

**THE ELDORET NATIONAL POLYTECHNIC
HUMAN RESOURCE MANAGEMENT SECTION
JOB ADVERTISEMENT**

Job vacancy advert No: TENP/HRO/10/09/2022
Advert date: 12th September, 2022
Positions: one (1)
Job Title: Assistant Human Resource Officer
Terms of employment: Permanent and Pensionable

The Eldoret National Polytechnic invites applications from qualified, competent and interested candidate to fill the position of Assistant Human Resource officer job group K.

Job title: Assistant Human Resource Officer

Reports to: Human Resource Officer

Job summary: This position will provide assistance in management of staff in the various administrative support service areas and promotion of staff welfare.

Duties and responsibilities

1. Provide assistance in the implementation of the human resource management and administrative policies to ensure compliance with government legal and statutory requirements, ISO 9001:2015 Standards and internal HR policies and procedures.

2. Process documentation and prepare reports relating to personnel activities(staffing,recruitment,training,grievanceshandling,performan ce management etc).
3. Draft letters of appointment, probation and promotion for review, approval and validation by HRO.
4. Administer staff performance appraisal and compile annual appraisal reports for review by HRO.
5. Respond to staff queries on basic HR matters to provide clarity on issues not well understood.
6. Manage staff personal files ensuring proper and accurate records, data, information and documentation are maintained. Ensure confidentiality of the content therein.
7. Manage staff leave by obtaining departmental leave schedules from each HOD/HOS, processing the leave for approval and filing of leave application forms in individual employees files and maintaining a record of leave days balance in the file.
8. Obtaining personal employee data of the staff upon recruitment and maintaining accurate and updated employment information in the personal file.
9. Managing employees attendance, absenteeism, termination or separation and ensuring accurate records are kept.
- 10.Gather and compile information relating to staff training needs from departments and assist in proper planning of training programs.
- 11.Promote good interpersonal relations amongst staff and clients.
- 12.Conduct induction for newly recruited employees, and transferred employees.
- 13.Assist with day to day operations of the HR functions and duties,as directed by HRO.
- 14.Coordinate HR projects (meetings,training,surveys etc) and take minutes.
- 15.Any other duties assigned by seniors.

Minimum Qualifications

1. Bachelors degree in Business Management-HR Option
2. KNEC Higher Diploma in Human Resource Management
3. KNEC Diploma in Human Resource Management.
4. Minimum 3 years work experience in similar position in public or private sector.
5. CHRP certification.
6. IHRM membership in good standing.
7. Masters degree in Business Management HR Option will be an added advantage.
8. Basic knowledge in the application of labour laws

Other requirements

- Excellent organizational skills
- Communication skills
- Negotiation skills
- Interpersonal relations skills
- Be a person of high integrity

Applicants should send their detailed and attach copies of CV, ID, academic and professional certificates, and testimonials.

Hard copy applications to be sent to the undersigned on or before the close of business on Friday 30th September, 2022.

NB: Shortlisted candidates will be required to comply with chapter six of the constitution.



The Chief Principal/Secretary Governing Council
The Eldoret National Polytechnic
P.O Box 4461,
Eldoret.

The Eldoret National Polytechnic is an equal opportunity employer.