



**MARIST INTERNATIONAL UNIVERSITY COLLEGE (MIUC)**  
Constituent College of the Catholic University of Eastern Africa  
Langata Road, P. O. Box 24450 Karen, 00502, Nairobi

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16<sup>th</sup> March 2023

## **JOB ADVERTISEMENT**

Marist International University College (MIUC) located in Karen, Nairobi is a Roman Catholic Institution of Higher Learning founded in 1986 by the Marist Brothers of the Schools. The College invites application from suitably qualified candidates for the post of-

### **HUMAN RESOURCE OFFICER**

**Reporting to:** The Deputy Principal, Administration

#### **JOB SUMMARY:**

The Human Resource officer is responsible for overseeing the HR Department in performing various functions that include recruitment, induction, personnel data management, employee relation, performance management, organizing appraisals of current employees, reporting and handling separation.

#### **KEY DUTIES AND RESPONSIBILITIES:**

- ❖ Oversee the recruitment processes, including developing and posting vacancy announcements, tracking and reporting on recruitment processes.
  - ❖ Prepare offer letters and employee contracts for new employees, and track contract expiry dates for renewal.
  - ❖ Track probationary periods and ensure confirmations, extensions, or terminations within agreed timescales.
  - ❖ Support the orientation and onboarding of new employees, including preparing an orientation schedule, and ensuring new staff have appropriate resources.
  - ❖ Perform periodic review and update of Human Resources policies and procedures in line with changes in the regulatory and labor environment.
  - ❖ Assist in the facilitation of staff training and development Programmes.
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- ❖ Coordinate with the administrators of the staff medical and pension schemes.
- ❖ Oversee the general administration of employee leave management.
- ❖ Maintaining harmonious relations with partners - FKE, IHRM, NITA & Union.
- ❖ Ensure employee safety and wellness programs are communicated to all staff.
- ❖ Ensure compliance with all internal policies and procedures as well as external regulatory concerns and applicable labor laws.
- ❖ Oversee the discipline management of employees at the workplace.
- ❖ Prepare periodic human resource reports to Management for decision making
- ❖ Any other duty that may be assigned by the Management.

## QUALIFICATIONS, EXPERIENCE AND KNOWLEDGE

- ❖ Degree in Human Resource Management from a recognized institution.
- ❖ Member of IHRM Kenya.
- ❖ Professional certification in HRM such as CHRP (K), and or Higher Diploma in Human Resource Management will be an added advantage.
- ❖ 3 years proven HR working experience preferably in a learning institution.
- ❖ Good understanding and application of statutory and labor laws.
- ❖ Proficiency in MS Office applications particularly Excel, Word, and PowerPoint

## VALUES AND COMPETENCIES

- ❖ Well-developed people skills with high level of emotional intelligence.
- ❖ Excellent interpersonal skills and ability to develop strong trusting relationships.
- ❖ Effective written/verbal communication skills, active listening, counseling, interviewing, investigating, and report writing skills.
- ❖ Result oriented, H/she can work independently and as part of a team.
- ❖ Possess professional maturity, sensitivity to different cultures, and impeccable integrity that exemplifies MIUC's core values.

## APPLICATION PROCEDURE

Applicants should enclose a C.V., copies of relevant certificates and one reference letter from recognized persons/institutions. This can be hand delivered or emailed to:

**The Human Resource Officer**  
**Marist International University College**  
**Marist Lane, Off Lang'ata Road, Karen**  
**P. O. Box 24450 - 00502, Nairobi.**  
**Email: [hr@miuc.ac.ke](mailto:hr@miuc.ac.ke)**



The application should reach the office of the Human Resource Officer on or before **Wednesday 22<sup>nd</sup> March, 2023**. Only shortlisted candidates will be contacted.