



Agricultural Finance Corporation

"Our business is the farmers' development"

VACANCY ANNOUNCEMENT

Agricultural Finance Corporation (AFC) is a wholly owned Government Development Finance Institution (DFI) incorporated under the Agricultural Finance Corporation Act (Cap 323 of the Laws of Kenya). AFC is charged with the mandate of supporting the development of agriculture and agriculture industries by making loans and providing managerial and technical assistance to the loan beneficiaries.

The Corporation invites applications from dynamic and experienced professionals to fill the position of **Chief Human Resource & Administration Officer (CHCAO)**

The Position Overview:

As the CHCAO, you will play a pivotal role in shaping AFC's success by leading the HR and Administration functions. With your strategic acumen and deep knowledge of HR practices preferably in the public sector, you shall drive our talent acquisition, development, and retention efforts.

Duties and Responsibilities

1. **Strategic HR Planning:** Collaborating with the executive team to align HR strategies with the organization's overall business objectives. Developing and implementing HR plans and initiatives to support the corporation's growth and productivity.
2. **Talent Acquisition:** Overseeing the recruitment and selection process, ensuring the organization attracts and hires top talent. This involves developing recruitment strategies, conducting interviews for key positions, and working with line managers to assess staffing needs.
3. **Employee Relations:** Managing employee relations, resolving conflicts, and ensuring a positive and productive work environment. Implementing policies and procedures that comply with labor laws and regulations.
4. **Performance Management:** Developing and implementing performance management systems, including performance evaluations, goal-setting processes, and performance improvement plans.
5. **Training and Development:** Identifying training needs within the organization and implementing employee development programs. This includes organizing workshops, seminars, and training sessions to enhance employee skills and capabilities.
6. **Compensation and Benefits:** Overseeing the design and administration of employee compensation and benefits programs. Ensuring that AFC offers competitive salary packages and benefits to attract and retain top talent.
7. **HR Compliance:** Ensuring compliance with labour laws, regulations, and corporate policies. Keeping up-to-date with changes in labour legislation and making necessary adjustments to HR practices accordingly.
8. **Employee Engagement:** Promoting employee engagement initiatives to foster a positive workplace culture and increase employee satisfaction and retention.
9. **Succession Planning:** Identifying and developing potential successors for key roles within the organization to ensure a smooth leadership transition.
10. **HR Metrics and Analytics:** Analyzing HR data and metrics to measure the effectiveness of HR programs and initiatives. Using data to make informed decisions and improve HR practices.
11. **Diversity and Inclusion:** Implementing strategies to promote diversity and inclusion within the organization, fostering an inclusive and equitable work environment.
12. **HR Technology Management:** Overseeing the implementation and utilization of HR software and technology to streamline HR processes and improve efficiency.
13. **Employee Wellness Programs:** Implementing wellness programs and initiatives to promote employee well-being and work-life balance.
14. **Overseeing the critical aspects of administration,** which encompass property management, transport management, and general facility management. This multifaceted role aims to ensure that AFC's staff members have conducive and well-maintained working environments to effectively carry out their responsibilities and contribute to the organization's mission and goals.

Qualification Requirements:

- Bachelor's Degree in any of the following disciplines: Business Management, Human Resource Management, Organizational Behaviour, Public Administration, sociology or related field from a recognized Institution.
- Master's Degree in any of the following disciplines: Business Management, Human Resource Management, Organizational Behavior, Public Administration, sociology or related field from a recognized Institution.
- Diploma in Human Resource Management or equivalent
- Full member of the Institute of Human Resource Management (IHRM) in good standing
- Practicing license
- Leadership course from a recognized institution.
- Proficiency in computer applications
- Fulfill the requirements of Chapter Six of the Constitution of Kenya (Only for the shortlisted candidates).

Experience:

Minimum of 12 years in HR, with at least 4 years at senior management levels. Experience in the public sector will be an added advantage.

All applicants are to submit a hard copy application to the office of the Managing Director located on 7th Floor, Development House, Moi Avenue, Nairobi or if sent by post to be received on or before the closing date on Friday 29th September 2023 addressed to:

**The Managing Director,
Agricultural Finance Corporation,
P.O. Box 30367, 00100 GPO, NAIROBI.**

Only shortlisted candidates shall be invited for the interviews.