



Africa's Premier Oil and Gas Company

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The Kenya Pipeline Company (KPC) Limited is a State Corporation established under the Companies Act (CAP 486) of the Laws of Kenya to provide efficient, reliable, safe and cost-effective means of transporting quality oil and gas from source to the customer.

Pursuant to this objective, the Company is seeking to recruit a highly motivated visionary, dynamic and results oriented candidate to fill the undermentioned vacant position.

	Position	Job Ref No.	Grade KPC	No. of Posts	Terms of Appointment
1	General Manager (Human Resource & Administration)	KPC/ADVT/07/2023	2	1	5-year Contract

APPLICATION REQUIREMENTS

Interested candidates are requested to visit the KPC website www.kpc.co.ke under the **Career Opportunities** section where the Job Description and Specification as well as the User Manual containing instructions on how to apply for the position have been posted.

All applications should be received not later than **midnight EAT** on 30th March 2023.

Only the candidate offered employment shall be required to present the following clearance certificates:

- (i) A valid Certificate of Good Conduct from the Directorate of Criminal investigations
- (ii) A valid Clearance Certificate from Higher Education Loans Board (HELB)
- (iii) A valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- (iv) A current Clearance from the Ethics & Anti-corruption Authority (EACC)
- (v) A current Report from an approved Credit Reference Bureau (CRB)

Kenya Pipeline Company is an equal opportunity employer committed to diversity and gender equality. Women and persons with disability are encouraged to apply.

Please note that, only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

GENERAL MANAGER (HUMAN RESOURCE & ADMINISTRATION) - GRADE KPC 2-
JOB REF KPC/ADVT/07/2023

a) Job Purpose

Responsible for provision of strategic leadership, policy development and professional advice on all human resource and administration functions in the Company.

b) Job Description

- (i) Provide leadership in the development and implementation of Human Resource and administration strategies, policies and procedures to achieve KPC's strategic objectives.
- (ii) Provide leadership in organization development, talent sourcing and staffing, employment relations, compensation and benefits.
- (iii) Ensure continuous development and maintenance of effective performance management systems.
- (iv) Maintain a robust remuneration strategy and appropriate terms and conditions of employment.
- (v) Lead and contribute to the development and implementation of appropriate change management initiatives.
- (vi) Ensure efficient and effective administration services including maintenance of KPC's property, offices and provision of transport and logistical support services.
- (vii) Facilitate identification, attraction, deployment and retention of qualified and skilled human resource.
- (viii) Provide leadership in the development and implementation of human resource plans and budgets to ensure efficient and cost-effective provision of services.
- (ix) Ensure compliance with good human resource practices, labour laws and other relevant legislation.
- (x) Performing any other related duties as may be assigned from time to time.

c) Person Specification

- (i) Master's Degree from a recognized institution.
- (ii) Bachelor's degree in Social Sciences or Human Resource Management (HRM).
- (iii) Minimum of twelve (12) years relevant experience five (5) of which should be at Senior Management level.
- (iv) Post Graduate Qualification in HRM if the first degree is not in HRM.
- (v) Membership in Institute of Human Resource Management (IHRM).
- (vi) Current Practicing License from IHRM.
- (vii) Proficiency in Computer applications.

d) Key Skills and Competencies

- (i) Strong leadership skills including effective interpersonal, communication, influencing and negotiation skills.
- (ii) Proven track record and ability to manage change and interpersonal conflict.
- (iii) Proficiency computer applications including computerized HR information systems and other relevant software packages
- (iv) Ability to deliver the articulated vision for change to staff members.
- (v) Ability to identify and clarify key underlying issues in employee problems and independently counsel staff on significant challenges facing the organization and negotiate solutions to conflicts.
- (vi) Ability to maintain professional status and keep abreast of evolving trends in human capital development through continuing professional education programmes