

ASSISTANT HUMAN RESOURCE MANAGER

Job Purpose

Reporting to the Head of Human Resources, the purpose of this position is to provide generalist HR Support in the implementation of HR processes, strategies and initiatives.

Key Responsibilities

- Implementation of HR processes and programmes in the areas of performance management, talent management, recruitment and selection, training needs identification, change management and organization culture.
- Provide advise to managers and employees on a range of HR issues and implement HR policies, procedures and other initiatives.
- Rollout client visits and resolve/follow up all HR matters arising.
- Ensure adequate staffing levels as per authorized head count.
- Follow up induction and training of new staff and ensure implementation of the Bank's performance Management Framework.
- Provide necessary HRMI to the business for decision making

Qualifications and Experience

- At least 2 years post qualification experience in the HR function preferably in a reputable blue-chip institution.
- A university degree in a business related field. An MBA or Higher National Diploma in Human Resource Management will be an added advantage
- Flexible and adaptable to changing business needs
- Excellent interpersonal and communication skills
- Honesty and high integrity with role model characteristics

Have Initiative and Self Drive, be Flexible and a Team player

The above position is a demanding roles which the bank will provide a competitive package for the successful candidate. If you believe you can clearly demonstrate your abilities to meet the criteria given above, please submit your application with a detailed CV, stating your current position, remuneration level, e-mail and telephone contacts to hrsudan@kcb.co.ke. Applicants within Juba can drop their applications at HR Department. To be considered your application must be received by 12th February 2010. **Only short listed candidates will be contacted.**