

GENERAL MANAGER (HUMAN RESOURCES & ADMINISTRATION)

Reporting to the Managing Trustee, the General Manager (Human Resources & Administration) will be responsible for managing the Human Resource, Administration and Security functions of the Fund. He/she will provide strategic direction and policy advice on all matters relating to Human Resource, Administration and Security. He/she will be responsible for fostering a positive work environment that will enable the employees full potential be realized.

KEY RESPONSIBILITIES:

- Formulate and ensure implementation of leading Human Resource, Administration and Security strategies and policies in line with Fund's core values and Kenyan Labour laws;
- Set divisional goals and provide necessary direction to managers within own purview based on the Fund's aspirations;
- Ensure continuous review and assessment of the effectiveness and efficiency of the Fund's HR policies, procedures and processes and identifying improvement opportunities;
- Advise on appropriate organizational structure, aligned to the Fund's talent management, HR operations and administration strategy; to maximize organizational effectiveness;
- Contribute to and advise on change management, especially with regards to the development and shaping of the workforce in line with business needs and considering current HR trends;
- Set and continuously review employee engagement benchmarks and KPI's based on best practice to align with the Fund's strategy and advice on changes as appropriate;
- Ensure the Fund acquires, trains, develops and retains high calibre, skilled and well-motivated employees capable of matching present and future operational and business requirements in line with the Fund's Strategy;
- Oversee the Fund's performance management system and advising senior management on appropriate benchmarks for staff; Continuously reviewing, managing and putting forward proposals with regard to compensation and benefits to ensure that the Fund remains a competitive employer;
- Manage the Fund's Human Resource Information Systems to ensure efficiency and effectiveness of service provision to internal customers and timely provision of reports;
- Ensure the provisions of the Data Protection law are implemented to the letter;
- Monitor negotiations of the Collective Bargaining Agreement (CBA) and ensuring the implementation of agreed recommendations e.g. salary increases, leave, allowances etc.;
- Regularly update the office procedures manual and ensure that the provisions have been fully implemented; and Managing administration services staff to ensure effective management of office premises including utilities and facilities, travel and accommodation and ensure these are secure and efficiently utilized.
- Oversee facility management and protection of the Fund's property, office premises and assets, both developed and undeveloped;

- Ensure records in the custody of the Division are managed according to laid down policies: and
- Gather intelligence on potential security threats to the Fund's assets and personnel and devise mitigation strategies.

JOB REQUIREMENTS/SPECIFICATIONS:

- Master's Degree in any of the following disciplines; Human Resource Management, Business Administration, Social Sciences or a related field from a recognized institution.
- Bachelor's Degree in any of the following disciplines; Human Resource Management, Business Administration, Social Sciences or a related field from a recognized Institution;
- Certified Human Resource Professional qualification, CHRP (K) or its equivalent from a recognized institution;
- At least twelve (12) years' relevant cumulative, work experience, five (5) of which should be in a senior management position;
- Membership in a relevant and accredited professional body and in good standing/practicing certificate;
- Leadership Course from a recognized institution or a certificate in Corporate Governance;
- Proficiency in computer applications; and
- Fulfilled the requirements of Chapter 6 of the Constitution.

COMPETENCIES:

- Broad knowledge and experience in compensation, organizational planning, organization development, employee relations, health and safety, and learning and development;
- Technical experience in human resources and/or business administration with Knowledge and understanding of Kenyan Employment and Labour Relations Law;
- Industrial disputes resolution skills, counselling and arbitration skills for Conflict management;
- Knowledge of leading practice strategies, tools and processes in organization design;
- Strong expertise in strategic management, project planning and budgeting, resource management, strategy implementation as well as monitoring and evaluation;
- Risk awareness and focus;
- Analytical and problem-solving skills;
- Strong interpersonal skills, including ability to build alliances and relationships with the right level of sensitivity to diversity; and
- Strong communication and presentation skills
- Strong Leadership skills.