

**DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT, KASNEB GRADE 3 (1 POST) - HRM/CS/DDHRM/1/2026**

**(a) Job Specifications**

Reporting to the Director, Corporate Services, the Deputy Director, Human Resource Management will be responsible for:

- (i) Implementing the Human Resource Plan;
- (ii) Overseeing the Identification, designing and implementing training programs based on identified needs;
- (iii) Guiding the development and updating of the human resource database;
- (iv) Developing and reviewing Human Resource instruments;
- (v) Coordinating the implementation of recommendations from internal and external audits;
- (vi) Supervising the preparation of training projections and plans;
- (vii) Coordinating the administration of the payroll system;
- (viii) Ensuring preparation and compiling of staff deductions;
- (ix) Undertaking disciplinary process;
- (x) Organizing for team building activities;
- (xi) Developing a plan for the annual performance target setting for review by management;
- (xii) Coordinating staff welfare;
- (xiii) Overseeing the processing of staff travel clearance;
- (xiv) Providing secretarial services to the Human Resource Management Committee;
- (xv) Preparing and submitting statutory deductions;
- (xvi) Updating and mitigating the Human Resource risk register;
- (xvii) Filing statutory returns for compliance with the relevant applicable laws;
- (xviii) Payroll management;
- (xix) Administering of employee benefits and compensation; and
- (xx) Coordinating the implementation of decisions of Human Resource Committees on disciplinary cases.

**(b) Person Specifications**

For appointment to this grade an officer must have: -

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) of which should have been in the grade of Assistant Director, Human Resource Management or in a comparable position;
- (ii) Bachelors degree in Human Resource Management or any other relevant qualification from a recognised institution;

**OR**

Bachelors degree in any of the following disciplines: - Economics, Sociology, Business Administration, Public Administration, Commerce **Plus** a Post Graduate Diploma in Human Resource Management/Development or equivalent qualification from a recognized Institution;

- (iii) Master's degree in Human Resource Management, Public Administration;

- Business Administration; Business Management or any other relevant qualification from a recognised institution;
- (iv) Membership to Institute of Human Resource Management (IHRM) or a relevant professional body and in good standing;
  - (v) Certified Human Resource Professional or equivalent qualification from an accredited examination body;
  - (vi) Leadership Course Certificate lasting not less than four (4) weeks from a recognised institution;
  - (vii) Proficiency in computer applications; and
  - (viii) Shown merit and ability as reflected in work performance and results.

**(c) Key Competencies**

- (i) High level of Integrity and ability to maintain confidentiality with sensitive information;
- (ii) Good interpersonal and communication skills;
- (iii) Report writing skills;
- (iv) Strong situational analysis capability;
- (v) Attention to details and critical thinking;
- (vi) Innovation skills;
- (vii) Analytical skills;
- (viii) Digital literacy skills;
- (ix) Planning skills;
- (x) Team player

**Terms of service:** Permanent and pensionable.

**Basic salary range:** KSh. 140,600 x 12,900 – 192,200 x 16,700 – 259,000 = 8 increments