

JD 005 MANAGER – HUMAN RESOURCE DEVELOPMENT

Job Title:	Manager, Human Resources
Grade:	KS 4
Ministry /Corporation:	Kenya Bureau of Standards
Directorate/Division:	Human Resource and Administration
Department:	Human Resources
Section / Unit:	Training Section
Location / Workstation:	KEBS Head Office - Popo Road, Off Mombasa Road
Reporting Relationships	
Reports to:	Head of Human Resource
Direct reports:	Human Resource Officers
Indirect Reports:	N/A
Job Purpose	
The job holder manages, coordinates, directs, supervises and controls the activities of the Staff Training and development to enhance organizational competencies.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Manage performance in the section. b) Manage evaluation of effectiveness of training to establish the impact on the job. c) Manage Career Development to ensure a professional work force is maintained in the organization. d) Manage and coordinates induction programs for new employees to familiarize themselves with the organization as they settle on their job. e) Participate in development of the Department's Work plan and budget; f) Prepare monthly, quarterly and annual sectional reports g) Mentor and coach staff h) Participate in the implementation of the performance management system in the section i) Participate in departmental meetings j) Participate in committee meetings as appropriate. 	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Coordinate design and development of the Annual Corporate Training and Development Plan to enhance staff and organizational performance. b) Co-ordinate industrial attachment training for KEBS staff and employees from other institutions for benchmarking purposes for best practices. c) Participate in the development and implementation of Human Resource strategic plans, policies and procedures related to Human Resource Management and Development to address human resource issues. d) Coordinating recruitment process in order to attract applicants to fill a vacant position within the approved establishment; e) Managing staff reward schemes to ensure that rewards are competitive, and staff remain motivated; f) Managing records to ensure the confidentiality, integrity and availability of information; g) Participating in the implementation of the performance management system in the department; h) Coordinating Succession Planning to ensure business continuity for critical positions in the organization; i) Participating in workforce rationalization for utilization of core competencies to enhance organizational performance; j) Coordinating staff exits to ensure that the separation and clearance from the organization; k) Inducting the new employees on Human Resource policies for on boarding; l) Liaising with external bodies on personnel/ staff matters for information and decision 	

making; m) Handling staff complaints related to career progression and rewards; n) Ensuring compliance with statutory obligations related to health & safety, HIV/AIDS, Alcohol and Drug Substance Abuse, Gender and Disability Mainstreaming and other requirement in working environment; o) Facilitate knowledge management to enhance individual and organizational performance.	
Job Dimensions:	
I. Financial Responsibility:	
a) Development of budgets b) Monitors budgets c) Approve petty cash development	
II. Responsibility for Physical Assets	
d) Responsible for physical assets assigned by the institution. e) Provides oversight for the physical assets in the Section.	
III. Decision Making:	
f) Make decisions using standard operating standards. g) Plans the work of subordinates h) Assigns work to subordinates i) Monitor subordinates work performance j) Appraises/evaluates subordinates' performance	
IV. Working Conditions:	
Works predominantly within the office.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
a) Bachelor's degree in Human Resource Management/ Social Science with Post Graduate Diploma in Human Resource, b) Relevant Master's Degree.	
Professional Qualifications / Membership to professional bodies	
a) Institute of Human Resource Management membership and in good standing, b) Human Resource Management Certificate of Practice. c) Management Course lasting not less than four (4) weeks from a recognized institution; d) Relevant management systems auditor/assessor. e) Fulfilment of chapter six of the constitution of Kenya.	
Previous relevant work experience required.	
At least eight (8) years relevant work out of which (3) years' experience in a supervisory capacity.	
Need to know:	Attributes:
a) Analytical skills b) Corporate governance c) Quality Management Systems d) Professional interview techniques e) HRM Information system f) Organisational skills g) Computer proficient h) Knowledge of labour laws & Industrial relations i) Strategic management j) Talent management models k) Change Management l) Training Needs Assessment	a) Interpersonal skills b) Time management c) Communication skills d) Team player e) Leadership skills f) Negotiation skills g) Work under pressure h) Counselling Skills, i) Conflict resolutions j) Emotional intelligence k) Confidentiality l) Integrity.