



VACANCY ANNOUNCEMENT

The National AIDS Control Council (NACC) is a state Corporation whose mission is to provide policy and strategic framework for mobilizing and coordinating resources for the prevention of HIV transmission and provision of care and support to the infected and affected people in Kenya. More details of our mandate and contacts can be found in the website www.nacc.or.ke In our efforts to fulfill this mandate, the NACC seeks to recruit suitable candidates for the following position:

Job Title	Human Resources Assistant (Records Management Officer III)
Number of positions	2
Reports to	Human Resources Officer
Grade	NACC 7
Department	Finance and Administration
Business Purpose/Objective	To manage the Human Resource Registry Unit of the NACC to ensure effective and efficient storage, retrieval and processing of information.

Duties & Responsibilities:

- Inputting data in the Human Resources Information System to record, retrieve and generate important records including leave days management records, training records, employee bio data, payroll data among others.
- Assist in the preparation of Pay Change Advice Forms in relation to new appointments, acting, transfers, dismissals, terminations, suspensions, salary changes and resignations.
- Update personal data for employees.
- Ensure all documents are filed in their designated places
- Assist in the preparation of personnel data to be input in the ERP
- Handle records in relation to NHIF, NSSF, and disciplinary cases
- Liaise with the Federation of Kenya (FKE) on employer/employees matters.
- Participate in the recruitment and selection of staff in order to ensure that the candidates selected have the required job competencies and are provided with orientation and induction program necessary for effective job performance
- Implement the records management program for NACC, establishing controls to ensure that records are maintained in accordance to regulations.
- Ensure proper documentation for ease of retrieval of all memos, letters, publications,

circulars and contracts

- Route high volume of correspondences to and from the NACC
- Identify vital records, confidential records and records with potential historical value and provide for appropriate file management
- Manage and provide an inventory of organizations records
- Ensure proper documentation for ease of retrieval for memos, letters, publications, circulars and contracts
- Route high volume of correspondences to and from the organization services, web sites and email.
- In charge of letters and/or document discharge from and to the NACC

QUALIFICATIONS/ REQUIREMENTS

Educational	<ul style="list-style-type: none">• A Higher National Diploma in Records Management• Diploma in Human Resource management• Certificate or Diploma in Records Management is an added advantage
Experience	<ul style="list-style-type: none">• 3-4 years' experience working in a busy Human Resources Function in a large organization
Key competencies	<ul style="list-style-type: none">• Excellent writing, analytical and negotiation skills.• Excellent communication and interpersonal skills.• Ability to work under pressure and with minimum supervision.• A team player and results oriented• Computer literate

The above position is on a three (3) year renewable contract basis subject to satisfactory performance through a formal appraisal. The individual recruited shall be of high integrity and able to work within a team. If you fulfill the above requirements, you are invited to submit an application letter together with an up to date CV, copies of certificates, testimonials, names and contacts of three professional referees in a sealed envelope by 5:00 p.m before or by Monday, **July 9, 2018** to the address provided below.

NACC is an equal opportunity employer and does NOT discriminate any applicant on the basis of their HIV status, ethnic background, sex, religion, disability, or marital status yet is attentive to gender, regional and ethnic balance. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

**The Chief Executive Officer
National AIDS Control Council
Landmark Plaza 9th Floor
P.O. Box 61307, 00200
Nairobi
KENYA**