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|  |  | **GILBERT OLUOCH NYANDIGA** |  |  |

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Current Location: Nairobi (Kenya)

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| HUMAN RESOURCE LEADER | HR DIRECTOR    *Creating work environments for excellence* | |
| ***DEMONSTRATED COMPETENCIES***  *Mentorship and Leadership*  *Negotiations*  *Industrial relations*  *Talent Procurement & Management Succession Planning*  *Compensation & Benefits*  *Performance Management*  *Rewards & Recognition*  *Business Partnering*  *Organizational Job Analysis*  *HR Transformation*  *Change Management*  *HRMS / HRIS (ERP)*  *Legislative Compliances*  *Learning & Development*  *Disciplinary controls*  ***MEMBERSHIP****.*  *Full-fledged member of Institute of Human Resources Management.*  *2016-2019: A member of IHRM National Council*  *2016-2019: Chairman of the Disciplinary committee of the IHRM*  ***EDUCATION***  *2009 – 2011:*  ***MBA(Human Resource Management)***  *from the University of Nairobi*  *2002 – 2006:*  ***Bachelor of Arts Degree in Human Resource Management***  *from Kenyatta University*    *.* | | *Result oriented HR Professional with wide experience in strategic business partnering with the business. As an agent of change agent, I have successfully lead the HR interventions in both public and the private sector– Agribusiness, Medical research (Health Sector) the County Government and the National Government that has created value for the organizations*  **CAREER SUMMARY:**  **CAREER HISTORY**  **PUBLIC SERVICE COMMISSION January 2018-till date**  *PSC is the lead service commission in the provision of management and development of competent human resource in the entire public service.*  **Deputy Director- and Head of Human Resource Management & Development**     * coordinating development of human resource management and development strategies, policies, and procedures; * managing the functions of disciplinary control and hearing and determination of appeals in respect of County Governments; * managing the function of recruitment and selection undertaken by the Commission as well as under delegated authority; * analyzing the human resource management and development reports from ministries, departments and agencies for Commission’s decisions; * coordinating implementation of the performance management systems in the Public service; * monitoring implementation of succession management strategies; * participating in research on human resource management and development trends and best practices on knowledge management; * liaising with stakeholders on labour and industrial relations issues in the Public Service; * preparing board papers, briefs, agenda and minutes related to various human resource management and development functions for committees   **COUNTY GOVERNMENT OF MIGORI** January 2014- Dec 2017  *One of the 47 devolved units of the Kenyan Government whose core business is efficient and effective service delivery to the public with 3200 employees*  **Director - Human Resources Management**   * Effectively implemented disciplinary procedures in the public service, ensuring compliance with the Governments Code of Regulations and Disciplinary Manual * Developed and implemented several operational Human Resource policies and strategies * Advise the County Government in decision making on all matters pertaining to Human resource management and strategies * Issue of Administrative guidelines on interpretation and implementation of Labour laws and other human resource related statutes. * Managed the recruitment process and analysis the training needs of the entire work force. * Implemented staff training and staff development programs * Put in place an appropriate Performance management systems and managing of performance contracts * Handles the preparation of the annual budgets for Human Resource and oversee their implementation and control * Facilitating the development of coherent, integrated Human resource planning and budgeting for personnel emoluments in the county * Implementation of the training and onboarding process to increase employee effectiveness | |
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**KEMRI / Walter Reed Project April 2009 to Jan 2014**

*KEMRI / Walter Reed Project is a Medical Research Institution conducting clinical trials and disease prevention programs with a presence in over 15 countries across the world. Headquartered in Washington DC USA, and Country headquarters in Nairobi Kenya KEMRI / WRP has over 700 employees in Kenya.*

**Human Resources Manager**

* Provide front line coaching and support to all staff and management on all HR related matters including, reward, talent management, employee relations. Performance management, team and individual development etc.
* Work closely with managers to deliver and improve individual performance.
* Ensure timely recruitment and selection of best candidates for the roles.
* Support new hires and internal transfers as regards relocation, immigration, rewards & benefits activities and induction.
* Facilitate the staff mobility process for all staff transfers.
* Manage accurate and timely payroll set-up and input process.
* Co-ordinate key Reward activities such as annual salary reviews, performance bonuses, and awards.
* Administer, monitor and evaluate the provision of employee benefits and act as first line of support to all employees for any enquiries.
* Co-ordinate key Talent activities such as training needs analysis (TNA) and coordination of development programs where needed
* Identify the development solutions that meet the training needs and ensure training needs are met in line with the TNA.
* Support Organizational Development initiatives as needed.
* Ensure compliance with legislation and organizational policies and procedures.
* Talent Management and Human Resource Strategy
* Champion talent management mindset across the organization. Advise line managers on practices to ensure effective supervision and motivation of staff
* Provide HR related input to strategies, plans and processes
* Keep track of progressive HRM trends and advise management.
* Act as a change management agent
* Anticipate talent needs and develop succession plans

**DOMINION FARMS LIMITED June 2005 to March 2009**

*Dominion Farms Limited is an Agribusiness American Private Company established in Siaya County Specializing in large scale production of irrigation rice in Yala swamp Country headquarters in Siaya with a total workforce of 420 employees.*

**Human Resources Manager**

* Responsible for talent and reward management.
* Coordinates organizational training programs, employees growth and management development programs
* Responsible for employee succession planning career planning and retention strategies
* The organizations HR strategist and advisor on people and culture management
* Responsible for HR procurement from recruitment, selection, interviewing, placement and orientation of new staff.
* Formulation and development of HR policies and strategies as a business partner.
* Providing leadership on operational and strategic HR functions of the organization
* Performance management functions including coordinating performance appraisals for all departments
* Facilitating employee relations and welfare activities at the unit level.
* Analyzed statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organizations personnel policies and practices.
* Analyzing training needs to design employee development and health safety programs.

**SONY SUGAR OUTGROWERS COMPANY** April 1994 to May 2005

Sony Sugar Outgrowers Company is an organization dealing in the promotion sugar cane growing and manufacturing of white sugar. Headquartered in Awendo Migori County

**Administration/ HR Assistant**

* I Introduced and administered an effective appraisal system for both unionized and management staff
* Handled recruitment and selections
* Maintained employee records and bio-data
* Handled occupational health and safety of workers and work places
* Administered staff compensation, benefits and welfare.
* Facilitating employee separation and disciplinary matters.
* Carried out training needs and facilitated staff training
* Arranged and carried out monthly farmers training and farmers educational programs

**PREVIOUS ASSIGNMENTS**

March 1992 - April 1994: **Pe-hill high school** as Untrained Class room Teacher

**REFERENCES**

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| **Ms. Joyce Winnie Opondo**  Director Cooperate Affairs  Kibos Sugar & Allies Industries  Tel. +254 70790900 | **Dr. Alice A. Otwala**  Vice Chair  National Police Service Commission  +254 729990982 | **Mr. Peter Odundo**  Regional Financial Analyst  HJF MRI  [podundo@gmail.com](mailto:podundo@gmail.com)  Tel: +254 72251149 |