

SENIOR HUMAN RESOURCE OFFICER – KRC GRADE 3B

Reports to Assistant Manager Human Resource

Job Purpose

The Senior Human Resource Officer is responsible for providing high-quality professional support in the execution of human resource management functions with a strong focus on talent development, training, performance management, and employee engagement. The role ensures effective implementation of HR policies, best practices, and statutory requirements to support the Corporation's strategic objectives through a competent, motivated, and productive workforce.

Key Responsibilities

Talent Acquisition, Succession & Workforce Planning

1. Execute end-to-end HR processes including recruitment, promotion, placement, discipline, and staff welfare.
2. Analyse staffing levels, conduct workforce gap analysis, and provide recommendations on succession planning and optimal staff establishment.
3. Analyse staff progression and propose career development pathways to enhance retention and talent pipeline.

Training, Development & Capacity Building

4. Coordinate the development and implementation of comprehensive annual training plans and capacity development programmes aligned to the Corporation's strategic and operational needs.
5. Identify competency gaps, design suitable training interventions, and source appropriate programmes to address them.
6. Evaluate the effectiveness and impact of training and development initiatives and recommend continuous improvements.
7. Participate in vetting and recommending staff for scholarships, sponsorships, and professional development opportunities.
8. Initiate, review, and formulate HR development policies, guidelines, and frameworks.

Performance Management & Productivity

9. Analyse performance appraisal reports and provide actionable recommendations on performance improvement, career progression, and talent development.
10. Support the effective implementation of the performance management system across the Corporation.
11. Advise on optimal human resource utilization, deployment, and productivity enhancement initiatives.

Employee Relations, Wellness & Compliance

12. Interpret and implement HR policies, labour laws, salary administration, pension schemes, and other relevant statutes.
13. Ensure compliance with occupational health and safety standards and promote workplace wellness.
14. Design and implement employee wellness programmes and staff engagement initiatives.
15. Develop and deploy tools for training needs assessment, employee satisfaction surveys, work environment surveys, and organizational culture assessments.

Reporting & Continuous Improvement

16. Prepare periodic HR reports, staff analytics, management briefs, and statutory returns.
17. Provide professional support in HR policy interpretation and implementation.
18. Perform any other duties as assigned from time to time.

Person Specifications

Academic qualification

For appointment to this grade, an Officer must have:

A Bachelor's Degree in Human Resource Management or Public Administration, Business Administration, or an equivalent qualification from a recognized and accredited institution.

Professional qualifications

- i. Certified Human Resource Professional (CHRPK) or its equivalent from a recognized and accredited institution;
- ii. A valid Human Resource Practicing Certificate;
- iii. Membership to the Institute of Human Resource Management (IHRM) or a comparable relevant professional body and in good standing;

- iv. A Management Course lasting not less than two (2) weeks from a recognized and accredited institution;
- v. Fulfil the requirements of Chapter Six of the Constitution of Kenya

Experience

- i. A cumulative service period of nine (9) years' relevant work experience, three (3) of which must have been at the grade of Human Resource Officer or in a comparable position;
- ii. Proficiency in computer applications; and
- iii. Demonstrated merit, managerial capability, and professional competence as reflected in work performance and results.

Other Requirements

- i. Excellent interpersonal, communication, and counselling skills with the ability to build trust and maintain strong working relationships with employees at all levels.
- ii. Strong analytical, problem-solving, and report-writing skills.
- iii. High level of integrity, confidentiality, and professional ethics in handling sensitive HR matters.
- iv. Superior planning, organising, and time-management skills with the ability to work effectively under pressure and meet tight deadlines.
- v. Team player with excellent stakeholder management and conflict-resolution abilities.

Applicants should indicate their current or most recent salary in their CV, as well as whether they are persons living with a disability. They should submit, either by post or email, their CV, credentials, and cover letter (as attachments), quoting the position applied for and outlining how they meet the requirements for the position, addressed to:

**The Human Resource Manager
Kenya Reinsurance Corporation Limited
P. O Box 30271, 00100 GPO
NAIROBI
E-mail: recruitmentkrc@kenyare.co.ke
Closing Date: 10th June 2026**