

## EXTERNAL ADVERTISEMENT

### HUMAN RESOURCE MANAGER: WRTI JOB GRADE 4: ONE (1) POST– ADVERT REF: NO. WRTI/03/2024

#### a) Overall, Job Purpose

Reporting to the Head Human Resource and Administration, the job holder is responsible for providing professional leadership in the management of human resources and ensuring the Institute has Human Resource Capacity that is adequately developed to enable it deliver on its overall mandate, and developing and implementing effective administrative policies, procedures and processes.

#### b) Key duties and responsibilities

- (i) Coordinate formulation and implementation of human resource strategies, policies, rules, regulations, and systems;
- (ii) Oversee human resource planning and development;
- (iii) Adopt and implement human resource policies and procedures in line with statutory and regulatory requirements;
- (iv) Initiate establishment of appropriate internal controls and monitoring mechanisms of the programs and projects undertaken by the Department;
- (v) Undertake research and innovation activities within the Human Resource & Administration Department;
- (vi) Plan and organize implementation and management of credible quality assurance through continuous review and improvement of Human Resource processes;
- (vii) Undertake workforce planning and management to promote succession management in the Institute;
- (viii) Develop and maintain human resource management information system;
- (ix) Oversee the Identification, designing and implementing of training programs based on identified needs;
- (x) Coordinate regular review of the schemes of service, career guidelines, and human resource policy and procedure manual;
- (xi) Monitor and evaluate the effectiveness of training and development programmes;
- (xii) Oversee staff induction and on-boarding programmes;
- (xiii) Supervise effective administration of the payroll system;
- (xiv) Ensure preparation and compilation of staff deductions done outside the payroll;
- (xv) Manage employee relations programmes and ensuring staff discipline is maintained;
- (xvi) Facilitate annual Performance Reviews
- (xvii) Give guidance to members and staff of the Institute on human resource matters;
- (xviii) Coordinate issues of staff welfare;
- (xix) Facilitate issuance of retirement notices and processing of benefits for staff of the Institute;
- (xx) Facilitate pre-retirement training; and
- (xxi) Manage staff separation.

## c) Job Requirements

### ***Academic Qualifications and Experience***

For appointment to this position, a candidate must have:

- (i) At least eight (8) years' relevant work experience three (3) of which should have been at supervisory level;
- (ii) Bachelor's degree in any of the following disciplines: Human Capital/Resource Management; Sociology; Anthropology; Industrial Relations; Personnel Management; Human Capital Development Business management/Business Administration Specializing with Human Resource Management or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines: Human Resource Management/Business Management or its equivalent qualification from a recognized institution;
- (iv) Membership to Institute of Human Resource Management or any other relevant professional body in good standing;
- (v) Certificate in a Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Demonstrated integrity, professional competence and management capabilities as reflected in work performance and results; and
- (vii) Fulfilled the requirement of Chapter six (6) of the Constitution.

### ***Skills and Competencies***

The following are some of the required skills and competencies:

- (i) Knowledge and applied professional understanding of the principles and practices of human resources management;
- (ii) Ability to develop, maintain, manage, and improve HR policies and successfully manage employer-employee relationships;
- (iii) Well-developed time management and organization skills to deliver results in a demanding environment;
- (iv) Clear verbal and written communication skills;
- (v) Exceptional interpersonal skills;
- (vi) Good analytical skills; and
- (vii) Proficiency in computer application skills.

Interested and qualified individuals should download the WRTI Application for Employment Form on the website, fill and forward the same enclosing copies of their academic and professional certificates, copy of ID card, detailed CV indicating work experience, current remuneration and employer, daytime telephone contact-both office and mobile, and names, addresses and emails of three (3) referees to the address below not later than 19<sup>th</sup> March 2024 at 4:30pm

**Director/CEO**  
Wildlife Research and Training Institute  
P.O Box 842-20117  
**Naivasha, Kenya**

Email: [recruitment@wrti.go.ke](mailto:recruitment@wrti.go.ke)

Short-listed candidates will be required to obtain and be in possession of the following documents at the interview stage: -

- Police Clearance Certificate.
- Tax Compliance Certificate from Kenya Revenue Authority.
- Clearance from Higher Education Loans Board (Where applicable).
- Clearance from Kenya Credit Reference Bureau.

**NB:** The Institute shall submit names of all shortlisted candidates to EACC for integrity verification as per the new guidelines hence submission of self-declaration form is not a mandatory requirement at this stage.

WRTI is an equal opportunity employer and is committed to implementing affirmative action. In this regard, youth, women, people living with disabilities and those from marginalized groups with requisite qualifications are encouraged to apply.

Applications without relevant qualifications, copies of documentation/details as sought for will not be considered. Any form of canvassing shall lead to automatic disqualification. Only short-listed candidates shall be contacted.