

CURRICULUM VITAE

JOYCE ATEMA LISANZA

DATE OF BIRTH: 1972 MARITAL STATUS: MARRIED
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Profile

An accomplished, talented, proficient and industrious Human Capital Management Specialist with over 10 years experience in people management, performance management, succession planning, talent management, human resources analytics and metrics, human resource process audits, compensation management, training and development. Currently in charge of Human Resource Management and Administration at the National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA) after having worked with the Kenya Institute for Public Policy Research and Analysis (KIPPRA), a Government agency in charge of research, policy formulation and review on all the sectors of the economy. As a seasoned human resource manager, I have invaluable experience in overseeing employee resourcing, induction and orientation, human capital planning, talent management based on the best industry practice, compensation management, training and development, change management, policy development and implementation, disciplinary management, implementation of departmental strategic plan, contact person for all human resource related matters, conflict management among employees, regular updates to management on labour laws and any new developments in the industry. In my professional work, I work towards putting my competence, skills and qualifications in use and exceeding the set objectives to meet the changing market dynamics to the satisfaction of my employer.

I pride in organization skills, self motivation, strong coordination and interpersonal skills. A keen listener with excellent oral and communication skills able to work under intense pressure and motivate the team members towards achieving the results.

Key Competencies

1. Proven experience in human capital management in recruitment, talent management, training and development, retention and succession planning
2. Proven experience in the application of labour laws in the country including leave administration, discipline management, employee engagements and labour relations
3. Demonstrated skills and experience in the development of organizational strategic plan and implementation of HR strategic plan aligned to the organization.
4. Demonstrated experience in the development of departmental budgets and implementation of the same.
5. Proven ability in handling employee conflicts and employee counseling
6. Proven experience in organizational re-structuring, salary grading, human resource policies development and implementation, rewards and recognition management, compensation management, talent management and employee retention.
7. Champion in fostering a conducive working environment through inclusiveness and involvement in order to create team synergy.
8. As a Secretary to the Human Resource Committee of the Board, ability to implement and follow up on Board resolutions and submit clear and precise reports to the Board for information.

9. Proven experience in the analysis of training needs for employees, development of training programme and implementation of the same.
10. Ability to assess effectiveness of training offered to employees through development of a training monitoring mechanism.
11. Ability to make sound decisions
12. Ability to use computer packages and softwares such as human resource modules in ERP, power point, excel and outlook.
13. Proven ability in organizational restructuring and change management.

Special Projects/Assignments

- Team Leader – Review of Organizational Structure, Staff Establishment, Career Progress Manual, Human Resource Management Policies and Procedures (NACADA)
- Secretary, Board Human Resource Committee (NACADA)
- Secretary, Human Resource Management Advisory Committee (NACADA)
- Member, Performance Management Committee (NACADA)
- Secretary, Board Human Resource Committee (KIPPRA)
- Secretary, Human Resource Management Advisory Committee (KIPPRA)
- Secretary, Health and Safety Committee of ASK
- Member, ISO Steering Committee, LAPFUND
- Team Leader, Result Based Management - Rapid Results Initiative (LAPFUND)
- Member, Standing Committee of the East and Central Africa Social Security Association (ECASSA)
- Member, Rise and Learn Mentorship Programme
- Member, Friends Church Schools Education Commission
- Member – Friends Church Human Resource Committee

Working Experience

12th June 2017 to Date

Human Resources and Administration Manager

National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA)

Key Responsibilities

1. Develop, review and implement Staff Establishment, Career progression and Human Resource Policies and Procedures Manual
2. Develop, review and implement performance Management Tool for effective assessment of employee performance
3. Monitor and comply with the staffing levels the organizational structure
4. Develop and monitor implementation of Human Resource Plans
5. Prepare and monitor implementation of HR departmental budget
6. Develop, implement and review grading and salary structures of the organization for equitable employee compensation
7. Carry out Training Needs Assessment and Skills Gap Analysis to determine employee training needs and implement
8. Secretary, management meetings and Human Resource Advisory Committee
9. Compliance with the labour laws, Employment Act, 2007 and Constitution of Kenya, 2010
10. Overseeing administration roles such as employee welfare, working conditions, insurance, fleet management, office cleaning, medical cover, security and other administrative roles.
11. Reviewing and promoting employees due for promotion
12. Safe custody of employee files and data.

September 2015 to 4th June 2017

Human Resources and Administration Manager

Kenya Institute for Public Policy Research and Analysis (KIPPRA)

Key Responsibilities and Achievements

1. Reviewed and revised the Performance Management Tool for effective use by employees
2. Reviewed and implemented the organizational structure
3. Revised the human resource and procedures manual
4. Established a records management unit
5. Aligned organizational structures to the labour laws and regulations in the country
6. Revised salary grades and promoted employees due for promotion
7. Developed and implemented training and development programs for employees
8. Developed a calendar of events for the Board Human Resource Committee
9. Oversaw the implementation of Human Resource Module in ERP
10. Spearheaded employee performance management review and recognition

February 2014 – August 2015

Human Resources Manager

Agricultural Society of Kenya (ASK)

Key Responsibilities

1. Advising management on employee remuneration and compensation based on the best industry practices
2. Review of departmental objectives and strategies in place to incorporate emerging trends;
3. Recruitment and retention of competent staff, induction and placement;
4. Development and implementation of Human Resource Departmental budget
5. Development and regular review of human resource policies and procedures in line with labour laws
6. Development of a training programme for the organization for employee training and development needs and continuous review of implementation.
7. Overseeing the disciplinary processes and procedures within the organization
8. Regularly advising management on changes affecting staff in line with labour laws.
9. Management of employee performance appraisal system for optimum performance
10. Overseeing employee welfare through provision of medical cover, group accident cover and clean working environment;

March 2011 – January 2014

Human Resource & Administration Manager

Local Authorities Provident Fund (LAPFUND)

1. Oversaw the establishment of a fully fledged Human Resource Department
2. Secretary to the Human Resource Committee of LAPFUND
3. Review and development of the Organizational Structure in line with market trends
4. Review and development of Human Resource Policies and procedures
5. Organization of Board and employee retreats, trainings and seminars
6. Management of the Human Resource Information Module within the ERP system of the organization.
7. Recruitment and retention of key competent employees
8. Development of annual training programme for the organization
9. Development and implementation of the Human Resource Departmental budget
10. In charge of administration of transport, office utilities, insurance and working environment.

April 2009 – February 2011

Personal Assistant to the CEO/Human Resource & Administration Officer

Local Authorities Provident Fund

1. Overall management of the CEO's office - diary, visitors, correspondences and calls.
2. Overseeing human resource matters
3. Overseeing the provision of office utilities, transport, employee welfare and medical cover
4. In charge of all employee records
5. Actively involved in recruitment and retention of competent employees
6. Development of Human Resource Policies and Procedures
7. Review and development of organizational structure
8. Establishment of Performance Management system
9. Overseeing disciplinary matters of the organization
10. In charge of employee leave planning and management

Sept. 1997 – March 2009

Personal Assistant to the Chief Executive Officer

Local Authorities Provident Fund

1. Overall management of the CEO's office - diary, visitors, correspondences and calls.
2. Overseeing human resource matters
3. Administrative functions of providing office utilities, transport, employee welfare, medical cover and maintenance of working environment.

July 1995 – Aug. 1997

Shorthand Typist

Local Authorities Provident Fund

1. Handling of incoming and outgoing mail
2. Maintaining the filing system
3. Keeping an up to date appointment book
4. Taking dictation from the the CEO
5. Responding to incoming calls and visitors

June 1994 – June 1995

African Academy of Sciences - Academy Science Publishers Department

Secretary to the Publishing Manager – On Contract

1. Handling of incoming and outgoing mail
2. Maintaining the filing system
3. Keeping an up to date appointment book
4. Working on manuscripts – acknowledging, scanning and typesetting.
5. Drafting routine correspondences for signature as assigned by the Manager.

March 1993 – May 1994

Dafina Institute/Consultants/Agency

Secretary to the Principal Officer

Jan. – June 1991

United Nations Environment Programme (UNEP)

Documents Reproduction Department

Clerical Officer – Contractual

Academic/Professional Qualifications

- | | |
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| 1. Certified Human Resource Professional | - College of Human Resources Professional Exams Body (CHRPEB) (2018) |
| 2. MBA (Corporate Management) | - KCA University (2014) |
| 3. Bachelor of Commerce (Human Resource Option) | - KCA University (2011) |
| 4. Diploma in Human Resource Management | - Kenya Institute of Management (2007) |
| 5. CPS (Part One) | - KASNEB (2011) |
| 6. Kenya Certificate of Secondary Education | - C- (Arap Moi Girls) (1990) |

Courses/Seminars Attended

- Re-organization and Change Management Workshop
- Business Strategy Planning, Goal Setting & Measurement of Performance
- Auditing of HR Processes Seminar
- 5-Day Corporate Governance Course for Directors
- Management of Meetings, Effective Minutes Writing and Follow-Up for Action
- Social Security Summer School
- Transformational Leadership and Strategic Risk Management

Interests

Singing, reading, travelling and making friends.

Referees

Dr. Dickson Khainga

Former CEO, KIPPRA

Senior Economist/Consultant

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Mr. John Waka

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