



VACANCY ANNOUNCEMENT

The Nursing Council of Kenya (NCK) is a body corporate established under The Nurses Act (Cap 257) of the Laws of Kenya to regulate Nursing Education and Practice in Kenya.

The Council wishes to recruit highly competent, passionate, dedicated and self-driven individuals to fill the following positions for a contract period of 3 years.

Human Resource Assistant III (1 Position)

Reporting to the head, Human Resource and Administrative Manager, the Human Resource Assistant III will be required to help the Human Resource department meet its mandate charged with the responsibility of:

- Implementing human resource policies, rules and regulations;
- Assist in facilitating recruitment, placement, training and development of staff;
- Assist in collating training needs assessment and organizing training programs;
- Assist in coordinating the implementation of Performance Appraisal Systems;
- Assist in human resource planning, communication, discipline, employee relations, remuneration and staff welfare;
- Assist in Maintenance of Staff and general records among other functions.

Requirements for Appointment

For appointment to this grade, a candidate must be:

- Diploma holder in Human Resource Management.
- Higher National Diploma in human Resource is an added advantage
- Member of Institute of Human Resource Management (IHRM)
- 3years of experience in Human Resource
- Proficiency in computer application skills.
- Certificate of good conduct

OFFICE ADMINISTRATOR II

Report to Human Resource and Administrative Manager

The function of office Administrator II entails:-

- Carrying out office administration, secretarial duties and enquiries;
- Receiving and attending to clients;
- Reserving appointments and maintaining office diary;
- Handling correspondences, telephone calls, office documents and equipments;
- Dealing with protocols and travel itineraries; ensuring good office layout;
- Ensuring security of office documents, records and secretarial equipment.

Requirements for Appointment

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

- Served in the grade of Office Administrator III for a minimum period of three (3) years;
- Diploma in Secretarial studies or administration
- Proficiency computer application skills; and Shown merit and ability as reflected in work performance and results.
- Should have organizing skills, presentation and Customer service
- Must have worked in a busy environment
- Certificate of good conduct

SENIOR DRIVER (1 Position)

Reporting to Head, Human Resource and Administrative Manager

The function of the driver will entail: -

- Driving and maintenance of the Council's vehicles;
- Detecting common mechanical faults on the vehicles;
- Ensuring safety of vehicle on and off the road and the vehicles' cleanliness.

Requirements for Appointment

The following are the minimum qualifications for this cadre:-

- Valid driving license free from any current endorsements and valid for any of the classes B, C, E
- Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution.
- First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution.

- Valid Certificate of Good Conduct from the Kenya police.
- Over 5 years of driving experience
- Demonstrated integrity and professional competence as reflected in work performance and results.
- Any other qualifications that may be adjudged as equivalent by the Council

If you meet the criteria outlined above, please send your application and attach a detailed CV, copies of National Identity Card and current pay slip, relevant copies of testimonials and certificates, your day time contact, and contacts of three referees, not later than Close of Business **24th February, 2017** to:

**Registrar/CEO
Nursing Council of Kenya
P.O. Box 20056-00200
NAIROBI**

Email Address: careers@nckkenya.org

Only shortlisted applicants will be contacted. Canvassing will lead to disqualification.