



Central Bank of Kenya

Exciting Career Opportunities

Our client, The Central Bank of Kenya (CBK), is responsible for formulating monetary policy to achieve and maintain price stability. CBK also promotes financial stability; an effective and efficient payment, clearing and settlement system; formulates and implements foreign exchange policies; holds and manages foreign exchange reserves; issuing of currency; and is the banker for, adviser to and fiscal agent of the Government. In line with its vision to be a World-Class Modern Central Bank reflected in its People, Systems and Processes, the Bank is looking to identify results driven, visionary, strategic thinking, experienced and highly qualified leaders with excellent credentials, proven experience, demonstrated capacity and know-how to fill various positions in the Human Resources Department.

Head, Resourcing and Reward Management

Reporting to the Director, Human Resources, the Head, Resourcing and Reward Management will be responsible for providing strategic and operational leadership in the management of the Bank's Planning and Resourcing, and Compensation and Benefits functions. The role holder will be responsible for recruiting the right Talent and developing, implementing, and maintaining an integrated and innovative reward strategy to attract and retain the best staff. The role holder will also be responsible for HR budgeting and monitoring as well as administration of benefits.

The ideal candidate will be a strategic thinker who possesses strong leadership and people management skills, strong analytical, communication and decision-making skills. The role will suit an individual of high integrity who can maintain confidentiality and work effectively with multiple stakeholders.

Key Responsibilities

- Develop creative and innovative talent acquisition strategies, comprehensive recruitment planning, and building a comprehensive and diverse talent pipeline.
- Design reward strategies aimed at recognising excellent performance to attract and retain staff, ensuring that they are fairly and consistently applied.
- Develop and maintain annual operational plans, policies, and objectives, which focus on all aspects of resourcing, pay, reward and recognition aimed at attracting and retaining the best staff.
- Develop and implement a workforce plan and talent pipeline to ensure that the Bank's talent is fit to deliver on the Bank's strategic objectives.
- Design and recommend improvements to the benefits program while monitoring administrative costs and effectiveness of the benefits program.
- Manage an effective and efficient recruitment life cycle while minimizing cost-per-hire from job posting, sourcing, prescreening, creating and administering assessments, scheduling interviews, conducting background checks, seeking references, preparing initial offers and on-boarding.
- Develop and implement the Bank's succession planning strategy across all functions in the Bank, while reporting regularly to the Bank's Senior Executives.
- Serve as the custodian of the job evaluation process in the Bank, while ensuring regular review of job changes, and grading of new jobs, facilitating job evaluation processes, and documenting results.
- Provide leadership and guidance to the team and foster a high-performance culture through engagement, coaching and mentorship.

Role Specifications

- A Bachelor's degree in the Humanities, Social Sciences, Human Resources Management, Business Administration or equivalent qualification from a recognized institution.
- A Master's degree in Strategic Human Resources Management, Organizational Development, Business Administration, or equivalent qualification from a recognized institution is an added advantage.
- CHRP Certification, Higher Diploma in HR Management, or a similar HR qualification.
- Full membership to the Institute of Human Resource Management (IHRM); or membership to other appropriate relevant professional body and in good standing.
- At least Ten (10) years' experience in Resourcing and Reward Management in a financial institution or organization of similar scale and/or complexity with at least five (5) years in a senior leadership role.
- Demonstrable experience of effective preparation and implementation of the HR budget, monitoring and reporting.
- Experience in implementing recruitment and retention strategies that have secured and retained high calibre candidates.
- Sound knowledge and understanding of job evaluation and grading processes.

Manager, Planning and Resourcing

Reporting to the Head, Resourcing and Reward Management, the Manager, Planning and Resourcing will be responsible for the development and execution of the recruitment plan and management of the recruitment process. The role holder will oversee the recruitment plans in terms of sourcing, screening, interviewing, selection and on-boarding the right talent that matches the dynamic business needs while ensuring optimal staffing levels as per the various business units annual work plans.

Key Responsibilities

- Develop and implement resourcing strategies to ensure the Bank attracts and retains top talent.
- Lead manpower planning in collaboration with the various business units.
- Develop and implement recruitment processes to deliver cost effective resourcing and lead the designing and execution of recruitment campaigns.
- Develop, deploy and report pre-hire assessments to support recruitment and selection decisions.
- Support in designing and implementation of competency-based interviewing tools and resources to support the recruitment process.
- Collaborate with higher learning institutions during career fairs to promote the Bank's employer brand.
- Develop staff retention strategies in collaboration with the Compensation and Benefits Manager
- Design and position a strong employer brand and value proposition to make the Bank attractive to talent in the market.
- Implement staff career maps and advise staff on career development and growth.
- Coordinate the induction of new staff in various business units and oversee the probation and confirmation processes across various business units.

Role Specifications

- A Bachelor's degree in Human Resource Management, Business Administration or equivalent qualification from a recognized institution.
- A Master's degree in Human Resource Management/Development, Business Administration (Human Resource Management), Organisational Management or equivalent qualification from a recognized institution would be an added advantage.
- CHRP Certification, Higher Diploma in HR Management or a similar HR qualification.
- Full membership to the Institute of Human Resource Management (IHRM) or membership to other appropriate relevant professional body and in good standing.
- At least Seven (7) years' experience in Planning and Resourcing with three (3) years in a supervisory role.
- Demonstrable experience in working with recruitment systems and technology.
- Technical experience in talent management, workforce planning, and succession planning.
- Knowledge of Labour/employment laws.
- Ability to manage full cycle recruiting and sourcing including knowledge of various interview techniques and evaluation methods.

If you believe you meet the role specifications and can clearly demonstrate your abilities for any of the above roles, please submit your application or applications, including authentic certified copies of relevant academic and professional certificates and testimonials, your curriculum vitae, details of your current position, current remuneration, as well as email and telephone contacts of three (3) referees who can speak of your competence, character and integrity.

Head, HR Services and Administration

Reporting to the Director, Human Resources, the Head, HR Services and Administration will be responsible for delivery of efficient HR administration processes and services through effective leadership and management of the day-to-day operations of HR services, Records Management, Employee Relations and Welfare, and Employee Engagement / Experience. The role holder will drive automation and operational excellence of HR service delivery through the use of Human Capital Management System (HCMS).

The ideal candidate will be experienced in all aspects of Human Resources Administration and Operations/Services. The role will suit an individual of high integrity, strong leadership and interpersonal skills with a track record for establishing and leading highly effective and efficient HR Service functions.

Key Responsibilities

- Optimize the capabilities of the HCMS to improve service delivery and ensure effective use of data, trend analysis and reports to inform planning and decision making.
- Manage the HCMS and provide effective support for HCMS including driving the use of HCMS, resolving issues, recommending solutions and ensuring continuous improvement through automation.
- Evaluate departmental records management needs and develop and implement records management standards, policies, and procedures in consultation with the Bank's Management.
- Collaborate with subject matter experts across the HR service areas (Talent and Capability Development, Resourcing and Reward Management, Medical Services) to promote data governance and stewardship, and to improve overall strategic and operational performance.
- Lead and manage employee relations, employee engagement initiatives and oversee employee welfare programs in line with the Bank's policies and applicable laws, while adopting leading practices.
- Conduct employee engagement surveys to continuously assess employee engagement and ensure Culture Alignment in the Bank.
- Ensure delivery of seamless HR Services in the Bank's Branches and Centres.
- Provide leadership and guidance to the team and foster a high-performance culture through engagement, coaching and mentorship.

Role Specifications

- A Bachelor's degree in the Humanities, Social Sciences, Human Resources Management, Business Administration or equivalent qualification from a recognized institution.
- A Master's degree in Strategic Human Resources Management, Organizational Development, Business Administration, or equivalent qualification from a recognized institution is an added advantage.
- CHRP Certification, Higher Diploma in HR Management, or a similar HR qualification.
- Full membership to the Institute of Human Resource Management (IHRM); or membership to other appropriate relevant professional body and in good standing.
- At least Ten (10) years of experience in HR Operations in a financial institution or organization of similar scale and/or complexity with at least five (5) years in a senior leadership role.
- Proven understanding of HR Service management and operations and experience with best-in-class HR Information Systems.
- Experience working with big data from a people perspective and ability to effectively leverage data to present insights.
- Knowledge of relevant HR Legislation and industrial relations.
- Ability to design HR policies, implement and manage organisational change.
- Demonstrable ability to lead and implement HR initiatives in an environment that is continuously evolving.

Manager, Compensation and Benefits

Reporting to the Head, Resourcing and Reward, the Manager, Compensation and Benefits will be responsible for implementing the Bank's Reward and Benefits strategy and programs. The ideal role holder will be responsible for overseeing the administration of staff loans, payroll/ reward management, administration of all cash benefits, HR budgets, and staff recognition.

Key Responsibilities

- Implement and manage the Bank's payroll / reward strategy and process effectively.
- Ensure effective HR budget preparation, monitoring and reporting.
- Design and recommend improvements to the benefits programs by examining possible plan designs and benefits.
- Maintain all relevant staff benefits files and records.
- Monitor administrative costs of benefits programs and recommend cost containment strategies.
- Administration of the Bank's loan program in accordance with the Bank's policies and procedures.
- Manage and implement the Bank wide staff recognition program in accordance with the Bank's policies and guidelines.
- Periodically conduct surveys on the industry trends in reward and benefits to assess the Bank's position and advise the Bank's Senior Management.
- Evaluate and report on the effectiveness of employee benefits programs.

Role Specifications

- A Bachelor's degree in Human Resources Management, Business Administration or equivalent qualification from a recognized institution.
- A Master's degree in Human Resource Management/Development, Business Administration (Human Resource Management), Organisational Management, or equivalent qualification from a recognized institution.
- CHRP Certification, Higher Diploma in HR Management, or a similar HR qualification.
- Full membership to the Institute of Human Resource Management (IHRM) or membership to other appropriate relevant professional body and in good standing.
- At least seven (7) years' experience in Compensation and Benefits Management with at least three (3) years in a supervisory capacity in a similar size organisation.
- Knowledge of survey and benchmarking methods and tools.
- Working knowledge of job evaluation and grading.
- Experience in administration of staff benefits.
- Good understanding of different benefit plans and relevant regulations.
- Experience in effective HR budgeting, monitoring and reporting.

To view the detailed job descriptions for the vacant roles and a guide on how to apply for the vacant roles, kindly log onto our e-recruitment platform via <https://www2.deloitte.com/ke/en/careers/executive-search-recruitment.html>.

Email or hard copy applications will not be accepted. All applications must be submitted through the e-recruitment portal to be considered, and your application must be received by **30 September 2022**.

Our client is an Equal Opportunity Employer (EOE) and committed to diversity and gender equality. Canvassing will lead to automatic disqualification.