



**JOB TITLE: DEPUTY DIRECTOR HUMAN RESOURCE AND ADMINISTRATION (1 POST) – KDIC  
GRADE 3 - JOB REF: KDIC/HRA/09/2023/1**

### **Reporting Status**

Reporting to Director Finance, Human Resource and Administration

### **Terms of Appointment**

The appointment will be on a Five (5) years contract renewable subject to satisfactory performance.

### **Job Purpose**

The job provides strategic direction, guidance and leadership in the management of Human Capital and Administration function through directing the formulation, implementation and review of strategies, policies, guidelines and procedures for staff attraction, recruitment, retention, performance management, employee relations, motivation, counselling, coaching, mentorship, development, separation and administration matters in line with existing labor laws, public service polices and regulations and other government circulars. The job also oversees the provision of shared services in the Corporation.

### **Duties and Responsibilities;**

- i. Direct the formulation, implementation and review of policies, strategies, guidelines and procedures for Human Resource planning, attracting, recruitment, induction, onboarding, proper placement and succession planning for efficient service delivery.
- ii. Direct the formulation, implementation and review of policies, strategies, guidelines and procedures for staff retention, motivation, employee engagement, compensation, Pension scheme management and staff welfare for enhanced staff satisfaction.
- iii. Oversee the formulation, implementation and review of policies, strategies, guidelines and procedures for staff development, coaching & mentorship, change management and corporate culture in the Corporation for improved productivity.
- iv. Direct the formulation, implementation and review of policies, strategies, guidelines and procedures for performance management, rewards and sanctions for the achievement of the Corporation's strategic goals.
- v. Direct the formulation, implementation and review of policies, strategies, guidelines and procedures for management of employee relations, staff disciplinary matters, grievances & conflict management and separation to ensure cohesiveness and harmony in the Corporation.
- vi. Oversee the formulation, implementation and review of policies, strategies, guidelines and procedures for provision of shared services as transport & fleet, security, cleaning, catering, office facilities, property and records management to ensure a conducive work environment in the Corporation.

- vii. Direct the development, implementation and review of performance management system to monitor, evaluate, report and reward performance in line with agreed performance targets and service standards of the Corporation;
- viii. Provide strategic leadership in development, implementation and review of objectives and strategies of the Department in line with the Corporations' strategic plan.
- ix. Provide strategic leadership in development, implementation, monitoring and review of Quality Management Systems and other ISO Standards for process improvement and enhanced service delivery in the Department.
- x. Provide strategic leadership in formulation, implementation, monitoring, and reporting of enterprise risk management and business continuity processes for the Department;
- xi. Oversee the conservation, harnessing and dissemination of knowledge and information as well as management of the Corporation's resource center;
- xii. Provide strategic leadership in development, implementation and review of the citizen service delivery charter to enhance accountability and transparency in service delivery to stakeholders in the department;
- xiii. Provide leadership in the development and implementation of corruption prevention and mitigation strategies in human capital management;
- xiv. Spearhead a robust corporate culture and change management that promotes ethical practices and good corporate citizenship within the Corporation;
- xv. Direct the formulation, implementation and review of the annual work plans, annual performance contract, budgets and procurement and asset disposal plans in line with the Corporation's performance targets and strategic plan for the Department;
- xvi. Lead in development of Corporation strategy and business continuity management of the Department;
- xvii. Oversee linkages with the labor industry, other organizations and government departments to keep abreast and updated on developments that are relevant to the human resources process in the Corporation;
- xviii. Oversee implementation of an effective human resource management information system for monitoring, tracking and evaluating employee activities including staff training, performance management and welfare programs;
- xix. Direct the implementation of staff medical scheme, WIBA, GLA and GPA, gratuity, pension scheme and other staff welfare issues;
- xx. Overseeing management and use of the Corporation assets.
- xxi. Oversee target setting, cascading, implementation, monitoring and appraisal of staff in the Department in line with the performance management system.
- xxii. Oversee the management of the Corporation's staff Car and Mortgage loan schemes;
- xxiii. Guide the change management and business process re-engineering programs in the Department;
- xxiv. Oversee the development and implementation of effective internal monitoring and control systems to support the Department's operations;
- xxv. Direct the preparation of Board papers relevant to the Department and avail to the Chief Executive Officer for approval.
- xxvi. Articulate and guide on policy issues and present reports for the Department to the relevant Board Committees;
- xxvii. Direct the implementation of Board resolutions and decisions relevant to the Department.
- xxviii. Oversee the resolution of complaints and processing of requests for access to information to enhance service delivery in the Department.
- xxix. Oversee timely response and implementation of internal and external audit recommendations for the Department;

- xxx. Oversee and manage the day-to-day operations for a smooth functioning and efficiency of Department.

### Person Specification

#### For appointment to this grade, a candidate must have:

- i. A Master's Degree in any of the following disciplines: Business Management, Human Resource Management, organizational behavior, public administration, social sciences or a related field from a recognized Institution;
- ii. A Bachelor's Degree in any of the following disciplines Business Management, Human Resource Management, organizational behavior, public administration, social sciences, sociology or related field from a recognized Institution;
- iii. Minimum period of ten (10) relevant work experience, five (5) years of which must have been in a management role;
- iv. Full CHRP qualification;
- v. Must have full membership of IHRM in good standing;
- vi. Current Practicing Certificate of the Institute of Human Resource Management
- vii. Leadership / Governance course from a recognized institution;
- viii. Proficiency in computer applications;
- ix. Fulfilled the requirements of Chapter six of the Constitution of Kenya

#### Applicants must possess level of knowledge and skills in the following areas;

- i Leadership skills
- ii Negotiation skills
- iii Problem solving skills
- iv Organizational skills
- v Planning and implementation skills
- vi Analytical skills
- vii Communication skills
- viii Report writing skills
- ix Coordination skills
- x Budgeting skills
- xi Decision Making Skills
- xii Presentation Skills
- xiii Counselling Skills
- xiv Coaching and Mentoring skills
- xv Conflict Management skills
- xvi Emotional Intelligence

### How To Apply

#### If you possess or meet the above qualifications, please send;

- i. Your application letter together with detailed Curriculum Vitae including names of three referees and their full contacts (Name, post office box number, email address, and

telephone/mobile phone contact) and copies of academic, professional certificates and testimonials.

- ii. Candidates who meet the requirements should submit their applications in soft copies to [recruitment@kdic.go.ke](mailto:recruitment@kdic.go.ke) or in hard copies so as to reach the address below on or before 12th October 2023 at 5.00 pm.

**THE CHIEF EXECUTIVE OFFICER  
KENYA DEPOSIT INSURANCE CORPORATION  
OLD MUTUAL TOWER, UPPERHILL ROAD  
17th FLOOR  
P.O BOX 45983-00100, NAIROBI.**

The applications should reach the office of the Chief Executive Officer, Kenya Deposit Insurance Corporation on or before **12th October, 2023 by 5.00pm**. Applications received after the specified time shall not be considered.

### **Important Notice**

- i. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- ii. Academic Qualifications of external origin **MUST** be accompanied with a recognition and equation certificate from the relevant body in Kenya.
- iii. **KDIC DOES NOT** charge any fee in the recruitment process.
- iv. Kenya Deposit Insurance Corporation is an equal opportunity employer; women, people from marginalized areas and Persons living with disabilities are encouraged to apply.
- v. Only shortlisted candidates will be contacted. In case you do not hear from us, please consider your application as unsuccessful.
- vi. Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificates, transcripts and testimonials during interviews.
- vii. Canvassing will lead to automatic disqualification.
- viii. Please note that it is a criminal offence to present fake certificates.
- ix. The successful candidate will be required to present the relevant documents in compliance with Chapter 6 of the Constitution of Kenya.