



## **RE-ADVERTISEMENT - JOB VACANCY**

### **MARCH, 2025**

**VACANCY NUMBER : KTVC 1**

**JOB TITLE : HUMAN RESOURCE OFFICER (One (1) Post)**

**JOB GROUP : K**

**TERMS OF SERVICE : PERMANENT**

#### **Duties and Responsibilities**

- 1.0** Develop the Human Resource Policies and Procedures in line with the institution overall policy.
- 2.0** Advise the Management on matters relating to Human Resource policies so as to make informed decisions.
- 3.0** Act as the link between the management and the union through negotiations formulation of agreements such as collective bargaining agreements to ensure smooth Labour relations in the institution.
- 4.0** Oversee the human resource trainings and development through liaison with other departments to establish human resource needs.
- 5.0** Supervise administrative staff to ensure all the operations in the institution are carried out smoothly.
- 6.0** Oversee the administration of the staff appraisal forms and review the staff annual appraisals reports to monitor staff performance in the institution.
- 7.0** Oversee recruitment and appointment of staff to ensure the institution has the right staffing.
- 8.0** Advise staff on all aspects of the Human Resource function which include recruitment, training and development, and performance management, to ensure awareness of staff on the expectations of the institution and the benefits and opportunities available to the staff.
- 9.0** Validate information collected on letters of promotion, probation, appointment to ensure accuracy of data.
- 10.0** Process all approved staff leaves in line with the leave schedule to ensure no overlaps.
- 11.0** Manage and update the payroll to ensure compliance with the payroll process and government regulations.
- 12.0** Handle the staff discipline and grievances issues to ensure that best practice in the management of discipline is instilled in the institution.
- 13.0** Review employment and working conditions to ensure legal compliance requirements.
- 14.0** Provide counselling and guidance services to the staff to promote staff welfare and wellness.
- 15.0** Monitor the working environment of the staff to ensure health and safety measures are observed.
- 16.0** Analyse the requirement of the institution to identify gaps and ensure consistent provision of requisite manpower in the institution.
- 17.0** Process staff promotions, appointments and deployments as per approval of management.

- 18.0 Monitor the implementation of the training programmes to ensure timeliness, cost efficiency and high-quality standards.
- 19.0 Communicate to staff on Human Resource matters relating to separations such as benefits, notice periods to ensure smooth separation of employees in the institution.
- 20.0 Maintain the Human Resource Information system and ensure confidentiality of staffs' personal information.

### **Qualifications, Skills and Experience**

- 1.0 Bachelor's degree/HND in Business Administration (Human Resource Management Option) or its equivalent.
- 2.0 At least 1 year of relevant working experience.
- 3.0 Registered member of IHRM and in Good Standing.
- 4.0 Must be Computer Literate and proficient in use of Enterprise Resource Planning (ERP) system.
- 5.0 Knowledge of the Employment Act and Labour Laws.

### **STATUTORY REQUIREMENT**

Successful candidate to comply with chapter 6 of the constitution.

### **HOW TO APPLY**

Interested and qualified individuals should send their application letter with detailed CVs and three professional referees preferably current or former supervisors. Hard copies of academic and professional certificates and other testimonials together with a copy of the national identity card should reach under designed not later than **11<sup>th</sup> April, 2025**.

**The Principal/Secretary, BOG**  
**Kongoni Technical and Vocational College**  
P.O BOX 45-30205 MATUNDA  
Email; [kongonitvc@gmail.com](mailto:kongonitvc@gmail.com)

*Kongoni Technical and Vocational College is an Equal Opportunity Employer; Persons with Disability, Youth and Women are encouraged To Apply*

*Approved for circulation*

**PRINCIPAL**  
**KONGONI TECHNICAL AND**  
**VOCATIONAL COLLEGE**  
**P. O. BOX 45-30205, MATUNDA**  
**28/03/2025**