



UNIVERSITY OF NAIROBI

EXTERNAL ADVERTISEMENT

Applications are invited from qualified persons for the position shown below.

DIRECTOR, HUMAN RESOURCE/REGISTRAR EQUIVALENT, GRADE 15 – ADVERT REF AC/11/280/23, 1 POST

Salary and benefits

Basic Salary: Kshs 209,694-283,087
House Allowances: Kshs 73,715

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree in Commerce with Human Resource Management option, Human Resource Management or related discipline from a university recognized in Kenya;
- b) Master's Degree or its equivalent in Human Resource Management or any other related, relevant discipline
- c) Diploma in human resource management or related field
- d) Membership in good standing to a relevant Professional body.

Experience and skills

- a) 12 years administrative experience, of which 3 years should be at Deputy Director or equivalent.
- b) Have outstanding professional competence in Human Resource Management
- c) Administrative skills including organization, communication, time management, and customer care
- d) Computer literacy

Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- a) Providing strategic advice, guidance and leadership across the University on all aspects of human resource management through generation and implementation of Management briefs;
- b) Addressing day to day requests from staff that arise from the three key human resource areas - recruitment, training and development and General Human Resource Administration;
- c) Developing and implementing human resource strategy, policies, procedures, work processes and instructions that contribute to the University's strategic plan;
- d) Integrating, maintaining and updating Human Resource systems, policies and procedures while ensuring that they are legally compliant;
- e) Secretary to all Appointment Committees for staff in Central Departments;
- f) Member of University committees such as Housing Allocation, Central Departments Corruption Prevention Committee, etc.
- g) Implementation of staff terms of service and collective bargaining agreements.

- h) Overseeing the day-to-day management of the department and operational activities including assignment of work, performance evaluation and general supervision of staff in the Human Resource Department;
- i) Approving acquisition and expenditure all human resource related requests in the University systems such as AIE and EPMIS;
- j) Management and oversight of the Human Resource Information System (HRMIS) and sub- systems such as SMA, Leave, SPA, etc; and
- k) Any other duties as assigned by the Vice Chancellor from time to time.

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
 - c. Ethics and Anti-Corruption Commission
 - d. Criminal Investigation Department
 - e. Credit Reference Bureau
6. Applications should be emailed as one file in PDF to: appstocouncil@uonbi.ac.ke.

CLOSING DATE: TUESDAY, DECEMBER 26, 2023

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**