

## HUMAN RESOURCE ASSISTANT

Gross salary: Consolidated (KDIC Scale 9)

Leave allowance: As per KDIC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the KDIC Medical Scheme

Terms of Service: Permanent and Pensionable

### **a) Duties and responsibilities will entail:**

- i. Maintaining human resource records both electronic and manual in accordance with legal requirements and the institution's policies and procedures for reference and decision making;
- ii. Updating and filing of staff records for human resource to ensure safe keeping and future reference;
- iii. Providing Human Resource and Administrative support such as placement of advertisements, receiving and filling applications, inviting candidates for interview, organizing interview venues, conducting background checks to facilitate recruitment process;
- iv. Drafting of correspondences to staff/clients to enhance customer service relations;
- v. Responding to staff/customer enquiries within provided timelines to ensure healthier customer service while adhering to the Interdepartmental SLAs;
- vi. Verifying supplier payments to ensure timely payments for service; delivery
- vii. Preparing appointment letters to facilitate seamless onboarding and promotion;
- viii. Preparing induction programs for new staff to facilitate induction process;
- ix. Facilitating staff medical scheme through registration and deregistration of employees and dependants to ensure healthy work force;
- x. Processing and following up claims for medical cover and insurance to enhance staff satisfaction and productivity;
- xi. Generating and preparing human resource reports for decision making;
- xii. Compiling Pay Change Advice to facilitate payroll processing;
- xiii. Performing general human resource department administrative functions which include taking and keeping departmental minutes, organizing, and managing both incoming and outgoing

correspondence and coordinating the provision and availability office supplies to facilitate efficient business operations.

**b) Requirements for Appointment;**

- i. Diploma in Human Resource Management from recognised institution;
- ii. Proficiency in Computer Application; and
- iii. Fulfilled the requirements of Chapter Six of the Constitution of Kenya 2010.