
EXCITING CAREER OPPORTUNITIES

The Management University of Africa (MUA) is a private University in Kenya with its main campus in Kisaju, Kajiado County and a campus in South C, Nairobi. We envision being a premier University providing Management and transformative leadership solutions worldwide. We are looking for a dynamic, self-driven and result oriented professionals to fill the following positions:-

1.0 HUMAN RESOURCE DEVELOPMENT OFFICER

JOB PURPOSE

The position reports to the Manager, Human Resources Development to help organization achieve its purpose by adding value to its key resource- the Human Resources it employs. This involves facilitation of staff procurement, welfare, remuneration management, discipline management. More specifically support HR planning, job analysis, recruitment and selection; orientation and induction; training and development; performance appraisal; compensation planning and remuneration; motivation, welfare, health and safety and employee relations

KEY DUTIES AND RESPONSIBILITIES

- Implementing Human Resources policies and procedures and managing day to day human resources administration.
- Maintaining up-to-date Human Resources Information system.
- Facilitating recruitments, appointments, discipline, health and safety.
- Assisting with the updating of policies and procedures, performance management, and staff training.
- Updating the HR Database and HR System.
- Management of staff records
- Conduct staff satisfaction survey
- Assist in coordinating performance appraisal
- Facilitating staff orientation and induction for new staff.
- Ensuring compliance with the legal and statutory requirements.
- Benefits administration and effective coordination of service providers.

- Managing community and staff events including welfare matters.
- Contribute to the preparation of Human Resource annual plan.
- Coordinate welfare activities
- Ensure that all staff members are put on medical cover as well as other Insurance covers such as Group Life Assurance and Group Personal Accident.
- Ensure that all staff members join the Pension scheme as per the agreed rules.
- Any other duties as may be assigned from time to time.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Experience in a busy Human Resources Department for a minimum of 6 years
- Experience in industrial relation and dealing with the union is added advantage.
- Computer literacy and efficiency in the use of Microsoft Office packages.
- Those who have worked in a University set up will have added advantage.
- Good administrative and coordination skill.
- Ability to manage and sustain high cost center performance, compliance and performance Standards.
- Be a team player and possess excellent interpersonal, communication both oral and written, report writing and presentation skills.
- Ability to maintain confidentiality, honest, trustworthy with a high degree of personal integrity.
- A people person with ability to win trust.
- Creativity, innovation, objectivity, insight and ability to work with minimum supervision.
- Master's degree in Human Resource Management from a recognized University.
- Must be a member of Institute of Human Resource Management.
- Those with experience in staff Training will have added advantage.

2.0 ASSISTANT HUMAN RESOURCE OFFICER - 1 POSITION

JOB PURPOSE

To assist in the day to day operations of the Human Resource functions in the University.

KEY DUTIES AND RESPONSIBILITIES

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources Department
- Compile and update employee records (hard and soft copies)

- Process documentation and prepare reports relating to Human Resource activities i.e staffing, pension, recruitment, training, grievances, performance evaluations etc
Coordinate the Departments' relevant meetings such as recruitments, disciplinary, pension
- Deal with employee requests regarding Human Resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data i.e new appointment, absences and leaves.
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
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KNOWLEDGE SKILLS AND EXPERIENCE REQUIRED

- Bachelor's degree in Human Resource Management or a business related field from a recognized University.
- Postgraduate diploma in Human Resources Management is an added advantage.
- Work experience in a busy Human Resources Department for a minimum period of three (3) years.
- Must be computer literate and efficient in the use of Microsoft office packages.
- Be a team player and possess excellent interpersonal, communication, report writing and presentation skills.
- Ability to main confidentiality, honest and trustworthy and with high degree of personal integrity.

3.0 ADMINISTRATION INTERN - 1 POSITION - RE-ADVERTISEMENT

JOB PURPOSE

The position reports to the Human Resource Officer. To ensure that the University operates smoothly and effectively and in compliance with standards operating procedures and University policy.

KEY DUTIES AND RESPONSIBILITIES

- Provide both clerical and administrative support and smooth running of businesses throughout in the University.
- Assist in ensuring that high levels and standards of cleanliness are maintained in the University.
- Follow up of general repairs and maintenance of furniture, electrical faults and equipment.

- Assist in maintenance of a safe and secure work environment by making sure all hazards are addressed.
- Ensure availability and safety of water in dispensers and staffs have clean drinking water.
- Maintain a register for toiletries.
- Make timely requisition for toiletries and other essentials.
- Follow up on repair of telephone.
- Assist in timely follow up of University bills.
- Ensure water flow in washrooms throughout the day.
- Ensure proper lighting in classrooms, offices and washrooms
- Coordinate with Kisaju campus Administration Officer on administration duties and assist where necessary.
- Any other duties assigned from time to time.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Bachelor of Business Administration Degree.
- Computer literate
- Good communication skills

HOW TO APPLY

Interested candidates who satisfy the requirements below should forward their applications accompanied by a detailed CV, email address, day time telephone contact, name and address of three referees. The applications should reach the undersigned not later than **21st February 2022**. The Management University of Africa is an equal opportunity employer.

THE VICE - CHANCELLOR
The Management University of Africa
P. O. Box 29677 - 00100, NAIROBI
Email: vc.jobapplications@mua.ac.ke