



AUSTRALIAN HIGH COMMISSION, NAIROBI
VACANCY
Human Resource Manager

Duties:

The Australian High Commission is seeking an experienced Human Resource (HR) professional with considerable general HR management experience having worked in a vibrant international environment to fill the position of Human Resources Manager in the Administration section. The ideal candidate will have proven experience in a range of human resource functions and a strong human resources/management background. The successful applicant will need to work well as part of a team and have an appreciation of the high standards of integrity required by the Australian High Commission.

Selection Criteria:

- Minimum qualification of a university degree in human resource management, business administration or social sciences.
- Experience in a Human Resources role with demonstrable ability in providing services in a range of human resource functions.
- Fully conversant with labour and employment law and practices with a good understanding and knowledge of Kenyan Labour Laws
- Ability to manage own workload to meet deadlines, take initiative, adapt and respond to challenges and set priorities.
- A strong and demonstrable understanding of the importance of client service with good management skills and ability to build productive working relationships.
- Have fluent command of English with strong written and oral communication skills.
- Demonstrated sound judgment and strong interpersonal skills.
- Ability and interest to work in an international context and cross-cultural environment.

The position will be filled at the LE5 level at a salary rate of KES183,278 per month. The successful candidate will be required to work from Monday to Thursday from 0745hrs to 1630hrs and Fridays from 0745hrs to 1200hrs. Occasional overtime may be required.

Position will be available in September 2014.
Applications will be received until 1200hrs Friday 22 August 2014.

Application requirements:

If you believe you fulfil the requirements of the position, you are invited to submit a written application that addresses the above selection criteria in detail. Your application should clearly explain the reasons why you are suitable for the position. Please include the contact details of 2 working references that can be contacted by telephone. Applications must be **hand delivered or courier-delivered** to the Australian High Commission in a sealed envelope addressed to the Senior Administrative Officer. Please write the position applied for in the top left hand corner. **Only applications that fully meet the above criteria will be considered.**

The Australian High Commission is an equal opportunity employer