii) Supervising and assigning resources to Audit teams and assigning tasks to achieve audit objectives
- iii) Executing audit in accordance with Auditing standards;
- iv) Reviewing Audit reports from Audit teams to ensure quality and achievement of Audit objective
- v) Liaising with Management and auditees in the planning and conducting of audit assignment
- vi) Reviewing work papers, evidence and reports of the audit team to ensure that audit conclusions are consistent with the evidence received and well-documented
- vii) Coordinating and conducting exit audit meeting/conferences with Management of the audited area to discuss findings, emerging risks and actions to address identified risks
- viii) Following up on audit recommendations to confirm the adequacy of implementation of agreed action plan
- ix) Providing monthly progress reports and comparing audits performed against approved Annual Audit Plan.
- x) Identifying, implementing and benchmarking best practices in internal audit Preparing Board audit committee papers and minutes, Policies and procedures
- xi) Monitoring the budget of internal audits

### **Required Qualifications**

- i. Master's Degree in a relevant field from a recognized institution
- ii. Bachelor's Degree in Commerce (Accounting or Finance option) or other recognized equivalent qualifications.
- iii. Be in possession of any of the following: - CPA (K), CISA,CFE ,CIA or its equivalent
- iv. A minimum of ten (10) years in relevant work, five (5) of which should be in a management level;

- v. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- vi. Member of a professional body – Institute of Certified Public Accountant of Kenya (ICPAK) and or Institute of Internal Auditors of Kenya (IIA-Kenya) and in good standing
- vii. Proficiency in Computer applications.
- viii. Meets the requirements of Chapter Six of the Constitution of Kenya 2010.





## **PROPERTY MANAGER - KRBR147**

**Reporting to:** General Manager Business and Commercial

**Employment type:** 5 years renewable contract subject to retirement and performance

**Work Station:** Nairobi

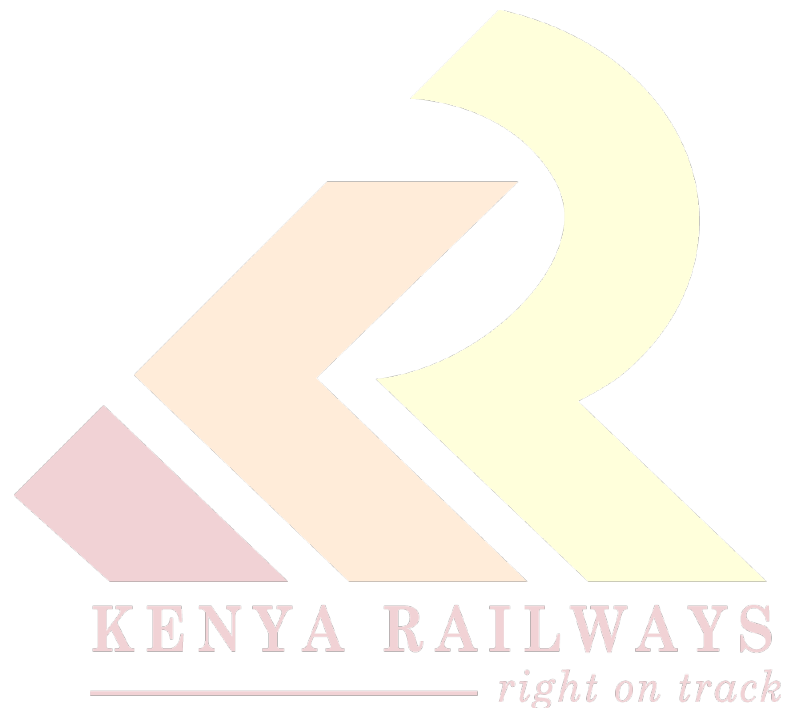
### **Duties and Responsibilities**

- i) Reviewing and verify all data on final estimations of Land Values in all resettlement Action Plans utilizing the applicable valuation models
- ii) Managing all Land Grievances affecting the Corporation ;
- iii) Up-dating the Road Reserves assets database
- iv) Planning for and Oversee the preparing, reviewing, disclosing and updating Resettlement Action Plans for donor funded projects;
- v) Collecting, collating and disseminating information on land acquisition for the Corporation after ensuring all compensation awards by the ministry responsible for lands, are accurate and true reflection
- vi) ensuring Development partners safeguards guidelines under RAP are adhered to during Compensation
- vii) Coordinating the Corporation 's land acquisition process
- viii) Managing livelihood restoration measures for donor funded projects
- ix) Preparing and disseminate appropriate mechanisms and technologies to plan for, conduct and manage stakeholders in development projects undertaken by the Corporation to meet the overall safeguards goals of projects
- x) Planning for and oversee Preparation and implementation of work plans for the Land Valuer, Senior Land valuer
- xi) Organizing donor and site meetings for safeguards and
- xii) Preparing various reports as necessary.

### **Required Qualifications**

- i) Master's Degree in a relevant field from a recognized institution.
- ii) Bachelor's Degree in Land Economics, Land Administration, Real Estate or equivalent from a university recognized in Kenya.
- iii) A minimum ten (10) years in relevant work and at least five (5) years in a management role in comparable position in the Public Service or in the Private Sector;

- iv) Be registered by any of the following bodies: Institution of Surveyors of Kenya, Estate Agents Registration Board, Valuers Registration Board, and any other relevant and recognized professional body.
- v) Current valid annual Practicing License from VRB.
- vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- vii) Proficiency in Computer applications.
- viii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010



## **LEGAL SERVICES MANAGER - KRBR151**

**Reporting to:** General Manager Legal Services & Corporation Secretary

**Employment type:** 5 years renewable contract subject to retirement and performance

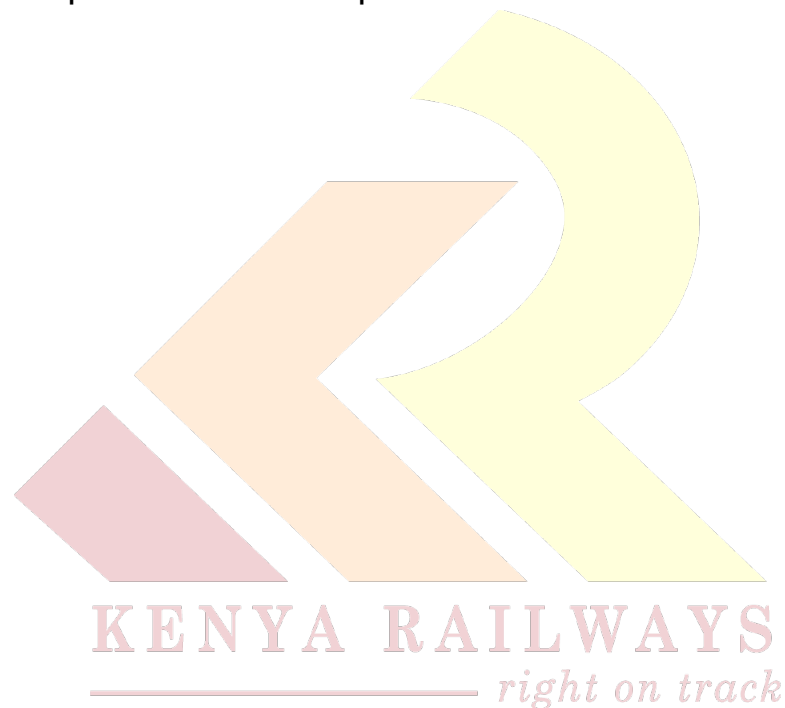
**Work Station:** Nairobi

### **Duties and Responsibilities**

- i) Providing legal advisory services to the Corporation to ensure compliance with existing law and regulatory requirements;
- ii) Leading legal negotiations on rail operation related matters and interpreting operation documents to safeguard Corporation's interests
- iii) Reviewing and providing advice on management of contracts to safeguard Corporation assets & reputation
- iv) Reviewing & authorizing conveyance instruments on acquisition and / or transfer of Corporation property / asset and ensure proper registration of the same
- v) Custodian of ownership documents of the Corporation assets
- vi) Leading, advising & managing dispute resolution between various stakeholders and the Corporation to protect the corporation assets & reputation
- vii) Recommending the appointment of external lawyers to represent the Corporation and liaison with them to ensure service delivery
- viii) Managing legal issues relating to employee and pension liability claims as well as carrying out due diligence investigations on claims
- ix) Advising and guiding the Corporation on restitution processes for its assets;
- x) Managing the corporations legal registry including updating legal documentation, regulations, ordinances, policy manuals to ensure compliance
- xi) Preparing, managing and monitoring the divisions budget
- xii) Leading, motivating and developing the division staff to ensure an effective and motivated team to achieve business and people objectives
- xiii) Identifying, implementing and benchmarking best practices in management
- xiv) Managing and implementing change initiatives to achieve desired business plans and culture.

## Required Qualifications

- i) Master's degree in a relevant field from a recognized institution
- ii) Bachelor's degree in Law from a Recognized institution
- iii) Post graduate diploma in Law from the Kenya School of Law
- iv) An advocate of the High Court of Kenya
- v) Member of the Law Society of Kenya (LSK) and in good standing.
- vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution
- vii) A minimum of Ten (10) years relevant working experience, Five (5) of which should be in a management level
- viii) Proficiency in computer applications
- ix) Meets the requirements of Chapter Six of the Constitution of Kenya 2010



## **HUMAN RESOURCES MANAGER - KRBR152**

**Reporting to:** General Manager Corporate Services

**Employment type:** 5 years renewable contract subject to retirement and performance

**Work Station:** Nairobi

### **Duties and Responsibilities**

- i) Formulating, and implementing human resource policies, guidelines and regulations and analyzing their impact on staff;
- ii) Building capacity of human resource for effective execution of human resource function;
- iii) Developing human resource management plans to ensure effective succession management;
- iv) Managing performance management system
- v) Overseeing human resource planning, communication, discipline, employee relations, remuneration and staff welfare programs;
- vi) Overseeing the development and maintenance of an up-to-date human resource database;
- vii) Evaluating and auditing of human resource activities and programmes;
- viii) Preparing Board papers relating to human resource for deliberation and decision making;
- ix) Leading in development of the business strategy in relation to talent resourcing and development.
- x) Developing and implementing talent management and development policies, to attract, nurture and retain talent.
- xi) Develops and implement robust succession & leadership development programs for organizational readiness for growth and supply of a talent pool.
- xii) Implements promotion of best human resource standards and practices in talent resourcing development
- xiii) Ensuring implementation and promotion of best human resource standards and practices;
- xiv) Developing the organization's reward and benefits to ensure reward systems are in place to deliver competitiveness and cost effectiveness.
- xv) Preparing Divisions budget and work plans;
- xvi) Overseeing effective management of the payroll
- xvii) Managing employee relations programs and staff discipline.

## Required Qualifications

- i) Master's degree in a relevant field from a recognized institution
- ii) Bachelor's Degree in any of the following disciplines: - Human Resource Management/ Development/ Planning, Public Administration, Business Administration, or equivalent qualification from a recognized institution
- iii) Have CHRP (K) from IHRM or equivalent from a relevant professional body, and a member of IHRM in good standing
- iv) Have ten (10) years relevant experience with at least Five (5) years served in the management position
- v) Certificate in Strategic Management Course lasting not less than four (4) weeks from a recognized institution
- vi) Practicing Certificate
- vii) Proficiency in computer applications
- viii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010

