



CAREER OPPORTUNITIES IN THE FILM INDUSTRY

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. KFC has an exciting career opportunity and seeks to recruit dynamic, visionary and innovative persons to fill the following positions:

MANAGER HUMAN RESOURCE AND ADMINISTRATION (JOB GRADE KFC 3)-JOB REF NO: KFC/HRA/MHRA/2025- 1 POST (ADVERTISEMENT)

Basic Salary

Scale KFC 3: 149,500 to 206,400 P.M

Reporting to the Chief Executive Officer, the job holder will provide organizational analysis and design formulation, periodic review and implementation of HR policies recruitment and selection, training and development, performance appraisal, career and succession planning development, separation and employee relations, compensation and benefits, employee industrial relations and performance management.

The job holder will be responsible for:

- (i) Ensuring that all employment practices, compensation, employee benefits, and human resources programs are within established standards, procedures, guidelines, and policies of KFC and labor laws;
- (ii) Facilitating periodic review and update of Human Resources policies and procedures in line with changes in the regulatory and labor environment;
- (iii) coordinating development, implementation and review of performance management system;
- (iv) Coordinating staff training and development programmes;
- (v) Coordinating the human resources planning process including staff recruitment and selection process for the organization;
- (vi) Managing the process of staff appointments, which includes issuance, renewal and termination of contracts;
- (vii) Developing and managing staff welfare schemes such as Group Personal Life and accident, and medical insurance schemes;
- (viii) Ensuring that the organization maintains a compensation and benefits package that is internally equitable and externally competitive within its ability to pay;

- (ix) Ensuring provision of administrative support, which includes maintenance of personnel records, payroll administration;
- (x) Ensuring that KFC maintains good employee and industrial relations through well managed staff welfare schemes, a healthy and safe working environment, effective management of disciplinary and grievance issues, and effective communication processes;
- (xi) Coordinating work related counselling and stress management services for staff;
- (xii) Preparing and controlling Human Resource budgets;
- (xiii) Coordinating allocating and ensuring prudent utilization of office space;
- (xiv) Coordinating provision of general administrative services including messenger services, transport/logistics and security;
- (xv) Investigating all security incidents and liaising with relevant security agents;
- (xvi) Participating in the development and implementation of the Commission's strategic plan;
- (xvii) Acting as a change management catalyst within the Commission; including career development, and succession management.

The successful candidate must:

- (i) Have a minimum of ten (10) years' relevant work experience, five (5) of which should have been in a management position;
- (ii) Have Bachelor's degree in Human Resource Management or equivalent qualification from a recognized institution;
- (iii) Have Master's 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 a Certificate Management Course lasting not less four (4) weeks from a recognized institution;
- (vii) Be Proficient in computer application skills; and
- (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, **successful** 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. Chief Executive Officer, Higher Education Loans Board (HELB).
5. Credit Reference Bureau.

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 **Five (5) years contract** renewable subject to satisfactory performance.

HOW TO APPLY:

Please submit your application to a sealed recruitment box at the reception of the Kenya Film Commission, 2nd Floor, Jumuia Place, Lenana Road, Kilimani, Nairobi or send a soft copy to mhrarecruit2025@filmingkenya.go.ke so as to be received no later than **10th July 2025 at 5.00pm.**

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.