



NURSING COUNCIL OF KENYA

Nursing Council of Kenya (NCK) is a body corporate established under the Nurses Act Cap. 257 of the Laws of Kenya with mandate to regulate Nursing education and practice. NCK invites applications from suitably qualified candidates to fill the following positions;

MANAGER, HUMAN RESOURCE & ADMINISTRATION: Ref/NCK/05/2017:

Terms: Three (3) year contract, renewable - subject to satisfactory performance

Position Summary

The Manager, Human Resource & Administration will be responsible to the Registrar / CEO for the provision of strategic leadership and advise on Human Resource Management Administration matters, formulate and articulate the Human Resource & Administration Strategies, Policies, Rules and Regulations to support the NCK's Strategic Plan and objectives to enhance individual and Council's performance.

Key Responsibilities

- Develop/review all Human Resources and Administration policies, standards and strategies;
- Provide professional leadership in the development and implementation of Human Resource and Administration plans, budgets and performance management in order to ensure efficient and cost-effective;
- Facilitate job analysis, determining optimum staff requirements and designing organizational structure to maximize synergies to achieve the strategic plan;
- Oversee the development and implementation of the NCK employee Performance Management systems;
- Undertake training needs analysis and baseline surveys, design and implement relevant training programmes for capacity building;
- Implement an effective Human Resource Management information system for monitoring, tracking and evaluating employee activities including staff performance management, medical insurance and welfare programmes;
- Oversee maintenance, storage and security of personnel records to ensure integrity of data and information related to Human Resources programmes as well as administrative support services;
- Manage employees and labour relation matters in line with the labour laws and the Council's policies and compliance to the same.

- Oversee provision of office services, comprising cost-effective mail delivery systems, office security, communication facilities and front office services;
- Administer employee medical insurance schemes, employees' compensation and manage other employee welfare programs;
- Develop, coordinate and implement Motor Vehicle transport -policy;
- Ensure that the Council's properties and assets are properly managed and insured against damage and loss.
- Perform other Human Resources and Administration duties that may be assigned from time to time.

Qualifications

- Master's degree in Human Resource Management, Business Administration, labour relations management or its equivalent from a recognised institution.
- Bachelor's Degree in Human Resource Management/Development or its equivalent from a recognized Institution.
- Higher Diploma in Human Resource management from a recognised institution
- Proficiency in Computer Application Skills.
- Proven relevant work experience of not less than five (5) years in a large organization.
- Must be a member of the Human Resource professional body (IHRM) in good standing.
- Must possess a valid IHRM Practicing licence.

Key Competencies:

- In depth knowledge of human resources and administration policies, systems and procedures;
- Ability to lead staff, including training and conflict management skills;
- High level of Integrity, ethics and self-discipline;
- Strong administrative and business acumen;
- Demonstrated interpersonal skills in building and sustaining relationships with a particular focus on the integration and leading as well as being a part of a team;
- Strong commitment to the principles underpinning good governance and sound financial management;
- Excellent decision-making skills;
- Team leadership and supervisory skills;
- Planning and organizational skills.

SENIOR ACCOUNTANT –Job Ref: NCK/06/2017 (1post)

Terms of Service: Three (3) year contract, renewable subject to satisfactory performance

Position Summary

The Senior Accountant will be responsible to the Finance Manager in ensuring smooth running of the accounting functions.

Key Responsibilities:

- Assist in the formulation and implementation of NCK financial policies and regulations
- Facilitate the development and implementation of sound and effective accounting systems
- Budgeting and costing of Council's activities
- Development and Implementation of Internal Controls
- Maintenance of proper accounting records
- Collection of revenue and disbursement of Council funds
- Treasury management and bank reconciliation
- Preparation of Financial and Management reports.
- Ensuring statutory compliance in both accounting and taxation
- Accounting for special funds – donor, programmes and project
- Assist in coordination of external audits and responding to audit queries
- Effective supervision, training and development of staff under him/her
- Assessment of staff performance
- Perform any other duties as may be assigned from time to time

Qualifications

- Bachelor's Degree in Commerce, Accounting/Finance, Economics or any other related field of study from a University recognized in Kenya;
- A Master's degree in Business Administration, Finance or any other related field of study from a University recognized in Kenya will be an added advantage;
- Be a Certified Public Accountant with (CPAK) or ACCA;
- Membership to a relevant professional body in good standing;
- Proven minimum four (4) years relevant work experience.

Key Competencies

- Conversant with International Public Sector Accounting Standards (IPSAS)
- Good communication, organizational and analytical skills
- Knowledge of Public Procurement & Asset Disposal Act and Regulations;
- Knowledge of Public Financial Management Regulations
- Proficiency in the use of an ERP system

- Proficiency in the use of other relevant computer applications.
- Ability to get on well with diverse workforce

LEGAL OFFICER Job Ref. NCK/07/2017 (1 Post)

Terms: three (3) year contract, renewable subject to satisfactory performance

Position Summary

The Legal Officer will be responsible to the CEO / Registrar for all legal matters in the Council.

Key responsibilities

- Prepare and review legal contracts, deeds, leases, and other legal papers of a routine nature;
- Research on relevant statutes, rulings and precedents to be used as a basis for answering requests for legal opinions;
- Handle all legal matters including litigations in liaison with the Council's appointed panel of lawyers;
- Provide legal advice and ensure compliance with legal and statutory requirements;
- Maintain a comprehensive database of all legal matters with up to date progress;
- Review and formulating legal policies, procedures and regulations;
- Review court cases, correspondence and publications pointing out matters of note or which necessitate management action;
- Liaise with other departments in managing legal matters;
- Assist in the provision of company secretarial duties to the Council's Board of Directors as and when the need arises;
- Attend court cases and relevant registries as and when required;
- Conduct legal awareness and education to the Council staff.

Qualifications

- Bachelor of Laws (LLB) degree from a recognized University;
- Postgraduate Diploma in Law from the Kenya School of Law;
- Certified Public Secretarial -CPS(K)
- An advocate of the High Court of Kenya with a current Practicing Certificate;
- A registered member of the Law Society of Kenya in good standing;
- Have a minimum of three (3) year post-admission experience in a busy legal department/environment in a large organization;
- IT Proficiency

Other Attributes

- Communication Skills
- Leadership skills
- Interpersonal skills

- Analytical skills
- Keen eye for details
- Presentation skills

How to Apply

Individual who meet the minimum job requirements are requested to submit their applications and attached detailed CV, copies of national ID and current pay slip, relevant copies of testimonies and certificates, day time contact and contact of three referees to reach the undersigned not later than **Tuesday July 18, 2017** close of business.

Candidates interested in the above positions are expected to fulfill the requirements of Chapter six (6) of the Constitution of Kenya.

Specifically, they must obtain and submit with their application copies of clearance certificates from the following organizations:-

1. Kenya Revenue Authority;
2. Higher Education Loans Board;
3. Ethics and Anti-corruption Commission;
4. Criminal Investigation Department (Police Clearance Certificate);
5. A report from an approved Credit Reference Bureau (CRB)

Applications without the relevant qualifications, copies of documents/ details as sought will not be considered.

NCK is an equal opportunity employer committed to diversity. Persons with disability, Women, Youth and those from marginalized areas are encouraged to apply

Please note only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

Address:

**The Registrar/CEO
Nursing Council of Kenya
NCK Plaza, Kabarnet Road off Ngong Road
P.O Box 20056 – 00200
Nairobi
Email address: careers@nckkenya.org**