

## Human Resource Manager (1 Position) at Kisii University

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### Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); VISION A world class University in the advancement of social welfare, research and academic excellence. MISSION To train high level human resource that meets the development needs of the country and international labour market, and to sustain production of high quality research and consultancy, and dissemination of knowledge, skills and competencies for the advancement of humanity PHILOSOPHY The University is anchored in the philosophy of creative, scientific, technological, innovative and critical thinking responsive to societal needs and service to humanity. CORE VALUES The following are some of the core values embraced in order to realize our vision and mission at Kisii University; Professionalism, Teamwork, Accountability, Transparency, Responsiveness and Integrity.

**REF. NO: KSU/RA/09/05/**

### REQUIREMENTS

**Reports to: The Registrar (Administration, Human Resource and Central Services)**

For appointment to this post, a candidate must:

be a holder of a Master's degree from a recognized university in Human Resource Management or its equivalent with at least 5 years' work experience;

be a registered full member of the Institute of Human Resource Management (IHRM) with a valid Practicing License;

be computer literate, and possess skills and competencies on HRIS, Pay Roll management and Employee Resourcing;

have demonstrable experience in human resource planning, recruitment and selection, reward management, performance management and talent acquisition and retention.

### **DUTIES AND RESPONSIBILITIES**

Play an advisory role in recruitment and interview processes.

Design, develop and implement effective Human resources strategy, policies, processes and procedures in line with the University's Strategic Plan.

Coordinate staff training and development in line with applicable training strategies, policies, processes and procedures.

Monitoring the implementation of the University Staff Establishment Policy.

Coordinate staff appraisal.

Ensure the alignment of HR Policies and procedures to the Labour laws and other appropriate legislation.

Design, develop and implement effective Human resources strategy, policies, processes and procedures in line with the University's Strategic Plan.

Coordinate the employee talent development and management.

Take overall responsibility for the service delivery of the HR Section.

Ensure the preparation and implementation of the HR section annual work plan and performance contract.

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