

USAID AMPATH UZIMA



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15th July, 2022

JOB – RE- ADVERTISEMENT

USAID AMPATH Uzima is a KPHQ funded by USAID working in partnership with the Departments of Health in Uasin Gishu, Trans Nzoia, Elgeiyo Marakwet and West Pokot.

The Academic Model Providing Access to Health Care (AMPATH) is a project under the auspices of Moi Teaching and Referral Hospital (MTRH), Moi University and a Consortium of North American Universities led by Indiana University whose aim is to provide sustainable efforts in access to Health Care, Research, and Training.

Applications are invited from suitably qualified candidates for the following vacant position in the USAID AMPATH Uzima Program:

POSITION: HUMAN RESOURCE OFFICER II- 2 POSTS
STATION: AMPATH CENTRE, ELDORET
JOB GRADE: RS 9

Qualification and Experience

Reporting to the **Human Resource Director** through **Human Resource Manager**, the successful candidates will among others be responsible for the following:

- Ensuring that the Human Resource activities are implemented to meet the Labor laws of Kenya and USAID regulations as well as other funding agencies requirements;
- Ensuring implementation of Human Resource policies;
- Ensuring timely management of Program timesheets;
- Participating in recruitment, promotions and employee relations activities;
- Facilitating trainings (Continuous Professional Education etc.);
- Participating in disciplinary matters;
- Working with relevant section heads in advertising, short listing, interviewing, placement and induction;
- Assisting in preparing required HRH reports/budgets on a monthly/quarterly/annually as per USAID guidelines;
- Ensure HR expenditure are in line with current budgets allocated to all counties including making reports shared to USAID;
- Participate in compiling and updating all staff current data to reflect new changes including change of titles, transfers, exits and joiners;
- Share quarterly reports on staff data using current MFL codes and assist to ensure the same is reflect in our payroll;
- Coordinating and following up on WIBA claims through insurance company;
- Compiling WIBA progress reports to the MTRH OSH Secretariat;
- Reporting all staff deaths and follow ups on life Insurance compensation for all USAID AMPATH Uzima sites;
- Responding to all issues relating to leave computation in ERP & hard copies and proper filling Management;
- Perform any other duties as may be assigned by supervisor(s).

CHIEF OF PARTY USAID AMPATH
UZIMA
18 JUL 2022
Sign: _____

Qualification and Experience

- Bachelor's degree in any of the following Social Sciences: Human Resource Management, Sociology, Records Management, Public Administration, Business Administration/Management, or its equivalent from a recognized institution;
- At least a minimum of period of three (3) years working experience or its comparable position;
- A Diploma in Human Resource Management;
- Membership to the Institute of Human Resource Management (IHRM);
- Certified Human Resource Professional (CHRP) Certificate will be an added advantage;
- Be proficient in Microsoft Office and ERP or HRIS software applications;
- Shown competence and ability in organizing, performing and discharging duties and responsibilities;
- Be able to work under pressure and meet required deadlines;
- Prior experience in Government of Kenya rules/regulations and working with donor funded organizations will be an added advantage;

Terms of Employment

The successful candidate will be employed on contract basis subject to availability of fund and performance with a competitive salary and allowances. Candidates who meet these requirements and are interested should submit their applications, copies of certificates together with detailed Curriculum Vitae giving details of their current remuneration to on or before **29th July, 2022 at 5.00pm** to the address below:

Applications to be received at: recruitment@ampath.or.ke

Email applications will only be accepted

N/B -This is an extension of an earlier advertisement dated 15th July, 2022, those who had applied need not to reapply.

AMPATH is an equal opportunity employer. Please note only shortlisted candidates shall be contacted.

