



Exciting Career Opportunity

Our client, the Competition Authority of Kenya (the Authority) is a Statutory Agency established under the Competition Act No. 12 of 2010 with the mandate of promoting and safeguarding competition in the national economy, sanctioning abuse of buyer power, and protecting consumers from unfair and misleading market conduct.

On behalf of our client, we are seeking to recruit a highly experienced, competent, motivated and self-driven leader, with excellent credentials and a strategic mind, to competitively fill the vacant position below :-

Manager, Human Resources and Administration	Job Ref: CAK/MHRA/01/03/2024	1 position
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Job Purpose

To support the achievement of the Authority’s Mandate by leading in the planning, coordinating and implementing Human Resource & Administration policies, processes and procedures by attracting, developing, monitoring performance and productivity, recognizing excellence, putting in place retaining strategies and ensuring a conducive work environment.

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

- i) Forecasting and planning on Human Resource needs to ensure optimal staffing levels;
- ii) Designing, developing, implementing, monitoring and evaluating staff career and succession management;
- iii) Leading in development and implementation of departmental work plans, budget and Procurement plans;
- iv) Managing the Authority’s recruitment and selection process;
- v) Spearheading periodic organization review to ensure an optimal structure;

- vi) Managing the staff performance management and reward system;
- vii) Leading in the designing, developing and implementing the Authority's Human Resource and Administration policies, processes and procedures;
- viii) Overseeing the effective operation of Human Resource and Administration function;
- ix) Managing employee grievance handling and disciplinary matters in the Authority;
- x) Managing Learning, Development and Growth in the Authority;
- xi) Managing Human Resources and Administration contracted services;
- xii) Liaising with relevant statutory agencies in matters relating to human resources;
- xiii) Managing the operations of the Authority's Staff Retirement Benefits Scheme;
- xiv) Spearheading the mentorship and coaching program in the Authority;
- xv) Managing staff remuneration in accordance to the prevailing Government policies;
- xvi) Advising the Authority on matters relating to Human Resource and Administration based on the HR metrics;
- xvii) Championing Change Management programmes in the Authority;
- xviii) Articulating the provisions of the HR policies and procedures to the Authority staff;
- xix) Managing staff separation;
- xx) Managing staff Mortgage and Car Loan Schemes;
- xxi) Managing Staff medical scheme including GLA/GPA/WIBA and staff welfare;
- xxii) Analysing employee satisfaction levels and advising management on ways of improving the index; and
- xxiii) Secretariat to the Human Resource Advisory Committee

II. Operational Responsibilities / Tasks

- i) Preparing and presenting Human Resource & Administration Board management Papers to the Board;
- ii) Leading in the implementation of departmental Strategic Plan deliverables;
- iii) Leading in the management of Risks & Opportunities and Business Continuity Management in the department;
- iv) Leading in Information Security Management System (ISMS) and Quality Management System (QMS) in the department;
- v) Reviewing and approving Human Resource related entries and updates in the ERP;
- vi) Managing the effective maintenance, storage and security of personnel records to ensure their Confidentiality Integrity and Availability (CIA);
- vii) Managing payroll, retirement benefits and other terminal dues;

- viii) Managing Human Resource related customer compliments, complaints and enquiries;
- ix) Mentoring and Coaching departmental staff;
- x) Providing counselling services to staff as need arises;
- xi) Overseeing the preparation of monthly, quarterly and annual reports for the relevant statutory agencies;
- xii) Overseeing the preparation of monthly, quarterly and annual reports for the department;
- xiii) Ensuring safe custody, of all the Authority's assets;
- xiv) Leading in the management of asset requisition and disposal;
- xv) Leading in the Leave Management Process; and
- xvi) Managing official transport services in the Authority.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

- i) Bachelor's degree in any of the following disciplines: - Human Resource Management, Human Resource Development, Business Administration, Public Administration, or equivalent qualifications from a recognized institution
- ii) Master's degree in any of the following disciplines: - Human Resource Management, Human Resource Development, Business Administration, Public Administration, or equivalent qualification from a recognized institution

Professional Qualifications / Membership to professional bodies

- i) Certified Human Resource Practitioner (CHRP) or a Post Graduate Diploma in any of the following disciplines: - Human Resource Management, Human Resource Development, Business Administration or equivalent qualifications from a recognized institution;
- ii) Be a member of the Institute of Human Resource Management;
- iii) Valid practicing certificate; and
- iv) Certificate in Management Course or its equivalent lasting not less than four (4) weeks.

Previous relevant work experience required.

- i) At least 10 years relevant work experience with at least three years in managerial/supervisory role

Functional Skills, Behavioral Competencies/Attributes:

Functional Skills

- i) Experience in managing and leading diverse teams of professionals
- ii) Ability to develop and interpret long term plans, programs and budgets developed at the senior management level
- iii) Communications and presentation Skills
- iv) Counselling skills
- v) Coaching and mentorship skills
- vi) Interviewing skills
- vii) Financial Management skills
- viii) Information management skills

Behavioral competencies/attributes

- i) Decision making skills
- ii) Interpersonal and leadership skills
- iii) Negotiation skills
- iv) Problem solving skills
- v) Visionary

How to Apply

Interested and eligible applicants may access detailed job descriptions, specifications and experience required for the position from the Competition Authority of Kenya's Website www.cak.go.ke and apply through <https://www.amsol.africa/job-vacancies/>

Applicants should submit their applications including cover letter, copy of National ID, certified copies of academic and professional certificates, testimonials and detailed CV indicating current position, qualifications, working experience, names of three (3) professional referees, current remuneration, and daytime telephone.

The Cover Letters should be addressed to the below:

Ag. Director-General
Competition Authority of Kenya
P. O. Box 36265 - 00200
NAIROBI

The reference of the application letter shall read **"Manager, Human Resource & Administration Job Ref: CAK/MHRA/01/03/2024"**

Applications should be received through the above-mentioned portal by 2nd April, 2024 at 5PM EAT

Notes

1. Interested candidates should provide all the details requested.
2. Only shortlisted applicants will be contacted for interviews.
3. Shortlisted candidates shall be required to provide valid:-
 - i) Tax Compliance Certificate from Kenya Revenue Authority;
 - ii) Clearance from the Ethics and Anti-Corruption Commission;
 - iii) Clearance Certificate from The Higher Education Loans Board;
 - iv) Certificate of Good Conduct from Directorate of Criminal Investigations; and
 - v) Clearance from an approved Credit Reference Bureau.
4. The Authority will verify authenticity of academic and professional qualifications.
5. It is an offence to include incorrect or misleading information in the application.

Our client is "An ALL Inclusive Employer."

Canvassing of any form will lead to automatic disqualification.