



### **EXCITING CAREER OPPORTUNITIES**

The Management University of Africa (MUA) is a private University in Kenya with its main campus in Kisumu, 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 dynamic, self-driven and result oriented professionals to fill the following positions: -

#### **1.0 HUMAN RESOURCE OFFICER - ONE POSITION**

##### **JOB PURPOSE**

The HR Officer will be responsible for supporting the HR department in all areas of human resources practices and processes. This includes recruitment, employee relations, training and development, performance management, HR compliance, and general administrative support.

##### **KEY DUTIES AND RESPONSIBILITIES**

- Assist in recruitment processes including job postings, screening candidates, and scheduling interviews.
- Prepare employment contracts and maintain employee records (e.g., personal data, job history, attendance).
- Coordinate onboarding and orientation for new employees.
- Support employee relations by addressing inquiries and resolving issues promptly and professionally.
- Assist with performance management processes and track appraisal documentation.
- Ensure legal compliance by monitoring and implementing applicable HR labor laws.
- Maintain and update HR databases and systems (e.g., HRIS).
- Organize and support training and development programs.
- Assist in payroll preparation by providing relevant employee data (e.g., absences, bonuses, leaves).
- Contribute to the development and implementation of HR policies and procedures.
- Handle disciplinary and grievance procedures under supervision.
- Prepare HR reports as needed.
- 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.

## **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

- Experience in a busy Human Resources Department for a minimum of 6 years
- Master's degree in Business Administration/MCs, Human Resource Management option from a recognized University.
- Bachelors' degree in Human Resource Management from a recognized university.
- Must be a member of Institute of Human Resource Management
- A certification in Human Resource Professional is an added advantage
- Understanding of labor laws and disciplinary procedures.
- Proficient in MS Office; knowledge of HRIS systems is an advantage.
- Excellent communication and interpersonal skills.
- Strong organizational and time management abilities.
- High level of integrity and confidentiality.
- Creativity, innovation, objectivity, insight and ability to work with minimum supervision.

## **2.0 ASSISTANT HUMAN RESOURCE OFFICER – ONE POSITION**

### **JOB PURPOSE**

The Assistant Human Resource Officer will provide administrative and operational support to the HR department. The role will help in ensuring the smooth functioning of HR processes including recruitment, employee records management, training coordination, and general HR administrative tasks.

### **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

### **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 maintain confidentiality, honest and trustworthy and with high degree of personal integrity.

### **HOW TO APPLY**

Interested candidates who satisfy the requirements below should forward their applications accompanied by a detailed CV, email address, daytime telephone contact, name and address of three referees. The applications should reach the undersigned not later than **12<sup>th</sup> September 2025**. The Management University of Africa is an equal opportunity employer.

**THE VICE - CHANCELLOR**  
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