**JD 005 MANAGER – HUMAN RESOURCE DEVELOPMENT**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Manager, Human Resources</th>
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<tbody>
<tr>
<td>Grade:</td>
<td>KS 4</td>
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<tr>
<td>Ministry /Corporation:</td>
<td>Kenya Bureau of Standards</td>
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<tr>
<td>Directorate/Division:</td>
<td>Human Resource and Administration</td>
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<td>Department:</td>
<td>Human Resources</td>
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<tr>
<td>Section / Unit:</td>
<td>Training Section</td>
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<tr>
<td>Location / Workstation:</td>
<td>KEBS Head Office - Popo Road, Off Mombasa Road</td>
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**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

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

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,
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:
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a) Analytical skills | a) Interpersonal skills
b) Corporate governance | b) Time management
c) Quality Management Systems | c) Communication skills
d) Professional interview techniques | d) Team player
e) HRM Information system | e) Leadership skills
f) Organisational skills | f) Negotiation skills
g) Computer proficient | g) Work under pressure
h) Knowledge of labour laws & Industrial relations | h) Counselling Skills,
i) Strategic management | i) Conflict resolutions
j) Talent management models | j) Emotional intelligence
k) Change Management | k) Confidentiality
l) Training Needs Assessment | l) Integrity.