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**BRANCHES:**  
Runyenjes  
Miandari Market  
Karurumo Market  
Chuka Town

## HUMAN RESOURCE MANAGER

### 1.0 Job Heading

|                            |                                   |
|----------------------------|-----------------------------------|
| <b>Job Title</b>           | <b>Human Resource Manager</b>     |
| <b>Department</b>          | Human Resource and Administration |
| <b>Location</b>            | Head Office                       |
| <b>Employment Category</b> | Full time Contract                |
| <b>Reports To</b>          | Chief Executive Officer           |

### 2.0 Job Summary

The holder of this position is primarily responsible for overseeing all aspects of Human Resource Management, using financially sound and cooperative-oriented business practices to increase the Sacco's net operating income, the assets and capital base while providing responsive quality services to all stakeholders.

### 3.0 Duties and responsibility

The holder of this position is required to execute all the duties and responsibilities detailed under the following headings;

#### i. Human Resources Planning

- a. Prepares human resources plan aligned to the Sacco's strategic plan for review by the Chief Executive Officer (CEO) and periodically updates the same.
- b. Monitors the plan to ensure its adherence.
- c. Ensures that the approved staffing numbers by the board are strictly maintained and variance is communicated to CEO for approval.

#### ii. Recruitment/Selection

- a. Develops a recruitment plan and implements the same.
- b. Prepares recruitment reports for approval.
- c. Ensures that each vacant position has an updated job description with competencies clearly outlined to facilitate recruitment
- d. Participates in interviews and salary negotiations.
- e. Prepares letters of appointments

#### iii. Staff Orientation & Welfare

- a. Coordinates the orientation process for new staff members for ease of integration
- b. Periodically reviews and updates the staff orientation material and program.
- c. Manage Staff welfare.

#### iv. Training and Development

- a. Conducts on annual basis, the training needs assessment exercise and prepares a comprehensive training and development plan.
- b. Ensures all staff training and development initiatives are competency based and there is value for money.
- c. Extracts training needs from the performance appraisal forms of every



appraisal period.

- d. Liaises with relevant heads of department to solicit for appropriate individual or firm to facilitate training and development initiatives after seeking approval from GM.

**v. Performance Management**

- a. Coordinates annual appraisal and objective setting process
- b. Receives individual performance contracts, reviews and maintains the same
- c. Prepares appraisal reports and forwards to the GM for review.

**vi. Compensation Management**

- a. Conducts regular bench marking exercises to ensure that the Sacco's compensation regime is externally competitive.
- b. Based on the output of such exercises, design specific initiatives for consideration by management and board.
- c. Prepares staff budgets on annual basis.

**vii. Payroll Management**

- a. Responsible for the Sacco's payroll processes
- b. Prepares monthly reports on payroll with regard to budget and numbers of staff on board
- c. Updates payroll based on approved changes

**viii. Human Resources Policies and Procedures**

- a. Regularly reviews and updates HR policies and procedures in line with labour laws for clarity, consistency, information and compliance.

**ix. Career Management/Schemes of Service**

- a. In liaison with the GM, manages the Sacco's Career Progression
- b. Develops plans and Schemes of Service

**x. Staff Records**

- a. Organize and maintain personnel records
- b. Update internal databases (e.g. record sick or maternity leave)
- c. Prepare HR documents like employment contracts and new hire guides.

**xi. Insurance and Related Staff Cover**

- a. Liaise with external partners, like insurance vendors, and ensure legal compliance
- b. Registers staff on Work Injuries and Benefits Authority (WIBA) and coordinates the same.
- c. Handles cases of staff injures in the work place
- d. Registers staff on NHIF and NSSF cover
- e. Create regular reports and presentations on HR metrics (e.g. turnover rates)

**xii. Staff Disciplinary Matters**

- a. Handles all staff disciplinary matters
- b. Coordinates with the staff union on matters related to staff labour issues.

**xiii. Staff Welfare Management**

- a. Ensure coordinated staff leave and maintains updated records.

- b. To handle staff medical and pension scheme.
- c. To handle staff loans.

**xiv. Other responsibilities**

- a. To answer employees' queries about HR-related issues.
- b. To arrange travel accommodations and process expense forms.
- c. To participate in HR projects (e.g. help organize a job fair event).
- d. To perform any other responsibilities as may be assigned from time to time.

**4.0 Important Skills for Human Resource Manager**

As a Human Resource Manager you will need to have the following attributes at your finger tips:

- a. Highly numerical i.e. able to work with numbers
- b. Be flexible and a team player
- c. High ethical standards, integrity and professionalism
- d. Good public and customer relations
- e. Good communication skills
- f. Excellent team building and leadership skills.
- g. Ability to work with minimum supervision, prepared to work with tight schedules and meet deadlines.
- h. Emotional intelligence to administer corporate performance

**4.0 Minimum Qualification and Requirements**

- a. The holder of this position is required to possess the following job requirements:
- b. A Masters/Bachelor's Degree in Human Resource Management from a recognized university
- c. A Professional qualification in Human Resources Management and a member in good standing of IHRM for the last 5 years.
- d. A minimum of 5 years' experience in managing human resources.
- e. Be able to showcase evidence of inspirational leadership with the ability to lead in an environment of constant change.
- f. Proven management skills including planning, supervising, mentoring and coaching.
- g. Must demonstrate strong interpersonal skills with an ability to maneuver through complex situations effectively while building constructive relationships.
- h. Able to demonstrate good organizational, analytical and administrative skills.
- i. In-depth knowledge of Industrial relations, labour laws and other governing regulations.
- j. Certificate of good conduct.

**5.0 Limits of Authority**

- a. Over assets – Access to all assets in the Sacco needed to carry out his assigned duties
- b. Over data and information – Access to all members data and records
- c. Undertake proper care of all Sacco assets in their area of operation.

**6.0 How to Apply**

If you are qualified and seeking an exciting new challenge, please apply through the website [www.countysacco.com/careers](http://www.countysacco.com/careers) by 14th Mar 2026. Letters should be addressed to:

**THE HUMAN RESOURCE MANAGER**

**COUNTY SACCO SOCIETY LTD**

**PO BOX 21-60103**

**RUNYENJES-EMBU**

