



## THE NATIONAL LAND COMMISSION

### ADVERTISEMENT

National Land Commission (NLC) is a Constitutional Commission established under Article 67 of the Constitution of Kenya, 2010 and operationalized by the National Land Commission (NLC) Act, 2012, the Land Act, 2012 and the Land Registration Act, 2012. The broad mandates of the Commission are inter-alia to; manage public land on behalf of the National & County Governments, recommend a National Land Policy to the National Government, advice the National Government on a Comprehensive program for the registration of title to Land throughout Kenya, conduct research related to land & the use of natural resources & make recommendations to appropriate authorities and initiate investigations on its own initiative or on a complaint into present or historical land injustices & recommend appropriate redress. Pursuant to Article 252 1(c) of the Constitution of Kenya and Section 22 of the NLC Act, which provides that the Commission shall have the power to appoint its own staff, the Commission invites applications from suitable candidates for the following vacant positions:

#### **1. HUMAN RESOURCE AND ADMINISTRATION DIRECTORATE**

**DIRECTOR HUMAN RESOURCE AND ADMINISTRATION, (GRADE NLC 2) -ONE (1)  
POST- JOB REF: NLC/HRA/1/2023**

#### **Terms of Appointment**

The appointment will be on a Five (5) years contract renewable subject to satisfactory performance

#### **Personal Emolument for the position of Director Human Resource and Administration;**

Basic Salary Scale	:	Kshs Min 200,000 – Max 350,000 Per month
House Allowance	:	Kshs. 80,000 Per month
Commuter Allowance	:	Kshs. 20,000 Per month
Entertainment Allowance	:	Kshs. 40,000 Per month
Leave Allowance	:	Kshs. 30,000 Per annum
Medical Cover	:	As provided by the Commission
Gratuity Rate	:	31% of annual basic pay for every year served.

## **Job purpose**

The overall purpose of this job is to provide strategic leadership and management oversight of all Human Resources and Administration Services to enable the Commission achieve its strategic objectives, corporate values and mandate as stipulated in article 67 of the Constitution of Kenya, 2010.

## **Duties and Responsibilities;**

1. Leads the design, development, implementation and evaluation of HR and Administration functional strategy to promote employee engagement and drive a high performance culture in line with the Commission's overall strategy.
2. Provides oversight in the translation of the strategic imperatives of the Directorate into achievable plans with established priorities and make periodic adjustments as required.
3. Contributes as a member of senior management in formulating corporate strategies, policies, plans and budgets and in monitoring the Commission's performance to achieve corporate objectives and targets.
4. Provide leadership in the development and implementation of human resource budget for efficient allocation of resources in line with the human resource strategy.
5. Guides in the preparation and implementation of Directorate work plans in line with the human resource strategy.
6. Leads in the development and implementation of leading practice strategies in talent development, talent Management and HR Operations that strengthen the Commission's people capabilities and feeds into the overall corporate strategy.
7. Leads in benchmarking to keep abreast on local and global HR and Administration best practices and make recommendations to the Chief Executive Officer on how these impacts the HR role.
8. Oversees the design, development and implementation of innovative HR strategies in Human Resource Directorate that are in line with the Commission's overall strategy.
9. Provides leadership in reviewing and assessing the effectiveness and efficiency of the Commission HR and Administration policies, procedures and processes and identify improvement opportunities.
10. Maintains awareness and knowledge of contemporary HR practices and provides suitable interpretation to management and staff.
11. Guides, coaches and equips senior management with skills and knowledge to enable them address diverse HR related issues within their Directorates and Departments.

12. Advises on appropriate Commission Secretariat's structures, business processes and job design to maximize commission's effectiveness.
13. Drives the process of acquiring, training and developing high calibre, skilled and well-motivated employees in the Commission capable of matching present and future operational and business requirements in line with the Commission's strategy.
14. Oversees the cascading of Commission's strategy into individual performance targets and presents annual performance evaluation outcomes and advice on appropriate interventions to senior management.
15. Leads in formulation of framework for a consistent and strategic approach to talent management processes including identification of top performers, career progression and succession planning.
16. Guides in formulation and implementation of a learning and development framework to support strategic objectives of the Commission.
17. Champions culture transformation initiatives in Commission to entrench and drive desired behaviours that bring to life the Commission's values amongst all Commission staff.
18. Advises senior management on employee communication strategies to maximize staff engagement and minimize conflict.
19. Oversees the development and monitors the implementation of policies and procedures on disciplinary processes, dispute handling and grievance management to support strategic objectives of the Commission.
20. Provides leadership in development and implementation of effective reward management strategies and remuneration policies that promote talent acquisition, retention, motivation and improved productivity.
21. Provides an oversight role in the management of the payroll in the Commission.
22. Leads in the development of strategies, policies and procedures for the effective management of H.R functions in the Commission, as provided for by the relevant laws pertaining to Human Resource Management.
23. Lead in formulation of a risk management framework in human resource management, to ensure appropriate strategies are developed and implemented to protect the Commission from the negative impact of risks associated with human resource management.
24. Drives the implementation of the staff performance management system.
25. Advises on staffing levels of the Commission.
26. Coach, mentor, guide and counsel staff to enhance productivity and succession management in the Commission.
27. Advises the Commission on general administrative issues and practices in the Commission.

28. Provides oversight in the development and implementation of Administration Services strategy and align it to the overall Commission strategic plan in order to provide timely service delivery to the Commission, in the areas of security management, transport, and office management, to support the delivery of efficient and effective service by the Commission.
29. Provides leadership in the Management of Commission facilities (Buildings, equipment's etc.) by planning and budgeting for maintenance for effective operation and service delivery.
30. Guides in the development and implementation of tools and processes that enhance efficiency in the delivery of transport services for the Commission, to enhance efficiency in the operations of the Commission through timely and quality provision of transport services.
31. Oversees office management services such as lease and fleet management to ensure delivery in a timely manner and with consideration to high quality standards to support the delivery of Commission services in an efficient way.
32. Provides leadership in planning and implementation of all capital projects for the Commission to ensure proper allocation and utilization of resources.
33. Provides oversight role in the performance of outsourced services such as cleaning, security, catering, etc to ensure that there is value for money.
34. Manages Commission administration services funds and resources to ensure prudent use of the resources and to garner the trust of stakeholders in the ability of the Commission to deliver on its mandate.
35. Provides leadership in the development, implementation and management of the health and safety matters as per the provisions of Occupational Health and Safety Act (OSHA) regulations, WIBA Act, Directorate of Safety and Health (DOSHS) guidelines and National Road Safety Measures for safety of staff in the Commission.
36. Guides in the interpretation and implementation of the provisions of the Kenya National Archives and Documentation Services Act, Cap 19 on records management in the Commission
37. Provides leadership in the management of the outsourced services for the staff medical insurance cover, Group Life Assurance and Group Personal Accident Cover for efficient service delivery and value for money.
38. Secretary to the Human Resource & Administration Committee (HRAC) of the Commission.

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

**Academic Qualifications;**

1. Master's degree in Human Resource Management, Personnel Management, Public Administration, Social Sciences or its equivalent qualification from a recognized institution
2. Bachelor's degree in Human Resource Management, Personnel Management, Public Administration, Social Sciences or its equivalent qualification from a recognized institution.

**Professional Qualifications / Membership to professional bodies;**

1. Postgraduate Diploma in any of the following disciplines: Human Resource Management, Human Resource Development or Industrial Relations or equivalent qualification from a recognised institution;
2. Certified Human Resource Professional (CHRP-K).
3. Current Practicing Certificate of the Institute of Human Resource Management
4. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks

**Previous relevant work experience required.**

Must have served for fifteen (15) years of service, five (5) of which should be in a comparable position from a reputable organization

**Applicants must possess level of knowledge and skills in the following areas;**

1. Knowledge of Kenya Labour Laws and other related HR legislations.
2. Counselling Skills
3. Presentation Skills
4. Leadership skills
5. Communication skills
6. Problem solving skills
7. Knowledge of HR metrics
8. Planning skills.

### **MODE OF APPLICATION:**

- i. Candidates should attach all documents to the application form (download from the website).
- ii. Details of academic and professional certificates not obtained by closure of the advert should not be included,
- iii. Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificates, transcripts and testimonials during interviews.
- iv. Please note that it is a criminal offence to present fake certificates.

#### **If you possess or meet the above qualifications, please send;**

- i. Your application letter together with detailed Curriculum Vitae including names of three referees and their full contacts (Name, post office box number, email address, and telephone/mobile phone contact)
- ii. Copies of academic certificates and testimonials:

Applicants are advised to visit our [website www.landcommission.go.ke](http://www.landcommission.go.ke) for instructions on how to apply. Applicants **MUST apply both online and submit hard copies** of their applications.

In case you do not hear from us, please consider your application as unsuccessful.

Please note that canvassing for this position will lead to automatic disqualification.

All applicants must meet the requirements of Chapter Six (6) of the Constitution of Kenya.

**The National Land Commission is an equal opportunity employer; women, people from marginalized areas and Persons living with disabilities are encouraged to apply.**

All hardcopy applications should be submitted to:

**THE SECRETARY/CEO**

**NATIONAL LAND COMMISSION**

**316 UPPERHILL CHAMBERS**

**20<sup>TH</sup> FLOOR**

**P.O BOX 44417-00100, NAIROBI.**

The applications should reach the office of the Secretary/ CEO, National Land Commission **on or before 18<sup>th</sup> September 2023 by 5.00pm.**