



Kenya National Highways Authority

Quality Highways, Better Connections

Barabara Plaza, Block A & C, Jomo Kenyatta International Airport (JKIA), Off Airport South Road, along Mazao Road,
P.O Box 49712 - 00100 Nairobi, Tel 020 - 4954000 / 0700 423 606 Email dg@kenha.co.ke / Website www.kenha.co.ke

3. HUMAN RESOURCE MANAGEMENT OFFICER II, GRADE 8 (REF. NO. KeNHA/HRM OFFICER II / 07/2025) – 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 Officer I		

Job Purpose

Responsible for 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.

Job Description

- (i) Verifying staff biodata;
- (ii) Issuing personal particulars forms and official secrets declaration forms to newly recruited staff;
- (iii) Drafting routine and simple memos, letters, and reports;
- (iv) Confirming information relating to recruitment and selection, appointments, training, performance management, records, and staff complement control;
- (v) Handling clerical tasks of analytical nature;
- (vi) Computing of staff leave;
- (vii) Opening and closing of official personal staff/ general file;
- (viii) Preparing, recording, and distributing all outgoing HR mails documents and other correspondence;

- (ix) Sorting, filling, and dispatching relevant human resource mails and other Correspondent documents; and
- (x) Identifying areas of risk in the department.

Job Specifications

For appointment to this grade, an officer must have:

- (i) Cumulative period of three (3) years ‘relevant work experience in the grade of Human Resource Management Officer and Development Assistant III or in a comparable position;
- (ii) Diploma in any of the following disciplines: - Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or equivalent qualification from a recognized institution;
- (iii) Proficiency in computer application; and
- (iv) Shown merit and ability as reflected in work performance and results