



# CHEMELIL SUGAR COMPANY LIMITED

## **JOB TITLE: HEAD OF HUMAN RESOURCE (1 post)**

Reports to: Managing Director

### **1. Job Purpose**

The job holder manages the Human Resource department and implements Human Resource policies and procedures to ensure the organization is resourced with professional, competent and motivated workforce to deliver its strategic objectives. This position also offers advisory services to management on HR matters and deal with all staff matters including recruitment & selection, placement, retention, training and development, discipline, administration of staff welfare and separation.

### **2. Key Responsibilities / Duties / Tasks**

- a) Review and recommend for approval updated human resource policies and procedures in compliance with the applicable legislative framework and best practice;
- b) Manage the recruitment and selection process to ensure that the Corporation is adequately resourced with the right caliber of staff;
- c) Supervise the monthly processing of the organizations payroll and ensure timely remittance of related statutory deductions in line with approved budgets;
- d) Supervise the administration of retirement Benefits Scheme and act as the Secretary to the Board of Trustees in line with the RBA regulations and the Trust Deed;
- e) Manage the employee and industrial relations for the organization to ensure employee and industrial harmony in the work place;
- f) Manage the staff disciplinary process and act as Secretary to the Disciplinary Committee in line with the Corporation's disciplinary policy;
- g) Coordinate timely implementation of all HR projects to ensure that project objectives are fully met;
- h) Manage the staff welfare programs in line with the set policy;
- i) Supervise the administration of Insurance for Staff and assets to ensure that adequate covers are obtained
- j) Ensure the department is adequately resourced by professional and competent staff including completing performance appraisals, personal development and succession plans effectively and foster a culture in which staff feel supported so as to deliver exceptional results
- k) Supervise the administration of staff benefits such as medical scheme, and leave benefits in line with the set policy;
- l) Oversee the management of the Company Schools;
- m) Coordinate preparation of the Human Resource Division budget;
- n) Authorization of expenditure as per set levels;
- o) Development of budget estimates;
- p) Cost control;
- q) Provides Oversight for all departmental physical assets;
- r) Make strategic, operational and financial decisions;
- s) Plan, assign work to the subordinates and monitor subordinates work performance;
- t) Appraise/evaluate subordinates performance;

u) Any other relevant work that may be assigned to the job holder from time to time;

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

**a) Academic/Professional Qualifications**

- i. Master's Degree in HR Management, Business Administration (MBA) or other relevant disciplines in social sciences.
- ii. Bachelor's Degree in Human Resources.
- iii. Membership to professional bodies.

**b) Previous relevant work experience required.**

- i. At least 7-8 years' relevant work experience with at least 3 years managerial position.

**c) Functional Skills: Behavioral Competencies/Attributes:**

- ii. A demonstrable ability to drive organizational value through the implementation of appropriate and diligent HR management practices.
- iii. Problem solving, analytical and orientation to detail skills.
- iv. Ability to make critical and timely decisions in a highly sensitive environment.
- v. Proficiency in office suite computer applications.
- vi. Appreciation of HR information and other relevant packages.
- vii. Leadership skills, Guidance and Counseling skills.
- viii. Excellent interpersonal, presentation, oral and written communication skills.
- ix. Have demonstrated personal integrity.
- x. Excellent relationship building skills.
- xi. Team player, understanding, compassionate and ability to mobilize efforts.

**4. Other Requirements:**

- i. A Certificate of Good Conduct from Criminal Investigations Department (CID).
- ii. A Clearance Certificate from the Higher Education Loans Boards (HELB).
- iii. A Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- iv. A Clearance Certificate by the Credit Reference Bureau (CRB).
- v. Clearance from the Ethics & Ant-Corruption Commission (EACC).

Applications with detailed CV indicating current position, qualifications, work experience, current and expected remuneration, copies of academic and professional certificates and testimonials, copy of national identity card, names of at least three (3) referees and day time telephone contact should be sent to the address below.

The envelope should be clearly marked **Ref. CHEMELIL SUGAR COMPANY LTD/HOHR/2018**. Applications should be received not later than **7<sup>th</sup> December 2018**. Only shortlisted candidates will be contacted.

**THE MANAGING DIRECTOR**

**CHEMELIL SUGAR COMPANY LIMITED**

**P.O. BOX 177 – 40107**

**MUHORONI**