



ST. PAUL'S UNIVERSITY

Your University of Choice!

JOB VACANCIES

St. Paul's University is a Christian Ecumenical institution of higher learning in Kenya with campuses in Limuru, Nairobi and Nakuru. Since the award of Charter in 2007, St. Paul's University has continued to experience sustained growth with courses in various fields of study, research programme, student population of over 7000 and over 300 full-time and part-time staff. Qualified and competent personnel have remained instrumental to its growth. To this end, the University wishes to recruit committed Christians, who are highly motivated, and with demonstrated competencies for the positions below:

ASSISTANT HUMAN RESOURCE OFFICER

Reporting To: Human Resource Manager

Department: Human Resource

Purpose of the job

To provide strategic and administrative support in the HR department in system and database management, recruitment, promotion and confirmation of staff, training and performance management and medical and separation processes.

▶▶ KEY RESPONSIBILITIES AND DUTIES/JOB SPECIFICATIONS:

» **System and Database Support**

- Analyze and maintain the Human Resource module in the ERP.
- Prepare accurate reports on need basis.
- Leave administration.
- Lead the implementation of business processes e.g. ISO in the HR department.
- Administration, automation and maintenance of the staff portals.
- Provide timely, accurate advice and support to management and staff on HR Information Systems.

» **Recruitment, Confirmation, Promotion**

- Drafting advertisement of vacant posts and ensure adherence to policies and procedures.
- Ensuring the applications received are categorized, filed accordingly and directed to the undersigned as per the advertisement made.
- Prepare shortlisting sessions including formulation of shortlisting instruments, notifying the panel and writing shortlisting reports.
- Preparation of interviews including formulation of interview score sheets, calling candidates for interviews and ensuring that the interview panel is notified in good time.
- Take minutes during interviews and ensure the minutes are ready in good time to ensure prompt implementation of the recommendations.
- Conduct reference checks on all selected candidates for recruitment and present the reports before the staff is hired or confirmed depending on the circumstances.
- Inform both successful and unsuccessful applicants in writing of the panel decision.
- Prepare appointment letters in liaison with the DVCs' and VC's offices.
- Ensure international staff members have the necessary documents i.e. work permits.
- Ensure all new staff are issued with the medical scheme registration form, pension registration and beneficiaries forms.

- Assist in organizing formal induction.
- Assist in employment of all temporary staff including casual and ensure that their payments are processed promptly.
- Preparation of confirmation letters in liaison with the DVCs' and VC's offices as per evaluation & recommendations.
- Preparation of contract letters and subsequent renewal letters in liaison with the DVCs' and VC's offices.
- Draft letters to the staff on contract, 1 month before the end of their contract asking the Head of Departments to recommend such staff for contract renewal.
- Work closely with DVC's offices to ensure promotion application deadlines are communicated to staff in good time.
- In liaison with the DVCs' and VC's offices draft promotion letters (as per recommendations) for the Vice Chancellor's signature.

» **Training and Performance Management**

- Undertake performance management activities related to performance planning, monitoring and evaluation across the University.
- Prepare accurate reports on need basis.
- Coordinate staff performance appraisals in the departments to ensure they are done on time.
- Conduct training needs analysis, exit interviews, and staff attitude surveys.
- Assist in the formulation and implementation of annual staff training programs (based on TNA) with estimated budgets.
- Assist to develop and review training evaluation instruments and evaluate the effectiveness of training programs, including instructors, providing recommendations for improvement.
- Schedule participants into training sessions and follow-up to ensure attendance.
- Maintain staff training records and a skills inventory for the University.
- Guide staff on all training procedures including application, bonding, progress reports, study leave, payment of salaries while on study leave, etc;
- Assist in processing of overtime claims.

» **Medical & Separation**

- Ensure that staff insurance covers are renewed promptly.
- Ensure that new employees are registered in the medical scheme as soon as they report.
- Handle all SHIF matters including liaising with Payroll Office to ensure that deductions are made on time and new staff are introduced to SHA for registration. Work closely with the insurance covers providers to ensure that insurance related benefits are processed in time.
- Ensure proper management of staff medical scheme and insurance records by creating, maintaining and updating employee and administrative records.
- Assist in the implementation of the pre-retirement programme to ensure that employees are prepared for retirement.
- Facilitate staff separation process including drafting acceptance letter (on resignation), issuance of certificate of service/ recommendation letters and any other correspondences that may be needed by the statutory bodies.
- Ensure that employees are notified of their retirement 6 months before the actual retirement date.
- Ensure prompt payment of staff terminal benefits.
- In case of death of an employee:
 - Ensure condolences are conveyed to the immediate family in writing.
 - Also ensure that a notice of death is given to the labour officer in the prescribed form as soon as possible.
 - Work closely with finance to ensure that all benefits due to the late employee are paid within 30 days after submission of proof.
- Taking minutes in all HR meetings in liaison with the HR Assistant, ensure that appropriate actions are taken, decisions are implemented, records are maintained and generate related reports.

Any other duty as assigned by the immediate supervisor.

EDUCATION AND EXPERIENCE REQUIRED:

1. Bachelor's degree in Human Resource Management or its equivalent.
2. Certified Human Resource Professional / Diploma in Human Resource Management or its equivalent.
3. Four (4) years' experience in Human Resource Management

KEY COMPETENCIES AND SKILLS:

1. Strong leadership skills Certified Human Resource Professional / Diploma in Human Resource Management or its equivalent.
2. Good analytical skills and reporting skills Member of IHRM in good standing.
3. Good interpersonal skills.
4. Team player with strong organizational skills.

HUMAN RESOURCE OFFICER – RECRUITMENT, COMPENSATION & BENEFITS MANAGEMENT AND DATA MANAGEMENT

Reporting To: Human Resource Manager

Department: Human Resource

Purpose of the job

To facilitate and manage recruitment and selection, compensation & benefits management and HR data management processes. The job holder will coordinate the recruitment and selection process from end to end and help in analyzing staffing numbers and acquisition of skilled workforce in alignment to meeting the University's objectives. The job holder will also be responsible for providing Human Resources analytics in compensation and benefits. He/she will also ensure accurate capturing and management of employee data in the HRIMS.

▶▶ KEY RESPONSIBILITIES AND DUTIES/JOB SPECIFICATIONS:

» Recruitment & Placement

- Conduct analyses to determine staffing numbers, skills and needs to meet the University's objectives.
- Responsible for recruitment and selection processes end to end.
- Maintain a robust remuneration strategy and appropriate terms and conditions of employment in accordance with approved policies and guidelines.
- Oversee proper maintenance, storage, and security of personnel records to ensure integrity of data and information related to human resources management activities.
- Oversee the administration of University's staff medical schemes.
- Negotiate with health service providers for provision of appropriate services.
- Coordinate employee relations and staff disciplinary related matters.
- Provide HR analytics in the function area.

» Compensation and Benefits

- Provide Human Resources analytics in compensation and benefits.
- Implement reward/incentive and sanctions as per policy.
- Ensure compliance to statutory deductions.
- Prepare salary advice in line with correspondences issued to facilitate payment of salaries, allowances and application of other terms and conditions of employment.
- Prepare payroll.

» Data Management

- Ensure accuracy of employee data captured.
- Maintain accurate employee leave and shift records in the system.
- Maintain and generate monthly status reports on various Human Resources activities.
- Provide Human Resource analytics in employee relations.

Any other duty as assigned by the immediate supervisor.

EDUCATION AND EXPERIENCE REQUIRED:

1. Master's degree in Human Resource Management or its equivalent.
2. Bachelor's degree in Human Resource Management or its equivalent.
3. Four (4) years' experience in Human Resource Management.
4. Certified Human Resource Professional / Diploma in HR Management or its equivalent.
5. Member of IHRM in good standing.

KEY COMPETENCIES AND SKILLS:

1. Strong leadership skills
2. Good analytical skills and reporting skills
3. Good interpersonal skills.
4. Team player with strong organizational skills.

HUMAN RESOURCE OFFICER – STAFF TRAINING, PERFORMANCE MANAGEMENT & EMPLOYEE RELATIONS

Reporting To: Human Resource Manager

Department: Human Resource

Purpose of the job

To facilitate and manage staff training and development, performance management and resourcing and employee relations processes. The job holder will coordinate setting of performance objectives and staff performance appraisals. He/she will also be responsible for developing training proposals and programs. The job holder will also be responsible for preparing quarterly, mid and annual staff performance reports and providing guidance during cascading of organizational goals. This will be in addition to managing employee relations through liaising with medical service providers, implementing workforce wellness programmes and advising employees on work related or personal challenged brought to management's attention.

▶▶ KEY RESPONSIBILITIES AND DUTIES/JOB SPECIFICATIONS:

» Staff Training & Development

- Coordinate setting of staff performance objectives.
- Coordinate staff performance appraisal.
- Maintain individual and organizational performance data base.
- Prepare periodic progress reports showing achievements of departmental functions against planned targets.
- Manage the outcomes of employee performance appraisal.
- Carry out annual Training Needs Assessment and establish the University's annual training plan.
- Prepare training proposals and programs.
- Ensure efficient processing of industrial attachment and internship requests.
- Attend to internal and external correspondences/queries related to training activities.
- Measure the impact of training interventions and advise management.
- Provide HR analytics in the function area.

» Performance Management & Resourcing

- Analyze staffing numbers, skills and needs to meet University's staffing needs.
- Prepare notices and advertisements for vacant staff positions.
- Prepare and present long lists for shortlisting.
- Invite identified candidates and facilitate their presentation to respective interviewing panels.
- Take interview minutes and notify candidates on interview outcomes.
- Carry out due diligence and reference checks for all recruited staff.
- Coordinate staff performance review meetings.
- Prepare quarterly, mid, and annual staff performance reports.
- Collate documentary evidence during staff performance evaluations.
- Provide guidance during cascading of organizational goals.
- Provide technical support to staff on the HRIMS system during goal setting performance evaluation.

- Liaise with functional heads to ensure performance management timelines are adhered to.
- Generate performance management reports to guide in decision making.
- Provide HR analytics in performance management and resourcing.
- » **Employee Relations**
- Advise employees on work related/personal challenges brought to Management's attention.
- Liaise with medical service providers in accordance with University's policy.
- Implement the workplace wellness programmes.
- Prepare periodic reports related to staff welfare programmes.
- Draft various correspondences related to employee services.

Any other duty as assigned by the immediate supervisor.

EDUCATION AND EXPERIENCE REQUIRED:

1. Master's degree in Human Resource Management or its equivalent.
2. Bachelor's degree in Human Resource Management or its equivalent.
3. Four (4) years' experience in Human Resource Management.
4. CHRP/Diploma in HR Management or its equivalent.
5. Member of IHRM in good standing.

KEY COMPETENCIES AND SKILLS:

1. Strong leadership skills.
2. Good analytical skills and reporting skills.
3. Good interpersonal skills.
4. Team player with strong organizational skills.

Interested candidates who meet the stated requirements can submit applications and a duly filled job application form (<https://www.spu.ac.ke/attachments/Vacancies/Job-Application-Form.pdf>) via the following address: recruit@spu.ac.ke.

All applications should be submitted on or before **Monday 17th March, 2025**. Only shortlisted candidates will be contacted.