



MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING
MUKIRIA TECHNICAL TRAINING INSTITUTE

P O. BOX 1093-60200, MERU

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WEBSITE: www.mukiriatechnical.ac.ke



4th July, 2024

Mukiria Technical Training Institute is a Government sponsored public institution. We are looking for qualified persons to fill the following position.

Human Resource Officer - (1 position) V/No.10/2024 – (Re-advertisement)

Terms of employment: permanent and pensionable

Salary scale attached to this position in Kshs: 34,260x1,550 -35,810x1,610x37,420x1,690-39,110x1,790-40,900x1,870-42,770x1,980-44,750

Job Description

Reporting to the Principal, the Human Resource Officer shall on the overall streamline human resource management processes and procedures for effective and efficient utilization of the Institute's human resources.

Duties and responsibilities at this position entails:

- (i) Handling all human resource management matters within established policies, rules and regulations;
- (ii) Making proposal on the human resource planning and succession management;
- (iii) Provide assistance in the implementation of the human resource management and ensure compliance with government legal and statutory requirements;
- (iv) Record data for each employee which includes employees' bio-data, supervisory reports, performance reports and ensuring accurate data is maintained;
- (v) Gather and compile all information relating to training needs from all the departments to facilitate proper planning of training programs;
- (vi) Monitor the working environment of the staff to ensure health and safety measures are observed;
- (vii) Maintain the human resource information system and ensure confidentiality of staff personal information;
- (viii) Respond to staff queries on basic human resource matters to provide clarity on issues not well understood;
- (ix) Perform any other duties as may be assigned by the principal from time to time.

For appointment to this position an officer must have the following qualifications;

- a. Bachelor's degree in any of the following disciplines: Human Resource Management, Business Administration or equivalent qualification from a recognized Institution or Higher National Diploma in Human Resource Management
- b. At least two (2) years relevant working experience in a similar position;
- c. Shown merit, integrity and ability as reflected in work performance and results.
- d. Registration with Institute of Human Resource Management (IHRM) will be an added advantage.

APPROVED:
PRINCIPAL,
MUKIRIA TECHNICAL TRAINING INSTITUTE,
P. O. Box 1093 - 60200, MERU.

Note: Mukiria Technical Training Institute is an Equal opportunity employer. Women, Youths, Persons living with disabilities and marginalized are encouraged to apply. Shortlisted candidates will be contacted via their mobile phone numbers and email address.

NB: Those who had applied need not re-apply.

How to apply

Qualified and interested individuals should send their application letters, detailed CVs, copies of academic and professional certificates and other testimonials with at least two (2) professional referees addressed to;

**The Senior Principal,
Mukiria Technical training institute,
P.O Box 1093-60200, MERU**

Either hand delivery or emailed to info@mukiriatechnical.ac.ke on or before Friday 12th July, 2024.

