



JOB VACANCY

DIRECTOR, HUMAN RESOURCES AND ADMINISTRATION (REF: CA/HRA/CA3)

The Communications Authority of Kenya (CA) is the regulatory agency for the ICT industry in Kenya with responsibilities in telecommunications, cyber security, e-commerce, broadcasting, multimedia and postal /courier services. CA is also responsible for managing the country's numbering and frequency spectrum resources, managing and administering the Universal Service Fund (USF), and safeguarding the interests of users of ICT services.

The Authority seeks to recruit a highly competent, proactive, and self-driven individual to serve as Director of Human Resources and Administration.

The position is of paramount importance given the multifaceted nature of the organization as a state-owned corporation. This role will be pivotal in ensuring that CA's human resources and administrative practices align with government policies and priorities, promoting a culture of efficiency, compliance, and inclusivity while effectively managing the Authority's human resources and administrative processes.

JOB SUMMARY

The Director, Human Resources and Administration will be responsible for overseeing and managing the human resources function with a particular focus on managing stakeholder relationships with various government entities. This role is pivotal in shaping the workplace culture, fostering collaboration, and ensuring the effective management of CA's workforce in alignment with government policies and procedures.

The successful candidate will serve as a strategic partner to the Director General and the executive team, providing guidance and expertise in all HR functions. This position requires a deep understanding of HR best practices, labour laws, and government regulations and will be responsible for developing and implementing HR strategies, policies, and programs that align with our organizational goals and objectives. The candidate will also be a key driver of organizational change and fostering a positive work culture.

The role is further charged with overseeing and managing the administrative functions of the organization. This role will be pivotal in ensuring that CA's administrative operations

run smoothly, resources are managed effectively, policies are implemented consistently, and relationships with external stakeholders are well- managed. Ultimately, this position contributes to CA's mission of regulating and promoting the communications and broadcasting sector in Kenya by supporting its internal people and administrative.

KEY RESPONSIBILITIES

- **Organizational Culture:** Fostering a positive organizational culture that is aligned with government values and objectives is critical for a state-owned corporation. The Director, Human Resources and Administration will be tasked with shaping CA's culture to reflect government priorities, promote diversity and inclusion, and facilitate smooth working relationships within the organization.
- **Talent Management:** Attracting and retaining top talent is essential for CA's success, and the Director will lead efforts to identify, recruit, and develop skilled professionals who can support the Authority's mission. Additionally, the role will include designing and implementing HR policies and procedures that meet government guidelines.
- **Stakeholder Engagement:** In the context of a state-owned corporation, effective communication and collaboration with government entities, such as the Public Service Commission (PSC), the State Corporations Advisory Committee (SCAC), the Salaries and Remuneration Committee (SRC), the Office of the Chief of Staff and Head of Public Service, the Ministry of Public Service, and other ministries and state-owned corporations, are essential. The Director, Human Resources and Administration will serve as a key point of contact to manage and nurture these vital relationships, ensuring alignment with government policies, procedures, and regulations.
- **Administrative Excellence:** Oversee the daily administrative functions of CA, including facilities management, procurement, records management, and general office administration. Ensure that administrative processes run efficiently, smoothly, and are in compliance with regulatory and legal requirements.
- **Resource Management:** Manage CA's physical and financial resources effectively, including budgeting, procurement, and inventory control. Ensure transparency, accountability, and adherence to relevant financial and procurement regulations.
- **Compliance and Policy Implementation:** As a government entity, CA must adhere to specific regulations, guidelines, and legal frameworks, particularly in the realm of human resources and public sector employment. The Director will be responsible for ensuring that CA's HR practices comply with the standards set by government bodies and institutions. Translate CA's policies and procedures into practical administrative operations. Ensure that employees understand and adhere to administrative policies, maintaining consistency and compliance with regulatory standards.
- **Risk Management:** Identify and mitigate administrative and operational risks to

prevent disruptions to CA's activities. Develop and implement contingency plans for business continuity.

The Communications Authority of Kenya is committed to diversity, equity, and inclusion and welcomes candidates from all backgrounds to apply for this important leadership role.

QUALIFICATIONS

1. Education:

- Relevant Bachelor's Degree in Human Resource Management, Commerce, Social sciences, Business Administration; or relevant Bachelor's degree in Applied and Physical Science, Humanities or Business-related field or equivalent qualification from a recognized Institution.
- Relevant Master's Degree in Human Resource Management, Commerce, Social sciences, Business Administration; or relevant Master's degree in Applied and Physical Science, Humanities or Business-related field or equivalent qualification from a recognized institution.
- Be proficient in computer applications;
- Fulfil the requirements of Chapter Six of the Constitution.
- Be a registered Member of the Institute of Human Resource Management and be in good standing.

2. Experience:

- Minimum of 10 years of progressive HR leadership experience, preferably in a government or public sector environment.
- Minimum of 5 years in a Senior Management / Leadership Position.
- Strong knowledge of public sector HR policies, procedures, and compliance requirements.
- Proven experience in developing and implementing HR strategies, policies, and programs.
- Extensive knowledge of HR best practices, labor laws, and government regulations.
- Familiarity with HR information systems and tools for data analysis and reporting.

3. Skills and Competencies:

- Excellent leadership, communication and interpersonal skills, with the ability to build effective relationships and resolve conflicts.
- Strong leadership skills with the ability to influence and engage stakeholders at all levels of the organization.
- Strong problem-solving and decision-making abilities. Demonstrated experience in managing employee relations, conducting investigations, and resolving complex HR issues.
- Financial acumen and the ability to manage resources effectively. Proven experience in developing and implementing HR strategies, policies, and programs.
- Strategic thinker with the ability to drive organizational change and foster a positive

work culture.

- A commitment to diversity, equity, and inclusion.

4. Personal Attributes:

- Integrity and ethical conduct.
- Resilience, adaptability, and the ability to work under pressure.
- Results-oriented and committed to achieving CA's mission.

APPLICATION PROCESS

Interested candidates are invited to submit their applications, including a detailed CV, a cover letter, and contact information for three professional references by **29th February 2024, 5.00 p.m.** East Africa Time (EAT).

The application should be emailed to jobs@ca.go.ke or hand delivered in a clearly marked envelope of the position being applied for and addressed to:

**The Director General,
Communications Authority of Kenya,
P.O. Box 14448,
Nairobi, 00800.**

The Communications Authority of Kenya (CA) is an equal opportunity employer and encourages applications from all qualified candidates.

Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification