



Film Kenya... Capture Africa!

INTERNAL ADVERTISEMENT

The Kenya Film Commission (KFC) is a State Corporation mandated under Legal Notice No. 147 of 2015 to develop, promote and market the film Industry locally and internationally.

The Commission wishes to recruit result oriented Kenyan citizen with drive, vision and creativity, **on Permanent and Pensionable terms**, to fill the following position.

PRINCIPAL HUMAN RESOURCE OFFICER, (JOB GRADE KFC 4) – JOB REF NO:

KFC/HRA/PHRO/2024-1 POST

Job Description

The officer will report to the Manager Human Resource and Administration and will be responsible for;

- (i) Providing input in the development of the HR strategies, policies and procedures;
- (ii) Participating in recruitment and selection of staff;
- (iii) Implementing the Commission's strategic objectives on Human Resources and Development;
- (iv) Reviewing and coordinating implementation of performance management system;
- (v) Developing and maintaining human resource management information system;
- (vi) Implementing human resource management rules and regulations and compliance with labour laws;
- (vii) Coordinating human resource training and development programmes; (viii) Processing the payroll;
- (viii) Promote cordial employee relations, values and work ethics in the Commission;
- (ix) Carrying out job analysis and advice on review of job descriptions;
- (x) Providing employee counseling services;
- (xi) Ensuring compliance with statutory obligations in the work environment;

- (xii) Developing and managing staff welfare schemes such as Group Personal Life and accident, medical or insurance schemes;
- (xiii) Administering staff separation;
- (xiv) Participating in analyzing of staffing levels and succession planning; and
- (xv) Providing secretariat to the Human Resource Advisory Committee.

Person Specifications

For appointment to this grade, an officer must have:-

- (i) Have a minimum of eight (8) years' relevant work experience, three (3) of which should have been at supervisory role;
- (ii) Have Bachelors degree in Human Resource Management or equivalent qualification from a recognized Institution;
- (iii) Have Masters degree in Human Resource Management or equivalent qualification from a recognized institution;
- (iv) Be registered with the Institute of Human Resource Management;
- (v) Have a Valid Practicing License;
- (vi) Have Certificate in Management Course lasting not less four (4) weeks from a recognized institution;
- (vii) Be Proficient in computer application skills;
- (viii) Have demonstrated professional competence and administrative capability as reflected in work performance and results; and
- (ix) Meet the requirements of Chapter Six of the Constitution.

INTEGRITY CLEARANCE:

In addition to the qualifications set above, shortlisted candidates will be required to provide copies of clearance certificates/letters of good standing from the following;

1. Ethics and Anti-Corruption Commission (EACC).
2. Criminal Investigation Department (CID).
3. Kenya Revenue Authority (KRA).
4. Higher Education Loans Board (HELB).
5. Credit Bureau Reference.

TERMS OF SERVICE

An attractive remunerative package, commensurate to qualifications, experience and responsibilities and in line with government guidelines will be offered to the successful applicant. The appointment is on a permanent and pensionable terms.

HOW TO APPLY:

Please submit your application to phrorecruit2024@filmingkenya.go.ke so as to be received not later than 8th May 2024.

Applications **MUST** consist of application cover letter, detailed CV with **three (3) referees contacts**; Indicate your **current position, current remuneration, expected remuneration, e-mail** and **day-time telephone contact**, relevant Certificates and Testimonials; and copy of National ID/Passport to be addressed to:

**The Chief Executive Officer
Kenya Film Commission,
Jumuia Place, Second Floor, Lenana Road,
P. O. Box 76417,
00508 Nairobi.**

KFC is an Equal Opportunity Employer committed to diversity and gender equality. Women, youth and persons with disability are encouraged to apply. Applications without the relevant qualifications, copies of required documents will not be considered.

Any form of canvassing shall lead to automatic disqualification. Only shortlisted candidates shall be contacted.