



Natural Kenyan Sweetness

CAREER OPPORTUNITIES

1. HEAD OF HUMAN RESOURCES

Responsible for providing leadership and strategic direction for the HR function, maximizing the opportunity to build, develop, inspire and retain a team supportive of our Vision and workforce plan in line with MSC strategy and succeeding change management initiatives.

KEY RESPONSIBILITIES

- Provide ongoing strategy guidance, interpretation and technical support to management in all area of Human resources management
- Advise on effective and timely recruitment processes in the hiring, developing and retaining the best talent available to support strategic human resources needs
- Provide leadership and support to line managers to ensure implementation of Human Resources policies and procedures throughout in all the departments
- Provide direction and oversight on policies and procedures in respect of staff recruitment, disciplinary, benefits, rewards, contracting, severance, grievances, training and development, performance management, talent management and succession planning
- Support line managers and staff to understand and implement effective performance management based on MSC performance management system
- Timely implementation of emerging labour relations issues to maintain a harmonious working relationship with the trade unions and staff population in general.
- Ensure compliance with all relevant legislation requirements in executing all employee actions from hire to retire by continuously studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions from time to time
- Develop and maintain an innovative, learning, technologically savvy and high performance culture in the organization through a variety of interventions.
- Overall responsibility of Environmental Health and Safety in the Company

QUALIFICATIONS

- Bachelor's Degree in Social Sciences, or other business related fields
- A Master's degree in Human Resources Management or related field
- A post graduate qualification in Human Resources Management
- Valid membership to the Institute of Human Resources Management
- At least ten (10) years' experience with at least five (5) years spent at senior management level in significant Organization

- Good understanding of the Labour laws and ILO conventions
- Good negotiation, counselling, mentoring and problem solving skill
- Knowledge in workplace Safety and Health Management is an added advantage

Applications enclosing cover letter with copies of certificates, testimonials, national identity card and a detailed CV indicating day-time telephone contact, e-mail, names and addresses of three referees should be addressed to:

The Chief Executive Officer,
Mumias Sugar Company Limited,
P.O Private Bag,
MUMIAS

or

The Chief Executive Officer,
Mumias Sugar Company Limited,
Nairobi Office,
Top Plaza, Ground Floor,
Kindaruma Road, Off Ngong Road,
P.O Box 57092 - 00200,
NAIROBI

The application should be sent by **post, courier or email to be received not later than 5:00 pm** on 28th February, 2018. The email address is jobs@mumias-sugar.com

Mumias sugar Company is an equal opportunity employer