### JD 003 MANAGER - HUMAN RESOURCE AND ADMINISTRATION

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Manager - Human Resource Administration (Coast Region)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grade:</strong></td>
<td>KS 4</td>
</tr>
<tr>
<td><strong>Ministry /Corporation:</strong></td>
<td>Kenya Bureau of Standards</td>
</tr>
<tr>
<td><strong>Directorate:</strong></td>
<td>Quality Assurance and Inspection</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td>Human Resources</td>
</tr>
<tr>
<td><strong>Location / Workstation:</strong></td>
<td>KEBS Coast Region</td>
</tr>
</tbody>
</table>

#### Reporting Relationships

- **Reports to:** Regional Manager - Coast

#### Job Purpose

The job holder manages, coordinates and provides general administrative and Human resource services, asset management, and supervision of support services for the KEBS Regional office to achieve KEBS Strategic objectives as guided by the establishment, budgets and Human Resources Policy and procedures.

#### Key Responsibilities / Duties / Tasks

**I. Managerial / Supervisory Responsibilities**

- b) Provide technical advice to the Regional Manager, the Coast region’s management team and staff on Human Resources policy issues and regulatory framework.
- c) coordinates staff training and development process in the region to enhance the staff competencies and maintain records.
- d) Coordinates Succession Planning in the coast region ensure business continuity for critical positions in the organization.
- e) Coordinates staff exit process to ensure separation and clearance in the region.
- f) Develop, review and monitor the Human Resources Budget.
- g) Controls the movement of assets in and out of one office to another by maintaining a movement asset register to enable traceability to them.
- h) Monitor performance through score card, by doing monthly evaluations and prepares monthly report in order to identify any need for corrective action. In addition, supervises and monitors the driver’s performance.
- i) Evaluates the contracted services quarterly and yearly by filling the evaluation forms for service satisfaction and improvement.
- j) Prepares the departmental budget and performance reports.
- k) Participates in preparation of the human resource & administration procurement work plans.

**II. Operational Responsibilities / Tasks**

- a) Maintain Employee relations within the region for harmonious work relations.
- b) Prepares leave schedules and computations through the yearly projections.
- c) Identifies the training needs of the staff in the region and prepares the training projections.
- d) Conducts staff appraisal though Balanced score card.
- e) Computes off days, maternity/paternity leave by issuance of memos upon request.
- f) Fills and signs the work ticket for transportation of staff and organization resources.
- g) Inspects work for conformance to prescribed standards of cleanliness by filling the checklists.
- h) Establishes and install key controls on departmental communication equipment and property access.
- i) Undertake any other duties of similar level and responsibility as may be directed from time to time.

#### Job Dimensions:
I. Financial Responsibility:

j) Development of budgets
k) Approval of expenditures
l) Approval of petty cash

II. Responsibility for Physical Assets

a) Responsible for physical assets assigned by the institution.
b) Provides oversight for the physical assets in the department.

III. Decision Making:

a) Makes strategic, operational and financial decisions
b) Plans the work of subordinates
c) Assigns work to subordinates
d) Monitor subordinates work performance
e) 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 or Higher Diploma in HR,

Professional Qualifications / Membership to professional bodies

a) Practicing Certificate in Human Resources
b) Member of Institute of Human Resource Management (IHRM)
c) Supervisory course lasting not less than two (2) weeks from a recognized institution;
d) Management Course lasting not less than four (4) weeks from a recognized institution;
e) Relevant Management System Auditor/Assessor;

Previous relevant work experience required.

At least eight (8) years relevant work at least three (3) years’ experience in a supervisory capacity.

Need to know:  

Attributes:

a) Analytical skills  a) Interpersonal skills
b) Work force analysis  b) Time management
c) corporate governance  c) Communication skills
d) Quality Management Systems  d) Team player
e) Professional interview techniques  e) Leadership skills
f) Human Resources Management Information system  f) Negotiation skills
g) Organizational skills  g) Work under pressure
h) Computer proficient  h) Counselling Skills,
i) Knowledge of labour laws & Industrial relations  i) Conflict resolutions
j) Strategic management  j) Emotional intelligence
k) Talent management models  k) Confidentiality
l) Change Management
m) Coaching and mentorship.
n) Performance management.