



## **CAREER OPPORTUNITY**

KCA University is a dynamic private business university committed to quality service and ethical practices. KCA University seeks to recruit a candidate to fill the following position;

## **MANAGER TRAINING & DEVELOPMENT**

### **JOB OBJECTIVE**

To plan and execute staff training & development policies and programmes

### **DUTIES AND RESPONSIBILITIES**

- Policy review and implementation.
- Develop and implement staff training and development plan and programmes
- Develop and execute effective on-boarding programmes for staff
- Oversee implementation of trainings and evaluation of training programmes
- Management of e-database for staff skills
- Conduct training needs analysis and implement appropriate interventions and recommendations
- Develop and execute career progression and succession planning strategies for staff
- Liaise with the HODs to develop/revise Job descriptions for new and existing staff as appropriate.
- Liaise with Quality Assurance department to conduct staff satisfaction surveys
- Champion Occupational Health and Safety programmes for staff and relevant stakeholders
- Develop and execute PIP policy and programmes.
- Develop a risk assessment framework for training and development

### **QUALIFICATIONS AND EXPERIENCE**

- Masters Degree in Human Resource or Social Sciences
- Certified Human Resources Practitioner
- Member of IHRM in good standing;
- Proficiency in the use of HRMIS;

- Proficiency in Microsoft Office Suite Application (e.g. MS Excel, MS Word, MS PowerPoint, Outlook);
- At least five (5) years working experience as a Human Resource professional with at least 2 years should be in supervisory position.

### **OTHER SKILLS AND COMPETENCIES**

- Job Analysis skills
- Training Needs Assessment skills
- Excellent communication and interpersonal skills
- Sound leadership and management skills
- Self-driven and able to work within tight deadlines.

### **How to Apply**

Interested candidates who meet the above requirements should submit an application letter indicating current and desired salary, a detailed CV including three referees, academic & professional certificates and a **clear copy of your Kenya National ID and iTax certificate** via email to [hrjobs@kca.ac.ke](mailto:hrjobs@kca.ac.ke) by **31<sup>st</sup> January 2022**.

Only shortlisted candidates will be contacted

**The subject of your email should read: MANAGER – TRAINING & DEVELOPMENT**

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