



NATIONAL LAND COMMISSION

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P.O BOX 44417-00100
NAIROBI

CALL FOR APPLICATIONS FOR THE ADVERTISED VACANT POSITIONS

National Land Commission (NLC) is an Independent 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, advise the National Government on a Comprehensive program for the registration of 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 2010 and National Land Commission Act of 2012 section 22 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

(a) Human Resource Officer-(Grade NLC 7) – One (1) Post

Terms of Appointment

The appointment will be on a Permanent and Pensionable terms.

Personal Emolument for the position of Human Resource Officer

Basic Salary Scale	:	Kshs Min 40,000 – Max 70,000 Per month
House Allowance	:	Kshs. 16,500 Per month
Commuter Allowance	:	Kshs. 10,000 Per month
Leave Allowance	:	Kshs. 15,000 Per annum
Medical Cover	:	As provided by the Commission

Job purpose:

The purpose of the job is to provide support in the implementation of human resource strategies, policies and procedures to promote employee engagement and drive a high performance culture in line with the Commission's overall strategy.

Duties and Responsibilities:

1. Provide support in implementation of Human Resource policies and procedures in line with the Human Resource strategy.
2. Manage staff leave module in the Human Resource Information System in accordance with Government regulations and relevant Commission policies.
3. Analyse and provide advisory on utilization of staff medical cover.
4. Compile and submit Human Resource reports to authorized recipient.
5. Oversee timely processing of staff medical cards for easy access to medical facilities.
6. Initiate introductions of new members to the Commission medical scheme.
7. Coordinate timely processing of employees' last benefit expenses regarding to loss of dependent(s) or self.
8. Coordinate provision of relevant and requisite documents on the Commission Group Personal Accident cover, Group Life Assurance and the Work Injury and Benefits.
9. Organize staff training programs.
10. Administer benefits programs such as medical/insurance reimbursement program, vacation, sick leave, leave of absence, and employee assistance.
11. Supervise the performances of Assistant Human Resource Officers.
12. Provide support in implementation of Human Resource policies and procedures in line with the Human Resource strategy.
13. Collect and collate training needs in conjunction with Senior Human Resources Officer.
14. Attend to both internal and external clients on matters regarding recruitment and training.

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

Bachelor of Commerce (Human Resource Management option), Bachelor of Business Management (Human Resource Management option), Bachelor of Business Administration (Human Resource Management option), Bachelor of Science in Human Resource Management or equivalent qualifications from a recognized institution.

Professional Qualifications / Membership to professional bodies;

1. Diploma in any of the following disciplines: Human Resource Management, Human Resource Development or Industrial Relations, or its equivalent qualification from a recognized institution
2. Member of the Institute of Human Resource Management (IHRM).

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

1. Knowledge of relevant HR legislations.
2. Presentation skills
3. Communication skills
4. Interpersonal skills
5. Problem solving skills

MODE OF APPLICATION:

1. Job applicants should attach all requisite academic and professional certificates to the application form which is to be downloaded from the Commission website.
2. Details of academic and professional certificates not obtained by closure of the advert will not be accepted.
3. Shortlisted candidates shall be required to produce originals of their National Identity card, academic & professional certificates, transcripts and testimonials during interviews. Please note that it's a criminal offence to present unauthentic certificates.

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

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 day time telephone/mobile phone contacts)

Visit our **website www.landcommission.go.ke** for instructions on how to apply and to download employment application form. Applicants **MUST apply both online and submit hard copies** of their application.

In case you do not hear from us, please consider yourself unsuccessful.

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

Note:

Upon granting an offer of employment, a successful candidate **MUST** present and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing copies of the following documents;

1. A valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
2. A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI).
3. A valid Clearance Certificate from the Higher Education Loans Board (HELB).
4. A valid Clearance Certificate from an approved Credit Reference Bureau (CRB).
5. A valid Clearance form from the Ethics and Anti-Corruption Commission (EACC).

Applications should reach the office of the Secretary/CEO, National Land Commission by **18th October, 2022 on/or before 5.00pm.**

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 application should be submitted to:

***The Secretary/CEO
National Land Commission
2nd Ngong Road Avenue,
316 UpperHill Chambers Building,
19th Floor, P.O Box 44417-00100,
NAIROBI.***