



8. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER II, GRADE 8 (REF. NO. KeNHA/ HRM OFFICER II / 08/2025) – 1 POSITION

Job Title:	HRM OFFICER II	KeNHA GRADE 8	1 Position
Terms of Service	Permanent & Pensionable		
Place of Work:	KeNHA		
Directorate:	Corporate Services		
Reporting to:	Human Resource Management and Development Officer I		
Supervises:	N/A		

Job Purpose

Responsible for implementation of Human Resource strategies, standards, policies, procedures guidelines Labour laws and other relevant laws to ensure effective and efficient achievement of human resource objectives towards the realization of the Authority’s mandate.

Job Description

- (i) Processing employee recruitment, promotion and exit documents;
- (ii) Submitting approved online job advertisements for posting on the website;
- (iii) Drafting and verification of routine correspondences;
- (iv) Collating and analyzing training applications;
- (v) Processing of leave applications, sick sheets and sick offs
- (vi) Updating of Staff Medical details, Social Health Insurance Fund(SHIF) and National Social Security Fund(NSSF) records;
- (vii) Maintaining complement control;
- (viii) Collating data on work environment and employees’ satisfaction surveys;
- (ix) Preparing periodic progress reports;
- (x) Updating human resource database and records; and
- (xi) Preparing induction for new staff and interns.

Job Specifications

For appointment to this grade, a candidate must have:

- (i) Bachelor’s Degree in Human Resource Management or equivalent qualification from a recognized institution;

OR

Bachelor's Degree in any of the following field; Public Administration, Sociology, Business Administration or its equivalent from a recognized institution plus Higher Diploma in Human Resource Management of Certified Human Resource Practitioner(CHRP) Course from a recognized institution; and

- (ii) Proficiency in computer application.

Vision: A quality National Trunk Road Network to all for prosperity

Mission: To develop and manage resilient, safe, and adequate National Trunk Roads for sustainable development through innovation and optimal utilization of resources


Core Values: Accountability Sustainability Innovation Teamwork

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 Kenya National Highways Authority

 KeNHA TV

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