



"Building a World Class National Grid"
KENYA ELECTRICITY TRANSMISSION COMPANY LTD.

SENIOR HUMAN RESOURCE OFFICER, EMPLOYEE RELATIONS - (KET 5) - ONE (1 POST) KET/5/1C/40/190-B (9/2023) ON PERMANENT AND PENSIONABLE

Reports to **Manager Human Resource Services**

Job Purpose

This job is responsible for maintaining harmonious employee relations in the Company.

Key Responsibilities/Duties/Tasks

- i). Ensure compliance with all Employment Regulations and provide accurate advice on issues arising from employment.
- ii). Participating in negotiation and implementation of the collective bargaining agreement (CBA);
- iii). Coordinate and Implement Employment Statutes and Collective Bargaining Agreements as applicable. Negotiating with trade unions on issues relating to pay and working conditions
- iv). Handling on grievance and dispute resolution in the Company;
- v). Implementing the disciplinary process in the Company;
- vi). Ensure that all disciplinary cases are promptly presented to HRAC and implementation of the recommendation.
- vii). Designing, implementing and cascading new and current staff policies and procedures that will establish and maintain good relationships between employers and employees.
- viii). Ensuring all HR Process adhere to policy & Legal requirement
- ix). Identifying and implementing employee assistance programmes;
- x). Ensuring that HR Policies are amended as appropriate to conform with labour legislations;
- xi). Interpreting the collective bargaining agreement and HR policies as outlined in the HR manual to ensure compliance;
- xii). Tracking all aspects of the Company's Employee relations initiatives;
- xiii). Participating in the development and implementation of employee relations related policies and procedures;
- xiv). Prepare monthly and quarterly reports on disciplinary cases & Implantation of CBA;

- xv). Ensure ISO procedures on employee relation are adhered to by reviewing and ensuring compliance;
- xvi). Implementation of Long service Awards and Honorarium awards

Qualifications & Skills required:

- i). Bachelor's Degree in human resource management or related field from a recognized institution.
- ii). Bachelor's Degree in Law (with experience in HR) will be an added advantage
- iii). Must be a registered member of the Institute of Human Resource Management (IHRM) in good standing.
- iv). Post graduate Diploma in Human Resource HRM or CHRP Certification
- v). Supervisory course lasting not less than two (2) weeks;
- vi). **Must** have six (6) years of relevant work experience.

Working Conditions - Office setting and Field visit

MANDATORY REQUIREMENTS FOR ALL POSITIONS

Applicants MUST provide the following documents on application:-

- i). A Signed application letter;
- ii). A detailed Curriculum Vitae indicating current and previous employers, positions held, level of education, current and expected salary, notice period required to take up appointment and names of at least three professional referees;
- iii). Copies of academic and professional certificates; and
- iv). Copy of National Identification Card or Passport.

Important Information to note:

- i). Candidates should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application;
- ii). Only shortlisted and successful candidates will be contacted;
- iii). Canvassing in any form will lead to automatic disqualification;
- iv). Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during interviews; and
- v). It is a criminal offence to present fake certificates/documents.

Only Successful candidates will be expected to present the following Chapter Six Clearance Certificates : -

- a) Valid Certificate of Good Conduct from the Directorate of Criminal Investigations;
- b) Valid Clearance Certificate from Higher Education Loans Board (HELB);
- c) Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA);
- d) Current Clearance from the Ethics and Anti-Corruption Commission (EACC); and
- e) Current Report from an approved Credit Reference Bureau (CRB).

The Company is an Equal Opportunity Employer and is committed to implementing the provisions of the Constitution – Chapter 232 (1) on fair competition and merit, representation of Kenya’s diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED, THE MINORITIES AND FEMALE CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY.** Applications without the relevant qualifications, copies of documents/details as sought for will not be considered. Any form of canvassing and giving false information shall lead to automatic disqualification. *Only shortlisted candidates shall be contacted.*

Interested candidates fulfilling the required qualifications should submit their application clearly indicating the position applied for and vacancy Reference No. as the subject heading via the **joblink** posted on KETRACO website.

NOTE: These positions are open to **KENYAN Citizens ONLY.**

The successful candidates for the positions will be offered competitive remuneration package in accordance with the Company guidelines. Candidates who meet the above requirements should submit their applications by **16th October 2023** at 5.00pm so as to reach:-

**The Managing Director,
Kenya Electricity Transmission Company Limited,
KAWI COMPLEX, 4th Floor,
Popo Road, South C, along Red Cross Road,
P.O. Box 34942 – 00100,
NAIROBI.**

Hard copy **MUST** be sent via post office, courier or hand delivered to our offices in KAWI House, on 3rd Floor, Human Resource Office. Further, candidates **MUST** fill an online form on our website.