



JOB APPLICATION OF THE HUMAN RESOURCE MANAGER

Kenya Medical Practitioners and Dentists Board is looking for a Human Resource Manager who will be primarily responsible to the Chief Executive Officer for the development of an employee oriented culture that emphasizes quality, employee retention, development and high performance. He/she will contribute at both strategic and operations level in order to identify human resources priorities and recommend appropriate people management solutions which support business aims, in addition to providing a customer-focused HR service;

Applications are invited for suitable candidates who must meet the following criteria for the post of **Human Resource Manager**.

1. Be of Kenyan citizen.
2. A Bachelor's Degree from a reputable university in Business specializing in human resource management;
3. A Higher Diploma from Institute of human resource Management;
4. At least 3 years of experience in human resource management;
5. A Master Degree in Business Administration specializing in Human Resource Management or Master of Science in Human Resource Management is an added advantage
6. Membership of the Institute of Human Resource Management is a must;
7. Certification in Computer Packages;
8. Excellent communication and interpersonal skills;
9. Must be able to work in a fast paced environment.
10. He/she should have strong interpersonal, analytical and organizational skills.
11. He/she should be compliant with chapter six of the constitution of Kenya on leadership and integrity.
12. He/she should have a certificate of Good conduct.

Submit your application to Kenya Medical Practitioners and Dentists Board, **Chief Executive Officer**

P.O Box 44839-00100 Nairobi on Monday 7th March 2017 and not later than 10th March 2017.

Late applications will not be accepted.

- *Only shortlisted candidates shall be invited for interview*