

**Duties, Responsibilities and Job Specifications for the Position of  
Human Resource & Administration Officers (2 Positions)**

**REF. No. KALRO/HRMO/II**

<b>Job Title</b>	Human Resource Management Officer II
<b>Job Grade</b>	KR8
<b>Job Reference Number</b>	KALRO/HRMO/II
<b>Duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>i. Drafting and verification of routine correspondences;</li> <li>ii. Processing payroll;</li> <li>iii. Collating and analyzing training applications;</li> <li>iv. Processing employee recruitment, promotion and exit documents;</li> <li>v. Processing leave applications, sick sheets and sick offs;</li> <li>vi. Updating of National Hospital Insurance Fund (NHIF) and National Social Security Fund (NSSF) records;</li> <li>vii. Maintaining complement control;</li> <li>viii. Updating Human resource database;</li> <li>ix. Analyzing data on work environment and employee's satisfaction surveys;</li> <li>x. Maintaining Human Resource Information System (HRIS); and</li> <li>xi. Complying with regulatory requirements and ethical standards relating to human resource.</li> </ul>	
<b>Job Requirements</b>	
<ul style="list-style-type: none"> <li>i. Must have served as a Senior Human Resource Management/Development Assistant or/in comparable position for a minimum period of three (3) years;</li> <li>ii. A Bachelor's degree in any the following disciplines: - Human Resource Management; Personnel Management; Human Resource Development or equivalent qualification from a recognized institution;</li> <li style="text-align: center;"><b>OR</b></li> <li>iii. A Bachelor's degree in any the following disciplines: - Economics, Sociology; Business Administration; Public Administration; Commerce <b>WITH</b> Post Graduate Diploma in Human Resource Management; Personnel Management; Human/ Development or Certified Public Secretary Part III or equivalent qualification from a recognized institution;</li> <li>iv. A Certificate in Computer applications from a recognized institution.</li> <li>v. Fulfill requirements of Chapter six (6) of the Constitution of Kenya</li> </ul>	
<b>HOW TO APPLY</b>	
<p>Interested candidates who possess the necessary qualification and experience to send their application, curriculum vitae and copies of certificates, quoting the <b>Job Reference No.</b>, all in <b>HARD COPY</b>, to the Director General, Kenya Agricultural and Livestock Research Organization, Kaptagat Road, Loresho, P.O. Box 57811 – 00200 Nairobi so as to reach him on or before <b>28<sup>th</sup> April 2022</b> by <b>5.00 p.m.</b></p>	