



**5. Deputy Director, Human Resource and Administration (FCA 3) – NIFC/DDHR&A/
5/2025**

a) Job Specifications

This is the senior most position in this cadre and the holder reports to Director, Corporate Services. The Holder shall be the head of the department and shall oversee all the operations of the department and the divisions therein.

b) Job Descriptions

The following are the duties and responsibilities: -

- (i) Provide guidance in the development, interpretation, implementation and review of human resource management and administration policies, standards and guidelines;
- (ii) Ensure implementation of Terms and Conditions of service for the Authority; coordinating organizational development and job reviews;
- (iii) Manage staff recruitment, promotion, discipline and capacity building; developing, reviewing and coordinating implementation of welfare and other incentive schemes for the Authority;
- (iv) Monitor the implementation of performance management systems; analysing the staffing levels in the Authority and recommending proposals for succession planning and proper deployment;
- (v) Coordinate the development and implementation of grievance handling mechanisms;
- (vi) Ensure adoption of best practices in the management of human resource function;
- (vii) Champion change management programmes in the Authority;
- (viii) Monitor and evaluate the effectiveness of training and development programmes; and
- (ix) Oversee the formulation and implementation of efficient Performance Management Systems.

c) Person Specifications

For appointment to this grade, an officer must have: -

- (i) Bachelor's degree in human resource management or any other relevant qualification from a recognized institution;



- (ii) Master's degree in any of the following disciplines: Human Resource Management, Administration, Business Administration or any other relevant qualification from recognized institution;
- (iii) Diploma in Human Resource Management from a recognized institution;
- (iv) At least ten (10) years relevant work experience;
- (v) At least four (4) years' experience in management;
- (vi) Management Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Membership with Institute of Human Resource Management (IHRM);
- (viii) Proficiency Certificate in computer applications;
- (ix) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya.

d) Key Competencies and skills

- (i) Strategic leadership;
- (ii) Strong organization and interpersonal skill;
- (iii) Mentoring, coaching and leadership skills;
- (iv) Professionalism;
- (v) Ethical and integrity;
- (vi) Policy development;
- (vii) Team leadership;
- (viii) Problem solving;
- (ix) Management skills; and
- (x) Communication skills.

e) Terms of Service

Contract for (5) five years renewable, subject to performance and retirement age.



How to Apply:

Applicants whose background and competencies match the above specifications are invited to apply for the positions by submitting a cover letter, detailed curriculum vitae (CV), a copy of their National Identity Card, copies of academic and professional certificates, and transcripts and other relevant testimonials either via email to recruitment@nifca.go.ke addressed to:

**Chief Executive Officer
Nairobi International Financial Centre Authority
The National Treasury Building
10th Floor, Room 1015
P. O Box 30007-00100
Nairobi, Kenya**

Please note:

- Applications must be received by Wednesday 25th February 2025 at 5 pm (East African Time).
- No hard copy applications will be accepted
- Only shortlisted candidates shall be contacted

The Nairobi international Financial Centre Authority is an equal opportunity employer. Female candidates and persons living with disability are encouraged to apply. Any form of canvassing will lead to automatic disqualification.