



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL & VOCATIONAL EDUCATION TRAINING
BUSHIANGALA TECHNICAL TRAINING INSTITUTE



P.O. BOX 2227 – 50100 KAKAMEGA. Tel No: 0702092440
E-MAIL: info@bushiangalatechnical.ac.ke WEBSITE: www.bushiangalatechnical.ac.ke

ADVERTISEMENT OF A VACANT POSITION

HUMAN RESOURCE OFFICER – 1 POST

Bushiangala Technical Training Institute is a middle level tertiary institution located in Ikolomani Constituency, Kakamega County is looking for a qualified Human Resource Officer.

Job Description

This position is responsible for supervision of staff in the various administrative support service areas and promoting staff welfare.

Duties and Responsibilities

- 1) Provide assistance in the implementation of the human resource management and administration policies and ensure compliance with government legal and statutory requirement.
- 2) Coordinate office services in the institution to ensure all operations run smoothly
- 3) Draft letters of appointment, probation and promotion for review, approval and validation by relevant officer.
- 4) Administer staff appraisal and compile annual staff appraisal report for review by relevant officer.
- 5) Respond to staff's queries on basic human resource matters to provide clarity on issues of concern
- 6) Maintain accurate and up to date employee records
- 7) Gather and compile all information relating to training needs from time to time to facilitate proper planning of training programmes
- 8) Inducting new employees
- 9) Administering compensation and benefits
- 10) Supervise staff under his/her jurisdiction to enhance efficient work output

For appointment to this position the applicant should meet the following minimum requirements:

- Higher National Diploma in Human Resource Management
- Degree in Human Resource Management from a recognized institution will be an added advantage.
- Proficiency in computer skills
- Member of IHRM
- Knowledge of the employment Act and Labour Laws

Interested and qualified candidates should forward their applications and copies of academic certificates, detailed CV, and reliable phone contacts and names of two referees (one from your current employer) on or before 29th February 2024.

Apply to:
The Principal
Bushiangala Technical Training Institute
P.O. Box 2227 -50100
KAKAMEGA

Persons Living With Disability Encouraged to Apply