

## **FOR ADVERTISEMENT**

### **Job Title: HUMAN RESOURCE OFFICER I (PAYROLL IPPD OFFICER)**

KIMC GRADE 7 – 1 POST REF NO. KIMC/HR/10/2020

Kenya Institute of Mass Communication (KIMC) is the oldest Middle Level media training Institution in Kenya established in 1961. It is currently a State Corporation established through Legal Notice No.197 of 2011(amended). The Institute offers training at Post Graduate, Diploma and Certificate levels in Communication and Cinematic Arts.

Reporting to the Human Resource manager;

#### **Responsibilities**

- Handling all human resource management matters within established policies, rules and regulations;
  - Implementation of human resource Policies, rules and regulations;
  - Analyzing the impact of human resources policies, rules and regulations;
  - Making proposal on human resource planning and Succession management; and
  - Initiating development and review of career progression guidelines;
  - Handling of payroll in the Government IPPD **application**;
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#### **Qualifications**

For appointment to this grade an officer must have:

- Served in the grade of a Human Resource Management Officer II position in Public Service or Private Sector for a minimum period of three (3) years;
  - Bachelor's degree in any of the following disciplines: Social Sciences, Human Resource Management, Industrial Relations, Business Administration or equivalent qualification from a recognized Institution;
  - Certificate in Computer application skills; and
  - Experience in Government IPPD Payroll Application;
  - Shown merit, integrity and ability as reflected in work performance and results.
  - Satisfy the requirement Chapter six on the Constitution of Kenya
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In addition, candidates must adhere to the provisions of Chapter VI on Leadership and integrity, as enshrined in the Constitution of Kenya 2010. Interested candidates must submit Certificates of Compliance from Kenya Revenue Authority (KRA), Ethics and Anti-corruption Commission (EACC), Higher Education Loans Board (HELB), and Credit Reference Bureau (CRB); and provide Certificate of Good Conduct from the Criminal Investigations Department (CID).

The successful candidate will be on Permanent and Pensionable terms of service. The Salary for this position will range from **Kshs.49, 329 to 68,909 per month exclusive of allowances.**

### **How to Apply**

Candidates who meet the requirements are invited to send their applications quoting job reference number accompanied by detailed curriculum vitae; copies of Academic and Professional Certificates, National Identity Card, Transcripts and Testimonials; Daytime Contacts; Full Names and Contacts of Three (3) referees to:

**The Director  
Kenya Institute of Mass Communication  
Uholo Road, (South B), Nairobi  
Off Mombasa Road  
P.O.Box 42422 – 00100**