



CHIEF MANAGER HUMAN RESOURCE AND ADMINISTRATION NKCC/HR/140/CMHR&A/29/02/2024

Job purpose

Reports to the Managing Director. The Chief Manager Human Resources and Administration is responsible for all aspects of the company's human resources function in line with the strategic objectives and goals. This includes ensuring optimal staffing, policy management, compensation and benefits, training and development, employee relations, and performance management.

Key Responsibilities

- Providing guidance in the development, interpretation, implementation, and review of human resource management and administration policies, standards, and guidelines.
- Ensuring the implementation of terms and conditions of service for the company, coordinating organisational development and job reviews.
- Managing staff recruitment, promotion, discipline, and capacity building. developing, reviewing, and coordinating the implementation of welfare and other incentive schemes for the company.
- Monitoring the implementation of performance management systems, analysing the staffing levels in the company and recommending proposals for succession planning and proper deployment
- Coordinating the development and implementation of grievance handling mechanisms
- Initiating best practices in the management of human resource functions.
- Championing change management programmes in the company.
- Monitoring and evaluating the effectiveness of training and development programmes; and
- Leading the company in formulating and implementing efficient staff performance management systems.
- Overseeing the implementation of administration policies, rules, standards, and regulations.
- Managing and maintaining the asset register of the company.
- Monitoring adherence and implementation of the departmental work plans;
- Oversee the administration and records management functions of the company.
- Overseeing the provision of security for premises and staff
- Overseeing the design, implementation, and periodic review of security systems;
- Preparation and submission of quarterly reports on administration within the company
- Preparation and submission of quarterly reports on performance target setting and appraisal for staff within the section.
- Coordinating the investigation of incidences of security lapses in the company in liaison with the police and other security agencies;
- Making arrangements for the acquisition of legal documents such as motor vehicle and asset insurance and licences in liaison with the Legal Unit and other relevant agencies.

Person Specifications

- Bachelors degree in any of the following disciplines: Human Resource Management, Social Science, Business related fields, or equivalent qualifications from a recognised institution.
- Diploma in Human Resource Management.
- Masters degree in any of the following disciplines; Human Resource Management, Administration, Business Administration, qualifications or equivalent qualification from a recognised institution.
- A minimum period of fifteen (15) years relevant work experience and at least five (5) years in a senior management role in a public or private institution.
- Certificate in Leadership Course or its equivalent lasting not less than four (4) weeks.
- Membership in the Institute of Human Resource Management is in good standing.
- Practicing certificate
- Proficiency in computer applications.
- Demonstrated results in work performance.
- Good communication skills.

Key competencies and skills

- Proven track record of success in a senior management position.
- Demonstrated strong leadership and management capabilities.
- Extensive experience in leading and managing human resources.
- Highly skilled in organization and coordination.
- Excellent communication and presentation skills.
- Active listening skills and the ability to remain objective.
- Proven ability to coach and mentor others.