



COMMUNICATIONS
AUTHORITY OF KENYA

JOB VACANCY

SENIOR ASSISTANT HUMAN RESOURCE OFFICER (RELIEVER FOR 6 MONTHS)

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. The 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 is seeking to recruit a Senior Assistant Human Resource Officer (CA8) on a fixed term contract of six (6) months as a reliever.

a) Job Purpose

The role is responsible for enhancing the overall well-being of employees by managing welfare programmes and coordinating the staff medical services. This role will support the implementation of human resources services to ensure staff welfare matters including medical administration is handled effectively and efficiently.

b) Job Specifications

The duties and responsibilities of the officer will entail: -

- Ensure timely processing and posting of medical invoices under the Staff Medical Scheme in the Human Resources Information System (HRIS).
- Prepare detailed reports on employee absence, engagement, and wellness programs, identifying any issues requiring resolution.
- Serve as the point of contact with medical providers to facilitate seamless operations and ensure employee queries are handled timeously.
- Assist in the recruitment process and contribute to the performance appraisal cycle.
- Verify invoices for payment and maintain accurate human resource records in a timely manner.
- Ensure the preparation and smooth coordination of the staff performance appraisal process, aligning it with organizational goals.
- Any other duties as will be assigned

c) Person Specification

For appointment to this grade, a candidate must have: -

- Have at least four (4) years' relevant work experience.
- Have a Higher National Diploma in Human Resource Management or relevant diploma in business related field or equivalent qualification from a recognized institution.
- A Bachelor's Degree qualification in Human Resource Management, Bachelor of Commerce, Social Sciences, Business Administration or a relevant Bachelors degree in Applied and Physical Science, Humanities or business related field or equivalent qualifications from recognized institution will be an added advantage
- Have proficiency in computer applications.
- Data analytics certification will be an added advantage.

d) Key Competencies and Skills

- Planning skills;
- Self-driven and detail oriented
- Analytical skills
- Interpersonal skills;
- Team player; and
- Integrity.
- Report writing
- Service orientation

APPLICATION PROCESS

Interested and qualified candidates are invited to submit their applications, including a detailed CV, a cover letter, and contact information for three professional references, via the link <https://forms.gle/1zousKjQuEsFwD736> available on our website:

<https://www.ca.go.ke/careers> on or before **October 10th 2024 at 5.00 p.m, East Africa Time (EAT).**

Only shortlisted candidates shall be contacted for interviews.

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

The Authority is an equal opportunity employer and all qualified Kenyans including persons living with disabilities are encouraged to apply. Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification.

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