



NUMERICAL MACHINING COMPLEX LIMITED

Workshop Road, Off Bunyala Road

P. O. Box 70660-00400 Nairobi

Tel: 2244143, 2241701

Email: info@nmc.go.ke Website: www.nmc.go.ke

ADVERTISEMENT FOR THE POST OF SENIOR HR ASSISTANT – NMC 5

Numerical Machining Complex Limited is a Semi-Autonomous Government Agency established under the Companies Act Cap 486 Laws of Kenya. The company is seeking to recruit a dynamic, talented and results oriented individual to join our Human Resources team in realizing the company's vision "To catalyze industrialization in Kenya by leveraging national resources and modern manufacturing technologies through stakeholder collaboration for sustainable development"

JOB PROFILE

The role of the Senior HR Assistant will include among others the following:-

The position holder will be responsible for the following:-

- a) Participate in the planning of human resource management and development activities such as recruitment, appointment, promotion, discipline;
- b) Management of HRIS;
- c) Payroll management;
- d) Preparing agenda and minutes for the Staff Management Advisory Committee; implementing human resource decisions within existing rules, regulations and procedures;
- e) Verifying pension documents.

PERSON PROFILE

- (i) Served in the grade of Human Resource Assistant I for at least four (4) years;
- (ii) Higher Diploma in Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or its relevant qualification from a recognized institution; OR
- (iii) Part III of Certified Public Secretaries Examination from a recognized institution;
- (iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (v) Certificate in Computer Application Skills from a recognized institution; and
- (vi) Demonstrated administrative and professional competence.

Mode of application

If you meet the above requirements please submit your application in confidence along with the relevant testimonials, certificates, a detailed curriculum vitae stating your position, current and expected remuneration, email and telephone/Mobile contact to reach the undersigned through the email: hr@nmc.go.ke before **21st December, 2021**.

The Managing Director,
Numerical Machining Complex,
Kenya Railways - Central Workshops Rd,
P. O. Box 70660 – 00400

NAIROBI

Note: Only short listed candidates will be contacted and canvassing will lead to automatic disqualification.

“Numerical Machining Complex Limited is an equal opportunity employer