

EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University, a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University has a vacancy for the position of **Human Resource Assistant III Grade 7**.

HUMAN RESOURCE ASSISTANT III GRADE 7
PU/ADV/07/05/2024

1 POSITION

REF:

REQUIREMENTS FOR THE POSITION OF HUMAN RESOURCE ASSISTANT III GRADE 7

This is an entry level to this cadre in the University and appointment shall be on such terms and conditions as may be determined by the Council from time to time depending on age, citizenship or any other reason as may be stipulated in the Kenyan Labour Laws.

Academic Qualification

The candidate **MUST** possess a Bachelor's degree in Human Resource Management or equivalent qualification from a recognised Institution **with at least one year** of relevant **working** experience.

OR

The candidate must have a Diploma in Human Resource Management or equivalent qualification from a recognised Institution with at least **six (6) years** of related work experience, three (3) of which should be at the level of a Human Resource Clerk I or comparable grade with proven integrity, honesty, independence, innovativeness and compliance to deadlines.

Professional qualification

Must be a member of the Institute of Human Resource Management of Kenya (IHRM-K)

Experience

This is entry level to this cadre in the University; however, the candidate should have proven integrity, honesty, independence, innovativeness and compliance to deadlines.

In addition, the candidate should have experience in the following;

- Assisting in budget and workplan preparation
- Assisting in employees relations and performance management
- Assisting in management of pension and benefits administration
- Assisting in management of staff welfare matters
- Assisting in organizing staff training and development



- Assisting in preparation of procurement plans
- Assisting in recruitment and promotion process
- Assisting in report writing
- Provision of administrative and secretariat services

Skills

The candidate must have the following: -

- Communication skills
- Computer proficiency
- Interpersonal skills
- Organisational skills
- Report writing skills
- Team work skills



Interested applicants should send four (4) copies of their application for the above position. Applications and recommendations letters from referees should be addressed to,

**The Vice Chancellor
Pwani University
P. O Box 195-80108, Kilifi**

Application should also include an up to date CV, providing details of age, marital status, academic and professional qualifications, work experience, email address, telephone, names and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Pwani University is an equal opportunity employer. Female candidates and persons living with disability are encouraged to apply.

Persons living with disability should attach a copy of their National Council for Persons with Disability (NCPWD) Registration Card.

Applicants with foreign qualifications must submit a Certificate of Recognition from the Commission for University Education.

The deadline for submitting applications is **Wednesday 28th May, 2025**. Applications received later than this date will **not be** considered

Please Note: Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification.

NO FEE

PWANI UNIVERSITY DOES NOT CHARGE FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT).