

JOB DESCRIPTION FOR CHIEF MANAGER, HUMAN RESOURCE

Job Title	Chief Manager, Human Resource
Grade	KS 3
Corporation/Organization	Kenya Bureau of Standards
Directorate	Human Resource & Administration
Department	Human Resource
Division	N/A
Section / Unit	N/A
Location / Work Station	KEBS Headquarters, Nairobi

Reporting Relationships	
Reports to	Director, Human Resource & Administration
Direct Reports	<ul style="list-style-type: none"> a) Manager, Human Resource Services b) Manager, Staff Training and Development c) Manager, Employee Relations and Welfare d) Assistant Manager, Medical Services, e) Manager, Human Resource & Administration - Regions f) Principal Human Resources Officer-Regions
Indirect Reports	<ul style="list-style-type: none"> a) Assistant Manager, Services b) Assistant Manager, Staff Training c) Assistant Manager, Employee Relations

Job Purpose
<p>Provides strategic leadership and is accountable for the formulation, implementation, monitoring and review of Corporate Human Capital policies, strategies and procedures through Human Resource Services, Staff Training and Development, Employee Relations, Staff Performance Management, Medical Services and Staff Welfare functions to foster quality and adequate workforce as well as creating conducive work environment for the purpose of facilitating and supporting KEBS mandate on Standards, Metrology and Conformity Assessment (SMCA). This is to promote local, regional and international trade and ease of doing business while safeguarding consumer health and safety, protection of environment in line with Articles 42, 43(a, b, c & d), 46 (a, b & c) of the Constitution of Kenya and the Standards Act (Cap 496 Laws of Kenya); and entrenchment of a culture of quality for the realization of Kenya's vision 2030, African Union Agenda 2063 and United Nations Sustainable Development Goals.</p> <p>Articulates KEBS position on matters of human resource and negotiates on behalf of the organization at National, Regional and International level to enhance sustainability of KEBS operations.</p>

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

- a) Provides strategic leadership and is accountable for formulation, implementation and review of Corporate Human Resource policies, strategies and procedures to support KEBS mandate on Standards, Metrology and Conformity Assessment (SMCA), Kenya Vision 2030, African Union Agenda 2063 and United Nations Sustainable Development Goals;
- b) Leads and is responsible for development, implementation and institutionalization of performance management and productivity improvement strategies, policies and procedures that promote effective service delivery in the realization of KEBS mandate;
- c) Provides strategic leadership and is accountable for Corporate workforce planning, recruitment and Selection, training and development, performance management, compensation and benefits, employee separation, human resource records management, employee and industrial relations and employee welfare in support of realization of KEBS mandate;
- d) Provides leadership and is accountable for identifying and prioritizing internal/external issues and stakeholders that can affect and are affected by the Business environment and formulating competitive strategies to attract and retain competent staff for the delivery of KEBS mandate;
- e) Oversees and is responsible for the development and implementation of the corporate strategic human resource plan in accordance with relevant statutory and regulatory requirements to facilitate achievement of the organization's mandate;
- f) Leads in Benchmarking with best practices in the market on employee sourcing, development, compensation, employee and industrial relations, and separation strategies to attract and retain talents;
- g) Provides leadership in articulating KEBS position on matters of Human Resource and negotiates at National, Regional and International level to enhance sustainability of KEBS operations;
- h) Provides leadership and is accountable for the development, implementation and institutionalization of knowledge management framework to enhance individual and organizational performance;
- i) Leads in the provision and maintenance of a conducive work environment by provision of welfare services for the realization of corporate goals and objectives;
- j) Provides leadership in creating and maintaining linkages and partnerships with National, Regional and International organizations to enhance efficiency in the delivery of KEBS mandate;
- k) Provides leadership and is accountable for development, implementation, monitoring, evaluation, and improvement of the department's business continuity strategies to ensure resilience and sustainability of KEBS Corporate processes, products and services;
- l) Oversees the establishment, implementation, monitoring & evaluation, improvement and maintenance of Management systems adopted by KEBS for purposes of ensuring efficiency, effectiveness and sustained customer satisfaction in the department;
- m) Provides strategic leadership and is responsible for the establishment and implementation of departmental risk management framework to minimize risks for achievement of organizational objectives;
- n) Leads in the development and implementation of the cost minimization strategies in the department to enhance efficiency in service delivery for financial sustainability;
- o) Oversees identification and provision of department resources both human and physical needs for effective implementation and achievement of strategic objectives;

II. Operational Responsibilities / Tasks

- a) Provides leadership in the development and implementation of work plans, annual budget, Medium Term Expenditure framework (MTEF) and procurement plans in the Department;

- b) Oversees setting of targets, reviews and approves department performance targets, monitors implementation and submits performance reports to the Director, Human Resource & Administration;
- c) Oversees the Corporate setting, implementation, monitoring and reviews of performance targets, and submits reports to the Director, Human Resource & Administration;
- d) Oversees compliance with legal, statutory, and regulatory Human Resource requirements for the organization;
- e) Oversees the preparation and submission of Board papers in relation to Human Resource matters to the Director, Human Resource & Administration for consideration;
- f) Provides leadership in implementation of NSC resolutions in relation to Human Resource matters;
- g) Provides technical advice to the Director, Human Resource & Administration in matters relating to Human Resource;
- h) Provides technical advice to legal department and acts as an expert witness in courts, tribunals and legal committees on issues related to Human Resource matters;
- i) Oversees the development, maintenance and improvement of Corporate databases on Human Resource matters for purposes of safeguarding KEBS physical and information assets;
- j) Oversees the implementation of corrective actions arising from internal and external financial and system audits on Human Resource matters;
- k) Approves departmental and corporate expenditures;
- l) Oversees the development of staff competencies in the department through formal training programs, mentorship, coaching, on-the-job training to be able to deliver the department's objectives; and
- m) Assigns duties and approves leave for direct reports.

Job Dimensions:
I. Financial Responsibility
<ul style="list-style-type: none"> a) Approves expenditures of approximately Ksh. 2.7 Billion b) Oversees implementation of cost minimization strategies in the department.
II. Responsibility for Physical Assets
<ul style="list-style-type: none"> a) Responsible for physical assets assigned by the institution (Computer, photocopier, scanner, office cabinet) b) Provides oversight for the physical/technological assets in the department (Human Resource Information System)
III. Decision Making / Job Influence
<p>Makes:</p> <ul style="list-style-type: none"> a) Strategic decisions; b) Financial decisions; c) Operational decisions in the Human Resource department.
IV. Working Conditions
Works predominantly within the office.

Job Competencies (Knowledge, Experience and Attributes / Skills).**Academic qualifications**

Bachelors' degree in Human Resource Management or
Bachelor's degree in Social Science with Post Graduate Diploma in Human Resource Management

Professional Qualifications / Membership to professional bodies

- a) Certified Human Resource Professional-Kenya (CHRP-K)
- b) Supervisory course lasting not less than two (2) weeks from a recognized institution;
- c) Management Course lasting not less than four (4) weeks from a recognized institution;
- d) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- e) Project management from a recognized institution;
- f) Practicing Certificate in Human Resource Management;
- g) Member of Institute of Human Resource Management (IHRM)

Previous relevant work experience required.

At least ten (10) years' of work experience out of which five (5) year must have been in a managerial level.

Functional Skills, Behavioural Competencies/Attributes:

- a) Workforce analysis
- b) Professional interview techniques
- c) Human Resources Management Information system
- d) Labour laws & Industrial relations
- e) Change Management skills
- f) Coaching, mentorship and Counselling Skills.
- g) Interpersonal skills
- h) Communication skills
- i) Leadership skills
- j) Negotiation skills
- k) Conflict resolutions

Behavioural skills

Problem solving skills, Time management skills; Emotional intelligence skills