



In Search of Better Health

KEMRI RESEARCH INSTITUTE

JOB DESCRIPTION

DIRECTOR CORPORATE SERVICES JOB GROUP – KMR 2 ONE (1) POSITION

Job Role

The Director Corporate Services is responsible for providing leadership and coordination of various corporate functions including Finance and Accounts, Human Resource Management, Information and Communications Technology, Commercial Enterprises services, Engineering and Maintenance, Corporate Communications, Administration including safe-guarding fiscal Institutes assets, to achieve operational efficiency towards the realization of quality Human Health Research.

Reporting Relationship: The Director, Corporation Services will report to the Director General of the Institute.

Terms of Service: The successful applicant will be appointed for four (4) years contract term renewable once, subject to satisfactory work performance.

JOB AND PERSON SPECIFICATIONS

a) Job Specifications

The Director, Corporate Services will be responsible for the following:-

- i. Coordinate development of policies, plans and strategies in the functional areas of Human Resource, Finance, Administration, Corporate Communications, Communication Technology and Commercial Enterprises services;
- ii. Develop effective operational policies, procedures, internal controls and systems for identifying, measuring, monitoring and controlling Institute's operations to drive the implementation of the approved strategy;
- iii. Oversee management of the Institute's revenues and expenditure, assets and liabilities and staff payroll;

- iv. Foster a culture that promotes team capability and reflects the values which facilitate performance, professionalism and innovation by staff throughout the institute;
- v. Ensure financial prudence and discipline for Financial Accounting, Planning, budgeting and budgetary controls in compliance with the set legal guidelines;
- vi. Oversee planning, directing and executing all human resources strategies, policies and plans;
- vii. Coordinate provision of Engineering and maintenance services,
- viii. Ensure effective implementation and compliance with all legislative requirements relating to corporate services;
- ix. Coordinate the institute's Management Information Systems and security;
- x. Coordinate technology infrastructure in line with the institute's goals and changing technologies;
- xi. Provide technical, strategic and policy advice on ICT matters and implementation of various ICT work processes, procedures and other administrative related matters;
- xii. Ensure conducive work environment in the institute;
- xiii. Coordinate the establishment and management of income generating programs and activities
- xiv. Coordinate the provision of physical security; and
- xv. Oversee Development, review and implementation of communications strategy to support the Institute's objectives;
- xvi. Ensure development and implementation of corporate communications plans to enhance the visibility of the Institute;
- xvii. Undertake business case analysis and due diligence as well as prioritization of new initiatives and business opportunities to ensure viability before investment;
- xviii. Ensure appropriate systems and procedures are in place to maximize the safety and security of all staff, units and stakeholders;
- xix. Liaise with other security agencies on security matter;
- xx. Coordinate implementation of general administrative policies and programs;
- xxi. Coordinate Management of the corporate image of the Institute; and
- xxii. Coordinate the Institute's public functions and corporate events.

b) Person Specifications

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

- i. At least twelve (12) years' relevant work experience five (5) of which must have been in management position;
- ii. Bachelor's Degree in Business Management or any other relevant social sciences from a recognized Institution;

- iii. Master's Degree in Business Administration or any other relevant social sciences from a recognized Institution;
- iv. Professional qualification and membership to professional body where applicable;
- v. Leadership course lasting not less four (4) weeks (cumulative).
- vi. Proficiency in computer application;
- vii. Fulfil the requirements of Chapter 6 of the Constitution

c) Key Skills and Competencies

- i. Strategic thinking;
- ii. Analytical skills;
- iii. Communication and reporting skills;
- iv. Leadership skills;
- v. Mentorship skills;
- vi. Research fundraising skills;
- vii. Interpersonal and negotiation skills;
- viii. Team player.



KENYA MEDICAL RESEARCH INSTITUTION

JOB DESCRIPTION

DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT JOB GROUP - KMR 3, ONE (1) POSITION

Job Role

The Deputy Director, Human Resource Management will be responsible for providing leadership and coordination of organizational analysis and design, recruitment and selection, training and development, performance appraisal, career and succession planning and development, compensation, employee relations and Separation management.

Reporting Relationship

The Deputy Director, Human Resource Management will report to the Director Corporate Services.

Terms of Service

The successful applicant will be appointed on Permanent and Pensionable terms.

JOB AND PERSON SPECIFICATIONS

a) Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Providing leadership in development and implementation of human resource management and development strategy, policies and procedures;
- ii. Roll out of organization culture change programmes
- iii. Analyzing staffing levels for effective succession planning;
- iv. Overseeing human resource planning;
- v. Providing secretariat to the Human Resource Management Advisory Committee;
- vi. Developing, recommending and ensuring effective implementation of staff compensation and rewards systems;
- vii. Ensuring implementation of health and safety programs;
- viii. Promoting development of staff welfare programs;
- ix. Custodian of staff records;
- x. Overseeing the development and implementation of an effective staff performance management system
- xi. Ensuring development and implementation of the Training and Development Plan;

- xii. Coordinating initiatives aimed at achieving strategic objectives of the organization; and
- xiii. Preparing and implementing the Departmental work plan and budget.

b) Person Specifications

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

- i. At least ten (10) years relevant work experience four (4) of which should have been in management position;
- ii. Bachelor's Degree in Human Resource Management, Human Resource Development, Human Resource Planning, Education, Public\Business Administration, Commerce (HR Option), Government or any other relevant qualification from a recognized Institution;
- iii. Masters in Human Resource Management Industrial Relations, Education, Business Administration, or equivalent qualification from a recognized institution;
- iv. Diploma in any of the following disciplines; Human Resource Management, Personnel Management, Human Resource Development, Industrial Relations, Labour Relations or any other relevant and equivalent qualification from a recognized institution.

OR

Post Graduate Diploma in Human Resource Management from recognized institution.

- v. Registration with the Institute of Human Resource Management;
- vi. Valid Practicing License;
- vii. Demonstrated professional competence and administrative capability as reflected in work performance and results; and
- viii. Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Skills and Competencies

- i. Strategic thinking
- ii. Analytical skills
- iii. Strong communication and reporting skills
- iv. Strong managerial skills and ability to lead teams
- v. Mentoring, coaching and leadership skills
- vi. Interpersonal and negotiation skills
- vii. Team player

Please visit the KEMRI website www.kemri.org for more details on the advertisement and application process.

Interested candidates should submit their applications online through the KEMRI website: www.kemri.org/career-e-recruitment Portal by enclosing detailed CV, copies of academic and professional certificates email address, telephone contact and details

and contact information for three referees should be received on or before 30th May, 2023 by 5:00 pm East African Time

KEMRI is an equal opportunity employer committed to diversity; persons with disability, women, youth and those from marginalized areas are encouraged to apply. KEMRI does not charge a fee at any stage of its recruitment process including application, interview and processing of offer letter. If asked for a fee, report such request immediately.

Only shortlisted candidates will be contacted.