

EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University, a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University is seeking to recruit competent and professional staff at the level of **Senior Human Resource Officer I Grade 13**.

OFFICE OF THE VICE CHANCELLOR

Senior Human Resource Officer I Grade 13 1 POSITION REF: PU/ADV/14/05/2026

Job Purpose

To provide both **strategic and operational leadership, direction, and oversight of the Human Resource function**. The role is responsible for developing and implementing human capital strategies, policies, and systems that ensure the institution attracts, develops, motivates, and retains a competent, high-performing, and ethical workforce aligned to institutional objectives and national labour laws.

REQUIREMENTS FOR THE POSITION OF SENIOR HUMAN RESOURCE OFFICER 1 GRADE 13

This is a senior most level to this cadre in the University and appointment shall be on such terms and conditions as may be determined by the Council from time to time depending on age, citizenship or any other reason as may be stipulated in the Kenyan Labour Laws.

REQUIREMENTS

Academic Qualification

The candidate **MUST** possess a Master's **degree** in Human Resource Management or equivalent qualification from a recognised institution.

Professional qualifications.

- Professional certification in Human Resource Management (CHRP-K).
- Membership to a recognized Human Resource professional body (e.g., IHRM or equivalent).

Experience

Interested applicants must : have nineteen (19) years of continuous relevant work experience, three (3) of which should be at the level of a Senior Human Resource Officer II or comparable grade with proven integrity, honesty, independence, innovativeness and compliance to deadlines.

In addition, the candidate should have experience in the following;

1. Assist in providing support and guidance to HR staff
2. Coordination of development of policies and other documents
3. Manage employees relations and performance management



4. Management of pension and benefits administration
5. Management of staff welfare matters
6. Managing staff recruitment and promotion process
7. Organizing staff training and development
8. Overall leadership and management of the Human Resource Function
9. Performance Management, design and implementation of employees retention strategies
10. Preparation of monthly, quarterly and annual reports
11. Prepare budgets, procurement plans and workplans
12. Provision of secretariat services as outlined in the University Statutes.
13. Have High ethical standards, integrity, accountability, teamwork, and professionalism, with compliance to the requirements of Chapter Six of the Constitution of Kenya.

Integrity and Community Service

The candidate must provide evidence in the following:

- Engagement in a community service activities.
- High ethical standards, integrity, accountability, and professionalism, with compliance to the requirements of Chapter Six of the Constitution of Kenya.

MAIN DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the **Senior Human Resource Officer I** will include but not limited to:

1. Strategic Human Capital Management.

- Lead development and implementation of human resource and human capital strategies aligned to institutional strategic plans.
- Advise the Vice Chancellor and top management on workforce planning, organisational development, and talent management.
- Drive transformation initiatives to enhance institutional efficiency and performance.

2. Recruitment, Establishment and Talent Management

- Oversee recruitment, selection, appointment, promotion, transfer, discipline, and separation of staff.
- Lead workforce planning and establishment control to ensure optimal staffing levels and deployment.
- Ensure merit-based, transparent, and compliant recruitment and selection processes.

3. Performance Management and Institutional Excellence

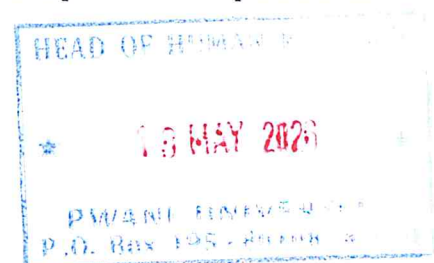
- Lead implementation of performance management systems, including performance contracting and appraisal processes.
- Promote a performance-driven culture and ensure alignment of individual and institutional performance targets.
- Monitor and report on performance outcomes and institutional productivity.

4. Compensation, Payroll and Reward Systems

- Provide strategic oversight of payroll administration and salary management.
- Support development of competitive compensation, reward, and benefits strategies.
- Ensure payroll integrity, accuracy, and compliance with statutory requirements.



- 5. Policy Formulation and Governance**
 - Lead formulation, review, and implementation of HR policies, rules, and regulations.
 - Ensure compliance with labour laws, government directives, and public service standards.
 - Advise management on HR governance and policy interpretation.
- 6. Succession Planning and Career Development**
 - Develop and implement succession planning frameworks and leadership pipelines.
 - Advise on career progression structures and review career guidelines.
 - Promote continuous professional development and staff capacity building.
- 7. Employee Relations and Industrial Harmony**
 - Oversee employee relations, industrial relations, grievance handling, disciplinary processes, and staff welfare programmes.
 - Guide the institution in negotiations and administration of Collective Bargaining Agreements (CBAs) with trade unions and ensure implementation of agreed terms.
 - Advise the Senior Management on labour relations matters, union engagements, dispute resolution, and industrial harmony strategies.
 - Coordinate consultations and negotiations with employee unions, government agencies, and other stakeholders on labour and employment matters.
 - Promote a positive, ethical, and harmonious work environment through proactive employee engagement initiatives.
 - Ensure compliance with labour laws, employment regulations, CBAs, and related statutory requirements.
 - Advise management on employee relations risks and recommend appropriate mitigation measures.
- 8. Legal Compliance and Risk Management**
 - Interpret labour laws and ensure institutional compliance with employment legislation.
 - Mitigate HR-related legal, and operational, risks.
 - Oversee implementation of audit recommendations affecting HR functions.
- 9. HR Information Systems and Digital Transformation**
 - Lead development and implementation of HR information systems and digital HR solutions.
 - Promote data-driven decision-making in human resource management.
- 10. Budgeting and Resource Management**
 - Provide input into institutional budgeting with respect to human resource costs.
 - Ensure efficient utilization and control of HR resources.
- 11. Organisational Design and Workforce Optimisation**
 - Lead reviews of organisational structures and staffing frameworks.
 - Advise on optimal deployment and utilisation of human resources.
- 12. Quality Management and Performance Contracting**
 - Oversee implementation of quality management systems within HR.
 - Coordinate performance contracting processes and reporting for HR.
- 13. Records and Information Governance**
 - Ensure secure custody, confidentiality, and integrity of personnel records.
 - Oversee compliance with records management and data protection requirements.



14. Secretariat and Governance Support

- Provide secretariat services to all relevant HR committees.
- Ensure implementation of HR-related resolutions and decisions.

15. Leadership and Capacity Building

- Provide leadership to the HR function and mentor staff within the department.
- Promote professionalism, accountability, and continuous improvement culture.

Perform any other duties as may be assigned by the Vice-Chancellor.

Skills and competencies

Applicants should possess the following:

- Strategic leadership and policy development skills
- Strong knowledge of labour laws and public sector HR frameworks
- Organisational development and workforce planning skills
- Analytical and decision-making skills
- Strong communication, negotiation, and interpersonal skills
- Integrity, confidentiality, and professionalism
- ICT competence in HR systems and data management
- Change management and transformational leadership abilities

TERMS OF SERVICE

Benefits for the above positions include a competitive basic salary, house allowance, medical cover for staff and dependants, life Insurance, opportunities for further development and training and other regular allowances as determined by SRC.

Interested applicants should send four (4) copies of their application for the above positions. Applications and recommendations letters from referees should be addressed to,

**The Vice Chancellor
Pwani University
P. O Box 195-80108, Kilifi**

Application should include an up to date CV, providing details of age, marital status, academic and professional qualifications, work experience, present post and salary, email address, telephone, names and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Pwani University is an equal opportunity employer committed to Diversity, Equity and Inclusion. The University encourages applications from qualified applicants of all genders, persons with disabilities, and members of marginalized groups.

Reasonable accommodation will be provided to applicants with disabilities during the recruitment process upon request. Applicants who wish to be considered under the category of



persons with disabilities should attach a valid National Council for Persons with Disabilities (NCPWD) registration certificate.

Applicants with foreign qualifications Must submit a Certificate of Recognition from the Commission for University Education.

The deadline for submitting application is **Monday 8th June 2026** Applications received later than this date will **not be** considered.

Please Note that: Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification

NO FEE

PWANI UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT).

