KENYA MEDICAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

The Kenya Medical Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya and as currently established and duly accredited to continue to operate as such under the Science Technology and Innovation Act, 2013 as the national body responsible for carrying out research in health in Kenya. KEMRI’s vision is “to be a leading centre of excellence in human health research” and its mission is “to improve human health and quality of life through research, capacity building, innovation and service delivery”.

KEMRI seeks to recruit a dynamic, innovative and experienced person to fill the position of ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT, JOB GROUP MR15.

Job Responsibilities

Head of Human Resource Management reporting to the Director KEMRI, through the Deputy Director (Administration and Finance).

Duties and responsibilities to include:-

- Plan, develop, implement and evaluate human resource strategies, policies, rules and regulations for operational management and development, to meet agreed organizational performance goals and objectives;
- Develop and implement processes to ensure consistency in institutional design, staffing strategies and talent management;
- Oversee and coordinate all human resource management activities including preparation of HR budget, recruitment and selection, placement, promotion, career management, training and development, staff welfare, discipline, salary and remuneration management, capacity building and performance management;
- Ensure the development of an organizational culture that reflects the Institute’s values, promotes accountability and high performance;
Develop and implement employee relation practices necessary to establish a positive employer-employee relationship and promote a high level of employee participation and involvement to achieve optimal labour productivity, industrial harmony and good Institutional image;

Implement grievance management and disciplinary proceedings involving any staff member and recommend appropriate action to resolve disputes;

Oversee and manage performance appraisal and management systems that drive high productivity;

Provide technical advice and interpret HR policies, rules and regulations;

Analyze the impact of human resource management policies, rules and regulations on the staff;

Establish and maintain a human resource management information system; and

Responsible for compliance with articles 10 and 235 of the Constitution.

Perform any other relevant duties as may be assigned by the Director, KEMRI from time to time.

**Job requirements**

For appointment to this grade, a candidate must have:-

(i) A relevant Bachelor’s Degree with a Human Resource Management option;

OR

A relevant Bachelor’s degree and a Higher Diploma in Human Resource Management from a recognized Institution;

(ii) A Masters Degree in Human Resource Management/Development, Business Administration (with a HR Option) or equivalent qualification from a recognized institution;

(iii) Served in a large organization in a strategic leadership position for not less than 10 continuous years seven (7) of which must have been in a Senior Human Resource Management position;

(iv) Attended a leadership training course lasting not less than six (6) weeks;
(v) Full Membership of the Institute of Human Resource Management (IHRM);

(vi) A valid Practicing License from IHRM;

(vii) A demonstrated high degree of professional competence, administrative capabilities and initiatives in the general organization and management of human resources, and a thorough understanding of the human resource management policies, regulations and employee relations, labour laws and other statutes that impact on the human resource management and development.

(viii) A thorough understanding of the National values, goals, policies, objectives and the ability to relate them to proper management of the human resource function in the Institute;

(ix) A thorough understanding of the Public Service Human Resource Policies and Procedures Manual and other governing regulations;

(x) Meet the requirements of Chapter Six of the Constitution; and

(xi) Demonstrate a high degree of integrity, honesty and commitment to good corporate governance and excellence in performance

Interested candidates should submit six (6) sets of their applications enclosing a detailed CV, copies of certified certificates, professional qualifications, email address, a day time telephone contact and the details and contact information for three referees to the following address, not later than Wednesday, February 8, 2017 to:-

The Director,
Kenya Medical Research Institute,
P.O. Box 54840-00200
NAIROBI

Please indicate the Position applied for on the envelope and in the subject Line of the Application letter. Applications must be sent through the address provided in the advertisement. Only shortlisted candidates will be contacted.

KEMRI is an equal opportunity employer committed to diversity. Persons with disability, women, youth and those from marginalized areas are encouraged to apply.