



## KENYA METHODIST UNIVERSITY

### VACANCY FOR THE POSITION OF HUMAN RESOURCE OFFICER - ONE (1) POSITION (KeMU/HR/HRO/3/5/2022)

Kenya Methodist University (KeMU) is a chartered private Christian University whose vision is to be a world class University raising a generation of professionals and transformational leaders. The seat of the University is situated in Meru with campuses in Nairobi and Mombasa. We seek to appoint an innovative individual with demonstrated high standards of personal and professional integrity for the position of Human Resource Officer based in Meru.

Reporting to the Head of Human Resources - the person will be responsible for processing documentation and preparation of reports on staffing (Regular and Part-time), training, recruitment and other HR Metrics

#### **Duties and responsibilities**

- i. Assist in developing, updating and implementing Human resource policies and procedures.
- ii. Provide HR advice in accordance with current legislation, University policies and procedures and best practice.
- iii. Process documentation and preparation of reports relating to personnel activities such as staffing including part time, recruitment, training, grievances and Performance evaluations.
- iv. Track the performance management cycle, processes and ensure timely completion of performance appraisals.
- v. Processing of contract/resignation/termination/dismissal letters to employees
- vi. Preparation and submission of ad hoc and analytical reports to assist management in Decision Making.
- vii. Processing of data for administrative planning
- viii. Assist in payroll preparation by providing relevant data
- ix. Process part letters and ensure that they are fully signed for payments.
- x. Take minutes in human resource related committees in the university.

- xi. Provide front line support and advice on all people related issues, particularly discipline, grievance, performance and sickness.

### **Requirements**

- i. Bachelor's degree in human resource management.
- ii. Must be Certified Human Resource Profession 11 (CHRP 11)
- iii. Post graduate diploma/degree in Human Resources Management will be an added advantage.
- iv. Must be a member of the Institute of Human Resource Management (IHRM) in good standing.
- v. Experience in a busy Human Resources Department for a minimum of 6 years.
- vi. Computer literacy and efficiency in the use of Microsoft Office packages.
- vii. Good administrative and coordination skills
- viii. Ability to manage and sustain high-cost center performance, compliance and performance Standards.

### **How to apply:**

Interested candidates should submit three (3) hard copies and a soft copy of their application, accompanied by detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card or passport, and any other relevant testimonials.

1. Three hard copies marked as per the position should be sent to:  
The Vice Chancellor  
Kenya Methodist University  
P. O. Box 267 – 60200  
MERU, KENYA
2. An electronic copy in PDF format to the Vice Chancellor through email address [application-May2022@kemu.ac.ke](mailto:application-May2022@kemu.ac.ke)

To be received on or before **8th June 2022**. Only shortlisted candidates will be contacted.

### **Shortlisted candidates will be required to bring the following**

- i. Tax Compliance Certificate from Kenya Revenue Authority.

- ii. Higher Education Loans Board.
- iii. Ethics and Anti-Corruption Commission.
- iv. Credit Reference Bureau.
- v. Certificate of Good Conduct from Criminal Investigation Department.
- vi. Letters of recommendation (in sealed envelopes) from at least three persons familiar with the applicant's professional experience and general character one of whom must be the pastor of their local church.

All the positions above require individuals who are of high ethical standards, integrity, and professionalism.

**KeMU is an Equal Opportunity Employer.**