



# KENYA MEDICAL RESEARCH INSTITUTE

## EXTERNAL ADVERTISEMENT

KEMRI –CCR PHRD (Thika) clinical trials Project is currently looking for a motivated individual to fill in the following position:

**Position:** HR Project Officer: M/R 9 (1 position)

**Location:** Thika

**Reports to:** Principal Investigator

**Job Purpose:** The HR Project officer will be responsible for coordinating HR functions which include recruitment, performance management, training and development and employee welfare.

### **Responsibilities:**

- Interpreting and implementing human resource policies, procedures, rules and regulations;
- Providing guidance in matters related to human resource planning, recruitment, selection, placement, induction, appointments, promotions and confirmation of staff;
- Compensation and benefits management;
- Coordinating performance management and staff welfare;
- Overseeing maintenance of staff records;
- Determining HR requirements and career planning;
- Identifying training needs among the staff and recommending suitable training programmes;
- Overseeing payroll administration and management of staff medical insurance;
- Advising on Succession Management and Human Resource Planning;
- Provide information and assistance to staff and supervisors on human resource and work related issues;
- Handling employee relations and disciplinary cases;
- Updating job requirements and job descriptions for all positions;
- Coordinating project tasks with other stakeholders, facilitating or leading aspects of implementation;
- Coordinating and participating in cross-functional activities as required;
- Support planning and implementation of change management strategies;
- Research HR topics, develop options and recommend solutions, draft and/ or policies as required;
- Staff Leave and Time Management;
- HR Planning and budgeting;

## **Qualifications:**

- A Bachelor's degree in Human Resource Management or any other qualification from a recognized university/institution with at least five (5) years' experience;
- Must be a registered member of IHRM with a valid practicing license;

## **Skills and Competencies**

- A high degree of integrity, responsibility and confidentiality;
- Demonstrated supervisory and managerial skills, conversant with labour laws and regulations;
- Good interpersonal skills;
- Leadership skills;
- Problem solving skills;
- Strong analytical, planning, negotiation, communications skills
- Must be a team player and motivator
- Computer skills including the ability to operate spreadsheets and word processing programs;
- Excellent command of the English language, both verbal and written including the ability to conceptualize issues, develop options, write and present reports to a high standard for various audiences;

## **Terms of Employment**

Employment is on a one year renewable contract with a probation period for the first 3 months.

## **HOW TO APPLY:**

- a) All applicants must meet each selection criteria detailed in the minimum requirements
- b) Must include a current CV with names of at least 2 referees.
- c) Must include copies of academic and professional certificates
- d) Must include a copy of Certificate of good conduct
- e) Must have KRA Certificate of Tax compliance
- f) Must have Clearance Certificate from HELB
- g) Must have credit reference Bureau Certificate

A duly signed application letter indicating the vacancy reference with copies of documents listed above should be sent to: [phrdrecruit@pipsthika.org](mailto:phrdrecruit@pipsthika.org) not later than **10<sup>th</sup> June 2018**.

***KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY. KEMRI DOES NOT CHARGE A FEE AT ANY STAGE OF ITS RECRUITMENT PROCESS INCLUDING APPLICATION, INTERVIEW AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY.***

Only those shortlisted will be contacted.