


MANAGER HUMAN RESOURCE MANAGEMENT

 <p>Insurance Regulatory Authority Bima Bora Iwaa Taifa IRA</p>	JOB TITLE	Manager Human Resource Management
	DIRECTORATE	Directorate of Corporate Services
	DEPARTMENT	Human Resource Management
	GRADE/LEVEL	IRA 4
	IMMEDIATE SUPERVISOR	Senior Manager, Human Resource Management

a) Job purpose

The position is responsible for planning, advising, directing human resources programs such as staff training and development, recruitment and selection, on boarding, reward management, performance management and employee health and safety

b) Job Specifications

Duties and responsibilities will entail:

I. Managerial / Supervisory Responsibilities

Coordinate and manage strategies, policies and procedures on Human Resource Management and General Administration and providing leadership in their implementation for effective and efficient service delivery;

- (i) Guide line manager and staff in the implementation of Human Resource strategies, policies and procedures.
- (ii) Provide secretariat services to the Human Resource Management Advisory Committee.
- (iii) Coordinating the preparation and absorption of Human Resource Management budgets
- (iv) Coordinate recruitment, selection, placement, succession planning and career progression policy and procedure guidelines.
- (v) Manage and coordinate training and development activities through the identification of staff training needs assessment and recommending relevant courses to develop staff capacity in conjunction with the Head of Departments and/or other external training bodies as required to facilitate capacity building.
- (vi) Manage and coordinate performance and career management programmes to improve individual and the organization's performance.
- (vii) Coordinate the Development and implementation of reward management and remuneration policies and strategies that attract, retain and motivate employees to higher productivity.
- (viii) Coordinate and supervise the development, management and maintenance of contracts, staff files and other employee records.
- (ix) Approve staff leave and office attendance management.

- (x) Coordinating the preparation of accurate and timely HR monthly and annual reporting.
- (xi) Ensure accurate and timely performance of payroll functions by supervising the input of payroll data, maintaining payroll records in compliance with legal requirements and policies and procedures.
- (xii) Manage and coordinate the implementation of HRM policies and guidelines and programs such as employee welfare, wellness, health and safety, staff incentive programmes and resolving industrial relations and discipline matters.
- (xiii) Coordinate staff and work performance in the Human Resource management to ensure efficient and effective service delivery.
- (xiv) Ex officio to the Pensions Scheme
- (xv) Authorize payroll and staff related expenditures to ensure timely payments of salaries and other benefits to employees;
- (xvi) Coordinate leave processing to create work life balance for all employees through scheduled time roster;
- (xvii) Process pension for retiring employees based on operating legislation to ensure continuity of lifestyle after retirement;
- (xviii) Seek for authority to recruit and select staff to match workload requirements with human capital;
- (xix) Perform orientation of staff, interns and students on attachment to familiarize them with the day to day operations of the school.
- (xx) Process staff training requests to facilitate acquisition of the right skills for the right job, build capacity and embrace the changing trends in technology;
- (xxi) Procure medical benefits and insurance to ensure the wellbeing of employees for continuity in productivity through good health; and
- (xxii) Execute compliance with statutory deductions in accordance with the laid down labour laws to avoid penalties.

II. Operational Responsibilities / Tasks

- (i) Undertake staff recruitment plans that ensure availability of requisite numbers and competencies to enable the organization achieve its organizational objectives.
- (ii) Undertake job analysis and advising on review of job descriptions
- (iii) monitor formulation maintenance of service contracts.
- (iv) Monitor human resources management budget.
- (v) Resolve staff grievances and disciplinary matters and maintaining harmonious labour relations.
- (vi) Manage payroll and staff related expenditures to ensure timely payments of salaries and other benefits to employees;

- (vii) Monitor leave to create work life balance for all employees through scheduled time roster;
- (viii) Process pension for retiring employees based on operating legislation to ensure continuity of lifestyle after retirement;
- (ix) Undertake recruit and select staff to match workload requirements with human capital;
- (x) Undertake orientation of staff, interns and students on attachment to familiarize them with the day to day operations of the school.
- (xi) Process staff training requests to facilitate acquisition of the right skills for the right job, build capacity and embrace the changing trends in technology;
- (xii) Procure medical benefits and insurance to ensure the wellbeing of employees for continuity in productivity through good health; and
- (xiii) Monitor compliance with statutory deductions in accordance with the laid down labour laws to avoid penalties.

c) Persons Specifications

- i. Master's degree in Human Resource Management ,Business Administration or its equivalent;
- ii. Bachelors degree in human resources management or business related field/social sciences;
- iii. Higher Diploma in Human Resources Management OR Certified Human Resource Management Professional (CHRMPK);
- iv. Minimum KCSE B or its equivalent;
- v. Membership to the Institute of Human Resources Management with a current practicing certificate;
- vi. At least nine (9) years of relevant work experience;
- vii. Management course lasting not less than 4 weeks; and
- viii. Meets the requirements of chapter six of the Constitution.

d) Competencies and skills

- (i) Strong communication and presentation skills
- (ii) Good mentorship and coaching skills
- (iii) Good analytical skills
- (iv) Problem solving
- (v) Professionalism
- (vi) Strong negotiation skills
- (vii) Leadership and supervision skills.