

**Principal Human Resource Management Assistant**  
**REF: NSDCC/19**

<b>Job Title</b>	Principal Human Resource Management Assistant
<b>Grade</b>	NSDCC 7
<b>Contract Term</b>	3 Years renewable, subject to satisfactory performance
<b>Corporation/Organization</b>	National Syndemic Diseases Control Council
<b>Directorate</b>	Human Resource Management and Administration
<b>Department</b>	Human Resource Management
<b>Location / Workstation</b>	Headquarters, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Senior Human Resource Management Officer
<b>Job Purpose</b>	
Responsible for supporting the development, review and implementation of effective Human Resource policies, strategies, procedures and regulations.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<ol style="list-style-type: none"> <li>1. Ensuring job advertisements are prepared in line with the job descriptions;</li> <li>2. Processing salaries, allowances, benefits and final dues;</li> <li>3. Updating the HR information systems data;</li> <li>4. Ensuring decisions made by the Human Resource Officers are implemented to ensure issues raised are addressed;</li> <li>5. Preparing draft correspondences;</li> <li>6. Ensuring statutory returns such as NSSF and SHIF are prepared on time;</li> <li>7. Supervising the procession of pension elements and other human resource administration matters for retirees and those proceeding on retirement for timely payments; and</li> </ol>	

8. Writing pay change advice and advising accounts section on staff salary changes, transfers, appointments, promotions and increments for timely processing.
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
Diploma in Human Resource or its equivalent qualification from a recognized institution.
<b>Professional Qualifications / Membership to professional bodies</b>
Supervisory skills course lasting not less than two weeks from a recognized institution.
<b>Previous relevant work experience required.</b>
A minimum of eight (8) years relevant work experience.
<b>Functional Skills, Behavioural Competencies/Attributes:</b>
<ol style="list-style-type: none"> <li>1. Good interpersonal skills;</li> <li>2. Strong communication skills;</li> <li>3. Good reporting skills; and</li> <li>4. Proficiency in computer applications.</li> </ol>

Applicants who meet the above requirements should submit their applications, including an application letter accompanied by a detailed curriculum vitae that lists three (3) professional referees, current position/grade, daytime telephone contacts, email address, copies of certified academic and professional certificates, testimonials and a copy of the National Identity Card or Passport. All applications should **quote the title and reference number** of the position on the cover letter and envelope and be submitted not later than **Wednesday, March 4, 2026, 5.00 pm EAT** to the address below or electronically to [recruitment@nsdcc.go.ke](mailto:recruitment@nsdcc.go.ke)

**The Chairperson  
National Syndemic Diseases Control Council  
Maktaba Kuu Building 2<sup>nd</sup> Floor  
P.O. Box 61307 – 00200  
Nairobi  
KENYA**

Only shortlisted candidates will be contacted. Canvassing will result in automatic disqualification.

Successful candidates will be required to obtain the following clearance documents:

1. Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)
2. Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
3. Clearance Certificate from the Higher Education Loans Board (HELB)
4. Clearance from the Ethics and Anti-Corruption Commission (EACC)
5. Clearance Certificate from a Credit Reference Bureau (CRB)

NSDCC is an equal opportunity employer and is committed to inclusivity and diversity. Persons with disabilities and individuals from marginalized and minority communities who meet the qualifications are strongly encouraged to apply.