REPUBLIC OF KENYA

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Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_005	**Financial Year**	
Document Date	1/17/2023	**Recruitment Plan ID**	
Requestor No.	0119	**Approval Status**	
Requestor Name	Caroline M. Mbaabu		

Vacancy Details

Position ID	JD-121	**Establishment**	
Salary Scale	CUE 3	**No. of Openings**	
Seniority Level	Senior-Level	**Target Candidate Source**	
Terms of Service	CONT	**Sourcing Method**	

Recruitment Details

Recruitment Reason		**Planned Employment Start Date**	
Justification		**Planned Employment End Date**	
Planned Start Date	1/24/2023	**Applications Closing Date**	
Planned End Date	13/2/2023	**Applications Closing Time**	

Requirements

Category	Description	Requirement Type
Academic	Masters Degree in any of the following fields: Sociology, PsychologyAdministration/Management, Public Administration, Commerce, HumanResource Management or the equivalent from a recognized institution;	Mandatory
Ethics & Integrity	Fulfilled the requirements of Chapter Six of the Constitution.	Mandatory
Experience	A minimum period of ten (10) years relevant work experience, five (5) years ofwhich should be in a supervisory role;	Mandatory
Professional	Computer Proficiency Skills	Mandatory
Skills & Competencies	Strategic and innovative thinking;	Mandatory

Responsibilities

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2021/2022

CUE:RECRUIT-006

Released

1

1

Open

Direct Hire

2/23/2023

Substitute Qualification Exist Req Requirement
False
False
False
False
False

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Description

Overseeing the development, implementation and review of human resource management and Administration policies, plans, strategies, programs, processes and budgets;

coordinating human resource training and development programmes;

Providing leadership in the management of human resources and administrative services both at departmental and Commission level

Overseeing and implementing the HR and Administration budget preparation and departmental procurement plans including personnel emoluments;

Overseeing mainstreaming of crosscutting issues at the workplace;

Overseeing and facilitating all human resource management functions relating to planning, sourcing and placement, staff training and development, remuneration and staff exits;

Implementing and ensuring compliance to administrative guidelines on labour laws, constitutional requirements and any other statutes issued by the government from time to time;

Ensuring an effective human resource management information system (HRIS);

Ensuring cordial Industrial Relations Management and advising management on union matters

managing recruitment and selection of staff to ensure that the Commission is adequately resourced with the right quality and numbers of staff;

preparing and implement human resource budget for the Commission;

developing, implementing and evaluating staff career and succession plans,

progression and development to determine their effectiveness as tools for staff attraction, retention, motivation and job satisfaction;

manage effective employee separation from the Commission;

initiate the development and implement of compensation and benefits schemes;

implement human resource management rules and regulations and compliance with labour laws;

develop and maintain human resource management information system;

ensure compliance with Human Resource and Administration statutory and regulatory requirements;

Approve payroll and other staff benefits; and providing Secretariat to the Human Resource Committees

supervise implementation of all service contracts in administration and human resources

prepare and implement a maintenance schedule of all Assets in liaison with other Departments and in consideration of the manufacturer's manual;

Oversee management of the Commission's assets and equipment

coordinate and oversee the implementation of the recommendations of work environment surveys so as to improve the working conditions of the Commission;

initiate and implement occupational health and safety programmes and activities;

effective management and provision of safe custody of Commission records and Registry Supervision;

fleet management;

provision of security and disaster management services

Overseeing the management of the Commission's assets and equipment

Ensuring the effective management and provision of safe custody of Commission records;

coordinate the day-to-day administrative activities of the Commission;

Overseeing the provision of transport and other central services; Initiating and implementing occupational health and safety programmes and activities; and

Overseeing work environment satisfaction surveys and implementation of the recommendations thereof

Work Conditions

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Category

Description