



NATIONAL DEFENCE UNIVERSITY-KENYA

DECLARATION OF VACANCY

Pursuant to the provisions of Section 35 (1)(a)(i) and Section 24 (4) of the Universities Act, 2012 (Revised 2020), the National Defence University-Kenya invites applications from suitably qualified persons to be considered for appointment to the position of Senior Human Resource Officer.

JOB DESCRIPTION	SENIOR HUMAN RESOURCE OFFICER
Basic Salary	Competitive package as advised by SRC
House Allowance	As provided by the University
Medical Cover & Other Allowances	As provided by the University
Terms of Service	Permanent and pensionable
Job Group	“N” (NDU-7)

Duties and responsibilities

1. Duties and responsibilities of the Senior HRO will entail and not limited to:
 - a. Compilation of information relating to recruitment, appointment, promotion, transfers and human resource management information systems;
 - b. Prompt implementation of human resource management decisions within existing rules, regulations and procedures;
 - c. Processing of cases for staff advisory and training committees and implementation of decisions thereof;
 - d. Conduct of training needs assessment (TNA);
 - e. Formulation and evaluation of staff targeted training programmes;
 - f. Maintenance of human resource management and development records/inventory;
 - g. Management of the human resource information system;
 - h. Analysing human resource management issues and proposing appropriate/remedial action(s);
 - i. Interpreting human resource regulations in regard to pensions, salary administration and labour laws and other statutes that impact on human resource;
 - j. Management of staffing levels and making proposals for succession; and
 - k. Any other relevant duty(ies) assigned by Management.

Qualification for Appointment

2. To be considered for appointment as Senior HRO, one must have:
 - a. Served in a comparable or equivalent position in the Public Service or private sector for a minimum of three (3) years;
 - b. Bachelor’s degree in human resource management or equivalent; manpower studies or equivalent from a recognised institution; **or**
 - c. Bachelor’s degree in economics, sociology, business administration, public administration, or commerce with a postgraduate diploma in human resource management or equivalent or Certified Public Secretary Part III or equivalent from a recognised institution;
 - d. Must be a practicing member of the institute of Human Resource Management of good standing;

- e. Must have a valid IHRM practising license
- f. Management training lasting at least four (4) weeks at a recognised institution; and
- g. Proficiency in computerised payroll management software applications/systems

Core Competencies and Skills

3. The key competencies and skills include:
 - a. Communication skills;
 - b. Problem solver;
 - c. Competence maker;
 - d. Confidentiality;
 - e. Ability to attend to details;
 - f. Analytical skills; and
 - g. Professionalism.
4. Candidate will be required to present originals of the following documents during the interviews:
 - a. National identity card;
 - b. Academic and professional certificates and transcripts;
 - c. Any other supporting documents and testimonials;
 - d. Recommendations from relevant professional bodies; and
 - e. Recommendations from at least three (3) referees should be submitted separately to the address provided below.

Mode of Application

5. Candidates may submit manual (hard copy) or electronic (online) applications.
6. All applications should be submitted together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents.
7. Scanned copies of the stated documents must accompany the online application.
8. The Curriculum Vitae should include information on academic qualifications, professional experience, leadership and management roles, membership to professional association(s), email address and telephone contacts.
9. Manual applications should be submitted in a sealed envelope clearly marked:

“Application for the position of **Principal Human Resource Management officer - National Defence University-Kenya**” and delivered to:

THE SECRETARY, UNIVERSITY COUNCIL

National Defence University-Kenya

P.O. Box 3812-20100

LANET, NAKURU

Online applications may be submitted via email to: ndu-kenya@mod.go.ke

All applications should reach National Defence University-Kenya on or before **29th April 2023** latest 5.00 p.m. (**East African Time**).

WARNING. Application for employment in National Defence University-Kenya is FREE TO ALL eligible candidates. Bribery and other acts of corruption are against the law and anyone suspected of being culpable of such, will be arrested and prosecuted in a court of law.