



Kenya National Highways Authority

Quality Highways, Better Connections

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JOB DESCRIPTION AND JOB SPECIFICATION

DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT, GRADE 3 REF. NO. KeNHA/DD-HRM / 11/2026) – 1 POSITION

Position:	DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT	KeNHA GRADE 3	1 Position
Terms of Service	Permanent & Pensionable		
Place of Work:	KeNHA		
Directorate:	Corporate Services		
Reporting to:	Director Corporate Services		
Supervises:	Assistant Directors-Human Resource Management		

a) Job Purpose

Overseeing the management of the Human Resource Management 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 objectives towards the realization of the Authority's mandate.

b) Job Description

Duties and responsibilities at this level will entail:

- Coordinating the development and review of Authority's strategies, policies and procedures for Human Resource Management, development and performance management;
- Overseeing and providing guidance on staff recruitment and selection, training and development, compensation and performance management processes to ensure the Authority attracts, motivates and retains the right workforce;
- Forecasting and planning human resource needs in line with the strategic goals of the Authority;
- Managing the recruitment, selection, placement and induction of staff in the Authority;
- Spearheading training and development initiatives based on clearly identified needs and gaps and evaluate the effectiveness of such training;
- Establishing initiatives towards a corporate culture that facilitates achievement of Authority's mission and vision;
- Advising on the development, review and implementation of human resource management policies to facilitate attraction, motivation and retention of staff;

- (viii) Providing expert advice to the Board of Directors and Management on all matters relating to human resource management;
- (ix) Overseeing implementation of Management and Board resolutions;
- (x) Ensuring compliance to legislation, rules, regulations and policy frameworks on human resource management matters;
- (xi) Overseeing development of workload analysis to minimize duplication of tasks, activities and re-design jobs;
- (xii) establishing internal monitoring and control systems to ensure Departmental objectives are effectively and efficiently achieved;
- (xiii) Coordinating succession planning initiatives in the Authority;
- (xiv) Overseeing the development of staff welfare and wellness programs;
- (xv) Spearheading and promoting change management programmes in the Authority;
- (xvi) Spearheading the formulation and implementation of Performance Management Systems for the Authority; and
- (xvii) Mentorship and Coaching of staff in the Department.

a) Job Specification

For appointment to this grade, an officer must have at least: -

- (i) Cumulative of fifteen (15) years relevant work experience three (3) years of which should have been in the grade of Assistant Director, Human Resource Management and Development or in a comparable position;
- (ii) Bachelor's Degree in Human Resource Management or equivalent qualification from a recognized institution;

OR

- (iii) 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;
- (iv) 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;
- (v) Higher Diploma in Human Resource Management or equivalent qualification from a recognized institution or Certified Human Resource Management (CHRP) Course from a recognized institution;
- (vi) Certificate in Leadership Course lasting not less than four (4) weeks from recognized institution;
- (vii) Membership of the Institute of Human Resource Management (IHRM) or relevant professional body and in good standing;
- (viii) Valid practicing certificate from a relevant professional body where applicable;
- (ix) Proficiency in computer applications; and
- (x) Demonstrated a high degree of professional competence, Managerial and administrative capability as reflected in work performance and results.

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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