



1. ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT, GRADE 4, REF. NO. KeNHA/AD-HRM /01/2026) – 1 POST

Position:	ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT	KeNHA GRADE 4	1 Post
Terms of Service	Permanent & Pensionable		
Place of Work:	KeNHA		
Directorate:	Corporate Services		
Reporting to:	Deputy Director, Human Resources Management		
Supervises:	Principal/Senior Officers		

a) Job Purpose

Overseeing the management of the Human Resource including formulation, periodic review and implementation of Human Resource strategies, standards, policies, procedures and guidelines on recruitment & selection, placement, retention, compensation and benefits, staff training and development, employee relations; and performance management as guided by the Human Resource Policies and Procedures Manuals, Labour laws and other relevant laws to ensure effective and efficient achievement of human resource Principal/Senior Officers objectives towards the realization of the Authority's mandate.

b) Job Description

Duties and responsibilities at this level will entail:

- (i) Forecasting and planning human resource needs in line with the strategic goals of the Authority;
- (ii) Managing the recruitment, selection placement and induction of staff in the Authority;
- (iii) Spearheading training and development initiatives based on clearly identified needs and gaps and evaluate the effectiveness of such training;
- (iv) Establishing initiatives towards a corporate culture that facilitates achievement of Authority's mission and vision;
- (v) Advising on the development, review and implementation of human resource management policies to facilitate attraction, motivation and retention of staff;
- (vi) Providing expert advice to the Board of Directors and Management on all matters relating to human resource management;
- (vii) Overseeing implementation of Management and Board resolutions;

- (viii) Ensuring compliance to legislation, rules, regulations and policy frameworks on human resource management matters;
- (ix) Overseeing development of workload analysis to minimize duplication of tasks, activities and re-design jobs;
- (x) Establishing internal monitoring and control systems to ensure Departmental objectives are effectively and efficiently achieved;
- (xi) Coordinating succession planning initiatives in the Authority;
- (xii) Overseeing the development of staff welfare and wellness programs
- (xiii) Spearheading and promoting change management programmes in the Authority;
- (xiv) Spearheading the formulation and implementation of Performance Management Systems for the Authority;
- (xv) Managing departmental risks; and
- (xvi) Serving as a link between management and employees in grievance and dispute resolution.

c) Job Specifications

For appointment to this grade, an officer must have:

- (i) Cumulative period of twelve (12) years' relevant work experience three (3) of which should have been in the grade of Principal Human Resource Management and Development Officer or in a comparable position;
- (ii) Bachelor's Degree in Human Resource Management or equivalent qualification from a recognized institution; **OR**
Bachelor's Degree in any of the following fields; Public Administration, Sociology, Business Administration or its equivalent qualification from a recognized institution plus Higher Diploma in Human Resource Management or Certified Human Resource Practitioner (CHRP) Course from a recognized institution;
- (iii) Master's Degree in any of the following disciplines: - Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Public Administration, or equivalent qualification from a recognized institution;
- (iv) Certified Human Resource Management (CHRP) Course from a recognized institution or Higher Diploma in Human Resource Management or equivalent qualification from a recognized institution;
- (v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Membership of the Institute of Human Resource Management (IHRM) or relevant professional body and in good standing;
- (vii) Valid practicing certificate from a relevant professional body where applicable;
- (viii) Proficiency in computer applications; and
- (ix) Demonstrated merit and ability as reflected in work performance and results