VACANCY ANNOUNCEMENT- ASSISTANT HUMAN RESOURCE OFFICER

1. The Eastern Africa Standby Force Secretariat (EASFSEC) invites suitably qualified, experienced, innovative, result oriented and self-driven individuals who are citizens of Kenya to apply for the following position tenable at EASF Secretariat.

2. Position: Assistant Human Resource Officer

3. Job Grade: GS6

4. Main purpose of the job: Under the Supervision of the Human Resources Officer, the Assistant Human Resources Officer will provide support in the Admin and Finance Department and implement HR policies as stipulated in the service regulations of EASF.

5. Key Qualifications and Experience
   a. Bachelor’s degree in Human Resource, Public Administration, Business Administration, commerce or related field from a recognized University with specialization in Human Resource Management;
   b. At least four years’ continuous experience in a busy HR department;
   c. Membership to recognized human resource professional body;
   d. Be a person of high integrity with no criminal record
   e. Be a national of EASF member state
   f. Be proficient in written and spoken English, knowledge of French and Arabic or other regional languages will be an added advantage

6. Key Responsibilities
   a. Perform all human Resources Generalists functions delegated to by HR and Administration Officer.
   b. In charge of Personnel filing and updating documents
   c. Assist in day to day administration of the Personnel Office
   d. Data entry of information in the Human Resource system
   e. Administration of staff leave and updating the database from time to time
   f. Assist the Human Resource Officer benefits administration as contained in the Service Regulations
g. Perform any other duties as may be assigned by the supervising officer

7. Duration of Contract: 3 years renewable after appraisal

8. Closing Date: Interested applicants should send their Motivation Letter, CV's, certified copies of educational, professional certificates and references no later than 17th August 2018.

9. Address and Contacts:

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