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*Chairperson's  
statement  
pg. 5*



CHRP  
Changing lives,  
From Highschool  
Teacher to a  
Manager,  
Pg. 21

*Highlights.*

- C.E.O'S view.
- New Curricula
- Stake holders point.
- Accreditation.
- Exemptions.



# HRMPEB MAGAZINE WRITER'S GUIDELINE IN THE NEXT ISSUE.

## Article Requirements

- All stories should be Human Resource Related.
- An article should not exceed 800 words.
- Provide quality photo for every article submitted.
- Avoid plagiarism.
- Be ethical in your writing, acknowledge someone's work.
- Ensure originality in your article.
- Include your personal profile.

## WRITING STYLE

- Use simple, concise and direct language. Avoid Jargon, cliches and too much repetition.
- Enrich your story with specific data or research findings where possible.
- Frame your writing in active voice such as they adored him as opposed to he was not adored by them..
  - Use conventional English Language.

## WHAT TO AVOID.

- Writing anything which is obscene, defamatory, libel, offensive
- or use of vulgar language.  
Unnamed sources of information, unless the source request anonymity to be respected.
- Internet downloads which are not referenced.

## TOPICS TO TIE DOWN YOUR WRITING.

- Careers for HR professionals.
- Leadership.
- Management.
- Emerging issues.
- Human Resource Management.
- Technology and Human Resource Management
- Exclusive interviews/ Profiling.
- Opinion, Research, Commentaries.
- Green Human Resource practises.
- Changing nature of work place.
- Examination news and research.



## *Inside...*

*The Board.*

*The Chairperson's view.*

*The Chief Executive Officer's  
Corner*

*The New Curricular.*

*Examinations.*

*Exemptions*

*Accreditation.*

*Stakeholder's View.*

*CHRP changing lives.*

*Students Centre.*

*Reception.*

## About Us...

Human Resource Management Professionals Examinations Board (HRMPEB) is established under Sec. 16 of the Human Resource Management Professionals Act, No. 52 of 2012. The Examinations Board is mandated to prepare syllabuses for Human Resource Management Professionals examinations; make rules with respect to the examinations; issue certificates to candidates who have satisfied examination requirements; and promote recognition of its examinations locally and internationally. HRMPEB has been accredited by Kenya National Qualifications Authority (KNQA) as Qualifications Awarding Institution (QAI).

### OUR CORE VALUES

We prescribe to a customer focused corporate mantra, and our corporate positioning is based on these core values of:

- Integrity
- Professionalism
- Innovation
- Sustainability
- Responsiveness
- Teamwork

### VISION

Ethical People-Centric Human Resource Management. Professionals.

### OUR MISSION

To develop competency in Human Resource practice through curriculum development, conducting professional examinations and certification for a productive workforce and organizational efficiency.

### OUR MANDATE

To develop and prescribe human resource curricula, manage, professional examinations and certify HR Professionals.



*Board Members.*



Commissioner C.S. Sharon Kisire, FIHRM  
Chairperson Of HRMPEB



Dr. Douglas Ogolla, PhD., MIHRM  
Secretary/Chief Executive Officer of HRMPEB



Mr. Emmanuel Mulwa- Member  
representing the Kenya Institute of  
Curriculum Development (KICD)



CHRP. Aden Mohamed



Mr. Jacob Omullo-Member representing KNEC



CHRP. Nicholas Kanisa, FIHRM  
Member representing the Institute  
of Human Resource Management



Dr. Gladys Asuga, Ph.D  
Member Representing Ministry of Public  
Service



Prof. Hazel Gachunga, Ph.D  
Member representing the Institute of  
Human Resource Management (IHRM)



Mr. Samwel Kaumba  
Member Representing Attorney General



## The Chair Person's Statement.

Commissioner C.S. Sharon Kisire, FIHRM  
Chairperson Of HRMPEB

The Human Resource Management Professionals Examinations Board (HRMPEB) is established under Sec. 16 of the Human Resource Management Professionals Act, No. 52 of 2012. The Examinations Board is mandated to prepare syllabuses for Human Resource Management Professionals examinations, make rules with respect to the examinations, issue certificates to candidates who have satisfied examination requirements, and promote recognition of its examinations locally and internationally.

HRMPEB is accredited as a Qualifications Awarding Institution (QAI) offering CHRP, Diploma in Human Resource Management (CBET) and Certificate in Human Resource Management (CBET).

HRMPB has Certified a number of HR Professionals countrywide, there still exist a huge gap and opportunity for CHRP certification in Kenya and beyond. - give the numbers. This is the first magazine, and we must show case our achievements.

The Board of Directors has been in office for slightly above two years and have made great achievements: putting in place strategic operational systems, development of a new curricula, development of a five year strategic plan, key policy instruments for management of examinations, categorization of HRMPEB as a state corporation and successfully transiting the staff to a new organizational structure approved by SCAC with improved terms and services.

The Board wishes to recognize and appreciate our partners without whom we would not be where we are today: the State Department of Public Service, IHRM, KNQA, TIVETA, Accredited training Institutions, Students To name just a few.

In is with the recognition of the importance of communication with our esteemed partners, that the Tribune magazine has been born. The magazine will be issued on a quarterly basis.

### EDITORIAL TEAM.

#### Executive Editor.

Dr. Douglas Ogolla, PhD., MIHRM  
Secretary/Chief Executive Officer of HRMPEB

#### Senior Editor

Dr. Douglas Ogolla, PhD., MIHRM  
Secretary/Chief Executive Officer of HRMPEB

#### Content Editor

Laureen Aseka- Personal Assistant to C.E.O/  
Media & Communication- HRMPEB.

#### Design & Layout.

Bradley Chepkwony- Media & Communication-  
HRMPEB.

The past one and a half years have been difficult. However, we are grateful to God that during the uncertainty, we have survived. These challenging times have tested our team, character, our foundation and our system and our perseverance and we have come out stronger than before. We are excited as we look forward to what is ahead of us, based on our strong foundation, competent and committed staff, forward looking Board and a whole new horizon waiting for us to discover.

God richly bless you as you partner with us in our journey of growth.

## Chief Executive Officer's Statement

The history of HRMPEB can be traced back to the year 2012 when the immediate former President Mwai Kibaki signed into law on 31st December 2012. The Human Resource Management Professionals Act, 2012 no.52. This was a memorable occasion for IHRM council when the long cherished dream of having a Professional examinations body became a reality by being entrenched into an Act of parliament. The Executive Director then Mr. Samson Osero would never be happier in his life than when IHRM and HRMPEB were entrenched into the Act of parliament.



HRMPEB over the years has achieved a lot in its growth trajectory. With the development of its first Certified Human Resource Professionals (CHRP) curriculum in the year 2013, it quickly established structures to roll out its first CHRP examinations in June 2017. Since then, The Board has successfully conducted eleven (11) CHRP Examinations. During the outbreak of Covid-19 pandemic, HRMPEB like many other organizations and examinations bodies, locally and globally, faced the challenge of navigating the unknown of covid-19 which ravaged the entire world in the year 2020.

When I took over the reigns of HRMPEB as the 1st substantive CEO in May 2020, my greatest dilemma was to conduct physical examinations amid restrictions by the Government of Kenya (GoK) on Covid 19. This dilemma was short lived when the Board of HRMPEB quickly developed ODel accreditation policy to allow training of CHRP to take place online. This was soon followed by the development of Online Examinations Policy which enabled HRMPEB to conduct its first successful CHRP online Examinations in June 2021. The Board now prides itself as the first professional examinations body in Kenya to conduct online examination.

There is significant huge market for HR professionals in Kenya and beyond. To meet this demand, HRMPEB has revised its CHRP curriculum and develop competency-based certificate and Diploma in Human Resource Management. The three new curricular have been registered by Kenya National Qualifications Authority (KNQA).

To conclude, I want to say that HRMPEB is the Professional examinations body to watch. We welcome all HR Professionals who have not registered for CHRP to do so and their professional HR careers will never be the same again.

This magazine will enable HRMPEB to tell its story and share with stakeholders' topical issues in HR cutting across the HR Profession. We welcome all stakeholders to share their views in the *Tribune* Magazine and advertise their products/services. The Magazine has a wider circulation of HR professionals cutting across private, Government, NGOs, Universities and other sectors in Kenya.

Long live *Tribune*, Long live HRMPEB.

Dr. Douglas Ogolla, PhD. MIHRM  
(IHRM Membership. 00439)



## Board Member- *CHRP Nicholas Kanisa*

Introduce yourself briefly?

I'm CHRP Nicholas Kanisa FIHRM, HR practitioner by competence and training. Experience of twenty years plus in both public and private organizations

Give us your brief education background and why you developed an interest in HR?

I have an MSc and BSc in Human Resource Management plus Diploma and HND in the same.

I developed interest in HR in the 1990s while in High school. The school used to invite professionals from diverse fields to talk to students on career choice.

The presentation of one personnel manager of a top parastatal in Nakuru caught my interest especially that HR is concerned with employment, transfer, discipline.....of employees, I got carried away and decided that, that would be my line.

I don't regret the choice.

You are a product of CHRP, how has Certification helped you in serving the Board?

The specialist knowledge I gained in my CHRP class and exposure has been key in serving the Board, for example, Corporate Governance unit really prepared me for Board Management roles so are other units like Financial Management, Business Law, HR Accounting among others.

Being a CHRP professional, what benefits has CHRP added to your career overtime?

Attaining the CHRP certificate was a big achievement for me. I was attending classes in Eldoret while working deep in West Pokot. The CHRP Qualification has assisted me as hereunder;

It has boosted my confidence as a HR Professional because it's the highest and most prestigious professional qualification in Kenya and the region just like the Accounting Profession has CPA (k).

The knowledge gained has assisted me handle some of the most complex HR assignments in the workplace. The CHRP qualification has enabled me contribute to the HR profession in Guiding, Coaching and Mentorship of the juniors in the profession.

What strategies has the Board used to ensure more HR professionals are certified?

The Board has strived to craft and formulate various strategies to get more professionals into CHRP, some of this are;

Having a modern, revised and cutting edge Curriculum which is well aligned with the industry ,having outreach programs where professionals have an opportunity to interact and share with the Board-open door policy, having a certificate award ceremony to share and cerebrate our finalists.

One of the major success the Board has achieved is coming up with policies, briefly tells more about the policies that have been developed and what has been their benefits.

When we came to office, practically we started from zero in terms of Governance. We started by; Recruitment of a substantive Chief Executive Officer, Developed a Strategic Plan to guide the activities of the Board, Developed various policies to standardize work practices and give clarity to employees and stakeholders. Policies on examination management and administration, policies on finance and procurement, policies on HR among many others.

The benefits of these policies has been smooth flow of work processes with minimal conflicts, clarity of roles and responsibilities, firm commitment to our stakeholders, compliance to legal and statutory requirements bearing in mind that HRMPEB was categorized as a state corporation among others



Who are some of the Key stakeholders the Board work with to achieve its core mandates?

We have a number of key stakeholders we work with to realize our mandate. Our parent Ministry, State Department of Public Service, IHRM, our dear students- past and present, training institutions, FKE, the HR professionals, SCAC among others.

Why was it so important for the Board to develop the New Curricula set to commence in July 2022?

This was a deliberate move by the Board because of the following reasons; It's a legal requirement that any curriculum is revised every three years for minor changes and five years for major changes. Current curriculum has been in use since 2016, we received feedback from the industry and other stakeholders on the alignments they wanted incorporated in a curriculum, we benchmarked with other world class HR curriculum and aligned ours as such, the need to align our CHRP curricula with KNQA requirements.

What are some of the challenges you face at the Board level?

The Board faces the following challenges; Financial constraints bearing in mind we're not funded by exchequer, Capacity challenges especially critical skills in management e.g. legal Acceptance of CHRP program among HR practitioners.

As a CHRP, What do you aim to achieve with the Certification in future?

Venture into consultancy, Contribute more in publications to the body of HR knowledge in the region, Dedicate more time in mentoring the juniors in the profession

What's the vision of the Board for the Organization in Years to come?

The vision of the Board in the future is to help establish a world class, ethical HRMPEB that is able to develop curriculum, examine and certify HR professionals for the region and beyond.



**CHRP NICHOLAS KANISA**  
Board Member.

## *NEW COURSES TO BE OFFERED FROM JULY 2022*

### *1. Revised Certified Human Resource Professionals (CHRP) Curriculum*

The Certified Human Resource Professional (CHRP) course is designed to equip individuals with competences and knowledge required by human resource professionals for effective job performance in both public and private sectors. It reflects the employers' demand for qualified personnel to manage the human resource function in a dynamic and competitive environment

### *CHRP CURRICULUM /KNQA LEVEL 7*

Learning hours - 4800 hrs

Credits - 480

Duration - 4 years.

### *CHRP PART I*

#### Section 1

1. Human Resource Management
2. Business Law
3. Accounting and Financial Management

#### Section 2

4. Organizational Theory and Behaviour
5. Employee Resourcing
6. Human Resource Management Information System

### *CHRP PART II*

#### Section 3

7. Compensation & Reward Management
8. Employee Relations and Labour Laws
9. Human Resource Development

#### Section 4

10. Performance Management and Productivity
11. Coaching, Mentoring and Counselling
12. Research Methods for Human Resource Practitioners

### *CHRP PART III*

#### Section 5

13. Organizational Development and Transformation
14. Strategic Management for Human Resource Practitioners
15. Human Resource Accounting, Metrics and Analytics

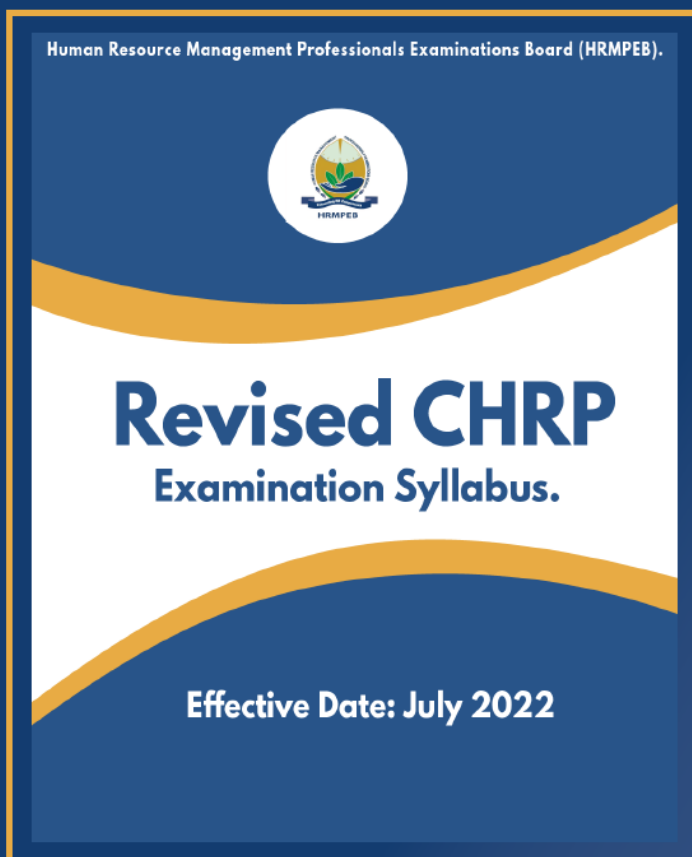
#### Section 6

16. Human Resource Consultancy and Advisory
17. Human Resource Audit
18. Strategic Leadership, Ethics & Governance

# CHRP Requirements



## Revised CHRP ENTRY REQUIREMENTS.



a) Kenya Certificate Of Secondary Education (KCSE). Mean grade C+ and above.

b) A Diploma in Human Resource. Management from a recognized examining body.

c) A bachelor degree from a recognized university.

c) Equivalent qualifications as determined by Kenya National Qualifications Framework (KNQF).

## *2. TVET Diploma in Human Resource Management (competency-based)*

This course is designed to equip individuals with the competences required to practice as Human Resource Assistants in both public and private sectors. It reflects the employers' demand for qualified personnel, that would enable them to compete in an environment where the technology is constantly evolving, and the expectations of clients are becoming ever more demanding.

### *DIPLOMA IN HRM /KNQA LEVEL 6*

Learning hours	- 2400
Credits	- 240
Duration	- 2 years.

*Basic Units of Competency:* Business Communication Skills, Principles of Labour Economics, Accounting and Financial Management Skills, Research Methods Techniques, Principles of Organizational Theory and Behavior.

*Core units of competency:* Human Resource Management, Occupational Health and Safety Practices, Human Resource Information System, Human Resource Counselling, Employee Resourcing, Performance Management, Compensation and Reward Management, Training and Development, Employee Relations and Labor Laws, Research Project, Industrial Attachment.

### *Registration requirements:*

- a) Kenya Certificate of Secondary Education (KCSE) mean grade C Minus (C-) and above or KCE Division III, KACE 1 Principal and 1 subsidiary
- b) A certificate in Human Resource Management from a recognized institution
- c) Equivalent qualifications as determined by Kenya National Qualifications Framework (KNQF) 5



# DIPLOMA Requirements



## DIPLOMA ENTRY REQUIREMENTS.

Human Resource Management Professionals Examinations Board (HRMPEB).



**DIPLOMA**  
in Human Resource Management  
(TVET Competency-Based).

Effective Date: July 2022

a) Kenya Certificate Of Secondary Education (KCSE) mean grade C Minus (C-) and above or KCE Division III, KACE 1 Principal and 1 subsidiary.

b) A certificate in Human Resource Management from a recognized institution.

c) Equivalent qualifications as determined by Kenya National Qualifications Framework (KNQF).

### *TVET Certificate in Human Resource Management (competency-based)*

This course is designed to equip individuals with the competences required to practice as Human Resource Assistants in both public and private sectors.

#### *CERTIFICATE IN HRM /KNQA LEVEL 5*

Learning hours	- 1200
Credits	- 1200
Duration	- 1 year

*Basic Units of Competency:* Business Communication, Records Management, Fundamentals of Information and Communications Technology, Elements of Business Law, Introduction to Office Administration and Management, Introduction to Quantitative Techniques.

*Core Units of Competency:* Elements and Practice of Human Resource Management, Occupational Safety and Health & Industrial Attachment.

#### *Registration Requirements*

- Kenya Certificate of Secondary Education (KCSE) mean grade D and above Or
- Equivalent qualifications as determined by Kenya National Qualifications Authority (KNQA).

#### HRMPEB EXAMINATIONS SERIES

##### *CHRP Examinations*

CHRP examinations are held twice in a year: June and November

##### *TVET Diploma and Certificate in Human Resource Management Examinations.*

To be held three times in a year: April, August & December

#### *ACCREDITATION OF TRAINING INSTITUTIONS*

The HRMPEB is undertaking accreditation of training institutions to offer CHRP, Diploma and certificate courses in Human Resource Management. Application forms and requirements for accreditation can be downloaded from the website.

#### *MODE OF FEES PAYMENT.*

All fees due to HRMPEB are paid as follows:

- NCBA bank- Account no:1005704177
  - MPESA PAY BILL: 488700; Account Number: HRMPEB (space) followed by your name
- All students are advised to utilize the above payment channels. Cash payment is not accepted at HRMPEB.

#### *CONTACTS*

Website: [www.hrmpeb.or.ke](http://www.hrmpeb.or.ke)

Telephone: 0799016630, 0710560560

Email: [info@hrmpeb.or.ke](mailto:info@hrmpeb.or.ke)

Facebook, Twitter, Instagram @hrmpeb

Location @ Mwalimu Towers, 1st Floor, Hill Lane, Off Mara Road- Upperhill.

# CERTIFICATE Requirements



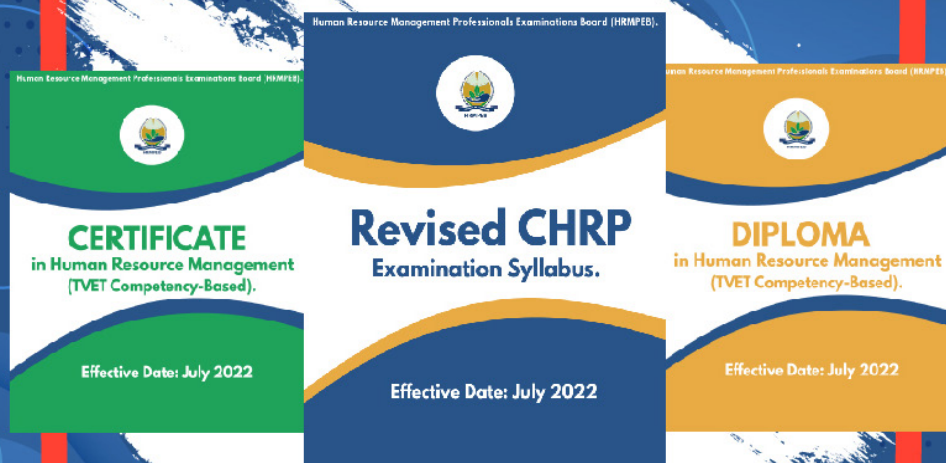
## CERTIFICATE ENTRY REQUIREMENTS.



*Craft certificate in Human Resource Management.*

- a) Kenya Certificate Of Secondary Education (KCSE) mean grade D and above.**
- b) Equivalent qualifications as determined by Kenya National Qualifications Authority (KNQA).**

## PURCHASE OF NEW CURRICULA (HARD COPIES).



**Ksh.500  
Per Copy.**



## Staff Members



Dr. Douglas Ogolla PhD., MIHRM  
Chief Executive Office



Mrs. Jane Wanyoike  
Manager Examinations  
Administration.



ChRP. Rebecca Mureithi  
Senior Human Resource Officer



Mr. Fredrick M. Laiboni  
Senior ICT Officer



ChRP. Margaret Nguu  
Manager Test Development



CPA. Elizabeth Kimeu  
Internal Auditor



Ms. Lauren Aseka  
Personal Assistant to the CEO



CPA. Vincent Koech  
Accountant



Ms. Yuventina Okengo  
Examinations Administration  
Officer



Mr. Alex Ondieki  
Examinations Administration  
Officer



Ms. Salima Hassan  
Assistant Office Administrator ii



Ms. Jessica Baru  
Assistant Office Administrator



Mrs. Jane Njuguna  
Office Assistant

## Chief Executive Officer, Dr. Douglas Ogolla.

### Q. Introduce yourself:

A. My name is Dr. Douglas Ogolla. Currently I am the Chief Executive Officer, Human Resource Management Professionals Examinations Board. I hold a PhD in Human Resource Management. I am a HR professional and Practitioner and an experienced Curriculum Development Expert.

### Q. Tell us about your Work experience:

A. I Started my career as a Lecturer in Human Resource spanning for a period of over 25 years. I developed a lot of interest in Curriculum Development when I was still a lecturer at the university having served in a panel which developed a B. Com Curriculum at Kenya Methodist University and Catholic University. I also served as a Chair of the Department, an MBA Coordinator, Deputy chair of Post-graduate studies, at Kenya Methodist University. When the Institute of Human Resource Management (IHRM) conceptualized the idea of Examination body for HR Practitioners, I was appointed as one of the key experts to develop Certified Human Resource Professionals (CHRP) Curriculum. This gave me an opportunity to exercise my skills in Curriculum development hence we developed the first CHRP Curriculum in the year 2012 to 2013. I also became the first Chief Examiner for CHRP at Human Resource Management Professionals Examinations Board (HRMPEB). I also served as an examiner for over 10 years with KASNEB and Kenya National Examinations council (KNEC).

### Q. How has it been being a first time CEO at HRMPEB?

A. My appointment as the CEO gave me an opportunity to serve in the Examinations body having served in the Examinations environment at the university. I realized that it serving as a CEO was a demanding task given that the

Examinations body was yet to develop key policies instruments to serve the Examinations Board. We had to come up with a strategic plan in the year 2020 when I joined HRMPEB as the CEO. In addition, there has been a lot of work in terms of developing the policy documents which led us to be categorized by the State Corporations Advisory Committee (SCAC) as a State Corporation.

### Q. What are some of the achievements you have had at HRMPEB?

A. Since I joined HRMPEB as the CEO, we have achieved a lot for the Board. We develop a strategic plan for the year 2020 to 2025. We have been able to develop key HR policies documents including Examinations policy documents which have enabled us to conduct Examinations successfully. HRMPEB has successfully been categorized by a SCAC as a State Corporation under the State Department of Public Service. We have been accredited by Kenya National Qualifications Authority (KNQA) as a Qualifications Awarding Institution (QAI). We Successfully revised the current CHRP Curriculum which has been approved by KNQA and accredited at level 7. In addition, we have introduced new programs such as certificate and Diploma in Human Resource Management which are competency based. Both have been approved by TVE-TA. We relocated from Cardinal Otunga Plaza in CBD to Upper Hill, Mwalimu Towers. This was strategic move which enabled the Board to occupy a larger space for expansion and deliver on its mandate successfully.

### Q. Tell us more about the new CHRP Curriculum

A. The idea to start certification program (CHRP) for HR professionals was conceived by IHRM. The first CHRP curriculum developed has served the board for over 5 years and as a good practice, there is always a need to ensure the curriculum being offered is in tandem with emerging practices and issues, as a result IHRM Council instituted a task force to propel the development of a revised CHRP Curriculum which has come to pass. The revised CHRP curriculum was developed and successfully launched.

### Q. What do you feel is the biggest strength of HRMPEB currently?

A. HRMPEB has been categorized as a State Corporation under the State Department for Public Service. The Board has also been accredited by the KNQA and this has given us the recognition we deserve to ensure that HRMPEB moves to another level.

### Q. What is the path HRMPEB has taken to ensure it is where it is currently?

A. HRMPEB has gone through several stages, having been started as an Examinations body by Human Resource Management Professionals Act Number 54 of 2012. By developing its first strategic plan of 2020-2025 and Examinations Policy documents, it established a clear path and the direction the Board should go as HRMPEB intends to establish itself as a world class Examinations Board.





It has also strengthened its staff capacity by increasing the number of staff. Some key positions in the structure have been filled that is Senior ICT Officer; Manager, Test Development and Internal Auditor. The Board also hired Personal Assistant to the Chief Executive Officer to improve the functioning of the CEO's office. All staff have been transitioned to the new structure and this has improved motivation of staff with implementation of the new salary structure.

**Q. Which stakeholders have played a major role in the organization?**

A. To HRMPEB all stakeholders are important. We work with different categories of stakeholders:

- 1.The Institute of Human Resource Management in Kenya which has played a key role in the formation of HRMPEB as an Examinations body.
- 2.The Government has made it possible for HRMPEB to be categorized as a state Corporation under the State Department of Public Service.
- 3.Training Institutions that offer the HRMPEB Curriculum, their students as well as the HR Practitioners out there
- 4.Regulators like KNQA and TVET
- 5.Other examinations body like KASNEB, KNEC among others.

**Q. How do you ensure you have quality Examinations?**

A. HRMPEB has gone through some restructuring and developed new titles to segregate roles so that it has established the positions of Manager in charge of test development; quality assurance; and Examinations administration. This has made the Board to remain more focused on providing quality Examinations. We have put in place a very rigorous Examination development process having benchmarked with KASNEB and KNEC on examinations development processes. In addition, we have developed examinations Quality Assurance Policies and necessary conducted training for our examinations staff. Having been accredited by KNQA, we work enable the Board to offer quality Examinations. We have also revised the CHRP curriculum to ensure our examinations are up to expectations of our stakeholders.

**Q. Who are some of the professionals who have done CHRP and how has this boosted their career?**

A. Since CHRP was introduced, we have produced a number of professionals who are practicing out there:

- 1.Executive Director of the Institute of Human Resource Management of Kenya.
- 2.Salaries and remuneration commission Chief Executive Officer.
- 3.CEO of National Lands Commission.
- 4.Human Resource manager of Federation of Kenya Employers (FKE).

5. Principal, College of Human Resource Management.

**Q. What is the hardest thing about being a CEO?**

A. Being a CEO in an Examination body requires a lot of balancing act with meeting the stakeholder's expectations, ensuring that the Examinations integrity is protected as much as possible. It requires compliance with various statutory obligations being a public corporation. The CEO must continuously manage the change and transformations which come along for example the covid 19 which changed the workplace. HRMPEB was able to adapt very fast and developed policy guidelines for conducting online examinations and accreditation of training institutions to teach through ODeL mode of learning. Indeed, HRMPEB became the first professional Examinations Board to successfully conduct online examinations. The future of professional examinations globally lies in online examinations and HRMPEB hopes to continue with the same.

**Q. Where do you want to see HRMPEB in years to come?**

A. I want to see HRMPEB being a world class Examinations body offering many courses which are meeting the needs of the HR fraternity. The Board should grow to reach the level of well-established examinations bodies locally and globally so that the HR profession can receive the products it deserves in the market.

**Q. Your last Words to Stakeholders**

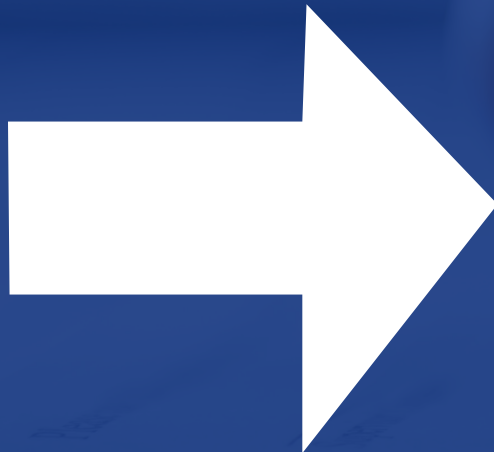
A. I thank our stakeholders for giving us a lot of feedback which we believe will continue to help HRMPEB to move to another level



THE

PROCESS

OF



EXAMINATIONS



Over the years, HRMPEB has built a strong reputation as far as the credibility of their examinations is concerned. The board is charged with the responsibility of producing and overseeing quality exams for HR professionals across the country.

Central to this process is Ms. Margaret Nguu who is the Manager, Test Development at the Human Resource Management Professional Examination Board (HRMPEB). Her journey from being a high school teacher to managing the country's biggest HR Exams Board is a remarkable one that has been boasted by being a CHRP finalist. We recently spoke to her about the process of ensuring that the exams are credible.

“The Process of manufacturing exams is a crucial one. It requires lots of structural mechanisms to ensure there are no loose ends throughout the process”.

Ms. Margaret is the person in charge of test development at HRMPEB. She starts by explaining how they identify content to be examined from the curriculum. The process involves developing a table of specifications to show the different testing levels.

“We start by analyzing the HR syllabus/ curriculum, then we develop a table of specifications that shows the levels of testing from the lowest to the highest level. They are 22 units from CHRP 001 TO CHRP 022 and they define the level to which testing is done,” she explains. The next step involves the recruitment of setters. They are referred to as item test developers. They are usually picked from different training institutions in order to promote diversity.

“Then we give the test item developers the tools that enable them to do test items; syllabus, the table specifications, and anything else that enables them to do good work. The item developers are then given a while to go set the items.” she continues

After the items are submitted at HRMPEB, the next step is planning for moderation panels. They are usually made up of 3 to 4 experts. She revealed that one of the setters is picked as the main person in the moderation panel and is required to be present when their paper is being moderated by 2 to 3 other experts.

“The moderation panel looks at the paper, analyses it, makes recommendations, subtractions to ensure it's not just one person's work,” she notes

Margaret also revealed that it is the panel members who rewrite the items before sending them to the test development department for pre-analysis.

“The test is taken back to the item developer who does the work again in case it's not up to standard. If the item passes the pre-analysis process it is then ready for typesetting and thereafter approved to move onwards to proofreading and quality checking.” Ms. Nguu explains further.

The next step involves an expert team of about 3-5 experts who go through each item once more to ensure the paper is actually testing the syllabus and what's happening in the industry as well as to avoid any errors or omissions.

The process does not end there. Another external examiner is invited to again go through all the items to ensure they are of good standards. A professor is usually preferred in this case. The papers are then put in a bag.

She revealed that it is at the last stage where the credibility of the exams is usually rubber-stamped. The board's CEO takes charge of the last process. “A few days to the printing of the examination, the Chief Executive Officer will choose from the bag randomly which paper he wishes should be done so that there's no one who has an idea of what paper will be done. After the paper is chosen, it's then printed and ready to be done,” she concluded. This ensures that the exams offered by HRMPEB are credible and incorruptible.

# Exemption

## *What is an exemption?*

Exemptions are aimed at recognizing past academic, professional or other relevant examinations recognised by HRMPEB with the aim of enabling students complete their studies within a shorter duration of time. Exemptions reduces the total amount of units that one needs to complete in order to graduate from a HR training program. Learning outcomes, volume of learning and units of competence covered are the common denominators for Exemptions.

Exemptions awarded by HRMPEB under the New Curricula shall be up to a maximum of 49% of the total number of course units.

Exemptions only applies to students pursuing CBET Diploma in Human Resource Management and Certified Human Resource Professionals (CHRP). HRMPEB certificate programme shall not attract any exemption award.

HRMPEB shall only recognises curriculum examined and awarded by Qualifications Awarding Institutions(QAIs) for the award of exemptions.

## *Process Of Exemption.*

Holders of different qualifications starting from Diploma level, Degrees, professional course qualification and any other qualification recognized by HRMPEB, the Board and other relevant authorities like Kenya National Qualifications Authority (KNQA) are legible to apply for exemptions. However, for one to qualify for exemption, he/she ought to have been trained and examined in that particular area before. An applicant is required to present certified copies of their academic and/or professional course certificates and official transcripts for assessment before an exemption is awarded” With introduction of the New Curricula by HRMPEB and revision of CHRP Curriculum, the examination administration officer has expressed his satisfaction to the Board for putting into consideration interested applicants who were not able to meet CHRP entry requirements.

“It’s a good move considering that the workplace is in constant change. With the revised CHRP syllabus there are new areas that have been introduced to meet the current changes in the workplace. For instance, topics like mentoring, HR analytics and metrics are going to cater for the emerging workplace demand for certain HR skills. It also comes in with new practical knowledge and skill set that is demanded of professional courses. It will also set the standard in differentiating between academic programs and professional course certification programs” Alex stated “With the introduction new diploma and certificate programs, the Board is able to cater for individuals or interested applicants who were not able to meet CHRP entry requirements. For instance, an individual who scored grade D plus at KCSE level and aspires to be an HR Professional has the opportunity to begin at certificate level, progress to diploma and eventually get to CHRP level and achieve the CHRP-K status” he continued.

## Examinations Administration Officer Alex Ondieki Dreams Of HRMPEB Joining Top Ranks Of Professional Bodies.

Alex Ondieki on a normal working day is a busy man as his department carries huge weight at the Human Resource Management Professionals Examinations Board.

In his day to day basis, Alex deals with student's registration and enquiries of programs offered by the Board country wide.

Explaining what his office does exactly, Alex takes us through his roles as the officer in charge of Examination Administration and Student Registration.

"My role involves assessment of applications for students' registration and providing feedback to applicants on the status of their applications, attending to general inquiries to students via the official email" the 33 year old stated.

Alex's role does not end with just dealing with students as he is also assigned to the key examination process that goes on during assessment time.

"I am also in charge of the Examination Administration processes particularly the running of the activities during examination sitting and the marking process, for example coordinating teams, and the other processes involved during exams and marking".

For any student or HR professional to be certified, they have to undergo a process which Alex explained in detail as he does to many interested applicants who visit his office to enquire about processes.

HR certification is a journey that starts from one expressing their interest to do the program; application. Once an applicant submits the application, it's processed and if successful the applicant gets feedback which involves an official letter of registration from HRMPEB which communicates the allocated student number and what is required of the student as well during the study period. This is the letter that one will present to the training institution of their choice for admission. '

At the training institution one will go through training, internal assessments and at the end of the semester one will sit for the CHRP national examinations. If one passes the Exams and meets the requirements for certification, he/she gets certified'

Alex envisions HRMPEB getting to where the likes of KASNEB, KSL are. The Board has growth potential which can be achieved through introduction of new HR programs, short term HR competence courses among other that are much needed for continuous development of HR professionals in the country and beyond.

*"With the new program we are able to cater for individuals who didn't meet the qualifications."*



Alex Ondieki- Examinations Administration Officer HRMPEB



## Accreditation

The HRMPEB is undertaking accreditation of training institutions to offer CHRP, Diploma and certificate courses in Human Resource Management. Application forms and requirements for accreditation can be downloaded from the website.

*HRMPEB Manager, Examinations Administration, Jane Wanyoike Gives Insights on the Processes of Accreditation of Institutions.*

When the History of Human Resource Management Professionals Examinations Board (HRMPEB), Kenya's largest Human Resource Examinations Body is written, One, Jane Wanyoike will not be left out among the key persons who have played a significant role in ensuring that solid standards and processes are put in place. The foundation has in turn streamlined key processes and operations undertaken by the Examinations Board. Sitting at the heart of Examinations and related processes, Jane is not only the Manager Examinations Administration at HRMPEB, but she has also had an opportunity to serve the Board in the capacity of an Acting Chief Executive Officer.

In her watch, she ensured that the Examinations Board laid a solid foundation that has been instrumental in witnessing tremendous growth and expansion. The Board has grown to become one of the most reputable Qualifications Awarding Institution in the country like other players, including KNEC and KASNEB.

Her passion and training in education and examinations management, human resource management and curriculum development were the key forces that pushed her to pursue the dream of ensuring that HRMPEB put in place competitive examinations management processes. "My key responsibilities entail, among other duties ensuring that the Administration of Examinations at HRMPEB is undertaken in accordance with global best practices. This role entails registration of students, candidates, planning for logistics that pertain to administration of examinations, marking and scoring of marks, data analysis, moderation of results, results reporting and ensuring that the department executes its mandate in ensuring that certification is undertaken in accordance with the set standards". Ms. Wanyoike, who is currently at the tail end of Doctorate Studies in Human Resource Management at Jomo Kenyatta University of Agriculture and Technology states that Certified Human Resource Professionals (CHRP) certification enhances human Resource Professions capability to have prudent competencies, knowledge, skills and attitudes needed in the world of work as well as the industry. She further argues that certification has so far helped the professionals to make an impact not only at the local, but global levels.



JANE WANYOIKE- MANAGER  
EXAMINATION ADMINISTRATION HRMPEB.

She concluded that for effective discharge of duty, The Board charges a reasonable fee to offer services such as examinations, exemptions award and accreditation.

Jane gave us a reason why accreditation of training institutions is a win-win undertaking to the Board, training institutions, HR professionals, students and the community at large.

“For an institution to teach CHRP curriculum and examine CHRP examinations, one of the mandatory requirements by HRMPEB is to undertake an assessment to confirm that the institution satisfies HRMPEB accreditation requirements and guidelines” Jane stated.

“Accreditation is a critical undertaking as it seeks to enhance standardization of learning, teaching methodologies, and establishment of common quality assurance standards. To be accredited to offer the qualifications, a training institution shall be required to meet set standards by the Board” She continued.

#### What are the Processes involved in Accreditation of Institutions at HRMPEB?

According to the Manager, an applicant is advised to download HRMPEB application Forms for approval of an institution as a training and examination center from the website. The application forms and fee shall be submitted to HRMPEB offices or through the official email.

“Upon submission of the application form by an applicant, HRMPEB validates and assesses the completeness of the forms and thereafter, sends an acknowledgement letter to the applicant. If satisfied that the information provided in the forms is satisfactory, and that the institutions has remitted the application fee, HRMPEB schedules for a visitation exercise.

“HRMPEB organizes and communicates the date and the time of inspection to the institution. A team of appraisers pays a visit to undertake the inspection to verify whether the institutional infrastructure meets HRMPEB set standards. The exercise further seeks to verify and confirm the details outlined in the application form” Jane Explained. Ms. Wanyoike notes that during such a visit, the appraisers are guided by a standard assessment tool to collect information.

“After the visit, the appraisers prepare an inspection report for the attention of the institution within 14 working days following an inspection”

HRMPEB accredits an institution that meets or exceeds the expectations a Full Accreditation status. Should an institution fail to meet some stated requirements, it is accredited under Interim status. An institution may be Denied Accreditation should it fall below the expected standards.

Once accredited, an institution is allocated Centre Number. In case an institution is denied accreditation, it has the right to seek for further guidance/ clarification for the purpose of improvement. Such an institution may apply for re-assessment upon improvement.

Accredited institutions are required renew their license on annual basis. An inspection is undertaken after four years.

Jane observes that among the standards observed during accreditation include; Institutional Governance Structures, Regulatory Principles, Quality Assurance Standards, Learning infrastructure, Qualifications, Experience and Competencies of trainers.



# Accredited Institutions.

## HRMPEB ACCREDITED INSTITUTIONS


**Contact:**
**+254799016630 | +254710560560**

NO.	NAME	Location.
1.	College of Human Resource Management (CHRM)	All Branches
2.	kenya Institute of Management (KIM)	All Branches
3.	Nairobi Law Institute Ltd	Nairobi
4.	Frontier Institute of Professional and Management Studies	Garissa
5.	Kisii National Polytechnic	Kisii
6.	Aldai Technical Training Institute	Nandi
7.	Coast Institute of Technology	Coast
8.	Thika Technical Training Institute	Thika
9.	Star College of Management Studies Ltd	Nairobi
10.	Mt. Kenya University (MKU)	All Branches
11.	Oshwal College	Parklands
12.	Dominion Training Institute	Kakamega
13.	Institute of Pension Management (IPM)	Westlands
14.	Sigalagala National Polytechnic	Kakamega
15.	Kirinyaga University	Kirinyaga
16.	Plasma Digital College	Nairobi
17.	Nairobi Institute of Business Studies (Thika Road Campus)	Nairobi
18.	Nairobi Institute of Business Studies (Nairobi Campus)	Thika
19.	East Africa Institute of Certified Studies	Nairobi
20.	Royal Business School	Nairobi
21.	Appex Institute of Management Studies	Elgeyo Marakwet
22.	Amity Global Institute – Upper Hill Nairobi	Nairobi
23.	AIMS College of Business and Technology	Nairobi
24.	Kenya Institute of Professional Studies (KIPS)	Nairobi
25.	Strathmore University	Nairobi
26.	Maseno University	Kisumu
27.	Thika Institute of Business Studies	Thika
28.	kaimosi Friends University College (KAFUCO)	Kaimosi
29.	Meru University of Science and Technology (MUST)	Meru
30.	Hallmark Institute of Professions	Nairobi
31.	Jomo Kenyatta University of Science and Technology (JKUAT)	Thika
32.	Kabete National Polytechnic	Nairobi
33.	Kenya Methodist University (KEMU)	Nairobi
34.	University of Kabianga (UoK)	Kericho
35.	Globopoint learning Centre	Mombasa
36.	North Eastern National Polytechnic (NENAP)	Garrisa
37.	Memon College	Mombasa

*HRMPEB staff marketing at KICC during Africa Public service celebration.*





# HRMPEB Launch of







*HRMPEB  
Launch of  
the new  
curricula*



## Walk The Talk

We had a conversation with principal for College Of Human Resource (CHRM) CHRP Margaret Kinyanjui on how she has benefited from the CHRP in conjunction with matters to do with CHRM and HRMPEB.

**M**eet CHRP Margaret K. Kinyanjui, Principal at the College of Human Resource Management. The institution is a premier training college whose flagship programs include HR Professional Programs alongside other business-related courses. Having done the Certified Human Resource Professional (CHRP) course at the institution in the pioneer class, Mrs. Kinyanjui is the true embodiment of the phrase “walking the talk”. She has been the College Principal since CHRM started in 2014.

Away from work, Ms. Kinyanjui is a dedicated mother and wife. She has been blessed with four children.

Ms. Kinyanjui boasts a rich academic and professional background with the HR expert having several Post Graduate certificates in different programs. Apart from doing the Certified Human Resource Management Programme (CHRP), she holds qualifications in postgraduate training in HR, Management studies and is also a Certified Coach, HR Consultant, Mediator, and Trainer.

The Principal says she takes the most pride in her job by practicing what she preaches. She believes in the school of thought that experience is the best teacher. Her experience in acquiring the CHRP certification has helped her in communicating to students and other HR professionals on the value and benefits of being a Certified Human Resource Professional (CHRP-K).



“I believe for me to be able to convince anybody to enroll for CHRP, I needed to have done it and experienced it myself thus, the reason I enrolled as a student when HRMPEB rolled it out,” she noted “It is easy for me to market the programme having gone through it. I deeply comprehend the programme and know first-hand the value in being certified.

She notes that studying HR, and more recently CHRP, has played a huge role in the advancement of her career.

“CHRP being a regulated professional certification through the HRMP Act No. 52 of 2012 gives me and other HR Professionals confidence in our profession. In confidence, there’s acceptability and recognition,” she continued.

CHRM is one of the key institutions that have enrolled close to 5,000 CHRP students since inception of the program in 2017. Mrs. Kinyanjui says the institution has employed different strategies to ensure



continuous success for its students compared to those studying the program in other institutions. “CHRM remains in the lead of other learning institutions with the highest number of CHRP students because it has established a place in the market as an expert in the Human Resource Management Field. The College operates on a very high professional level where focus is on quality in service delivery. Over time, we have perfected the act of attracting and enrolling CHRP students through our unique value proposition” she stated.

Another Key Strategy that has been employed by the CHRM College is ensuring that the faculty they bring on board are not just highly qualified trainers from academia but highly experienced professionals from the industry too, which is vital in delivery of CHRP as a professional program. The College has a good and dedicated administration team to handle end-to-end processes in terms of enrollment and students’ welfare.

According to the Principal, CHRM students have the advantage of using the College’s award-winning library which has the best collection of HR books locally accessible both on-and-off campus. ‘Our library has in the past won two Maktaba Awards for being a Specialized Library. The Library; William Gitobu Memorial Library, is named after William Gitobu, the founder Executive Director of IHRM, the HR Profession’s Regulatory Body in Kenya.’

Mrs. Kinyanjui also revealed that they also have different attendance modes for their students. 80% of their students are adult learners who are working professionals and with various commitments. “We have a sunrise class for people who want to attend class before leaving for work, the full-time class for those currently not working and especially the post-secondary students, the evening and weekend classes for those who are either working or held up with other activities during the day or week. We also allow students to blend their classes to suit their respective schedules,” she continued. The College has also put in place a sophisticated ODeL platform which has enabled those not able to attend physical classes to study CHRP and other programmes from the comfort of either their offices or homes.

Compared to other colleges that offer CHRP, the Principal revealed that students who have graduated from CHRM with CHRP have an added advantage in the job market. She revealed that the College boasts of a rich alumni of more than 10,000 former students. “Every other HR Practitioner in this country has been through our College which makes it easier for us to place our students.

We have gone further and signed up with our alumnus to offer internship opportunities for our students as well as placements in entry level jobs,” she revealed.

The institution has invested in a mentorship and internship programme where they prepare the students for the workplace and make them fully work-ready. “We also pair our students to mentors upon completion of the programme,” she added.

Asked about some of the chal-

lenges she was facing as the Principal of the College, Mrs. Kinyanjui stated that she struggled to find any challenges from the inside because of the supportive community at the institution. “Teamwork in the faculty and administration has provided a very harmonious working environment hence making the running of the institution smooth,” she pointed out.

She however identified several external factors that have disrupted the program in the recent past. She gave the exam-

ple of the Covid-19 pandemic disrupting the school calendar and subsequently the intake schedules. Another challenge is by examiners who without prior notice, come up with changes that affect delivery of the programmes.

Mrs. Kinyanjui also hailed the new CHRP curriculum as a milestone with most of the controversial units being taken out. “Some emerging HR areas have also been brought on board like the HR Audit,” she noted.

# College Of Human Resource Management (CHRM).



**CHRM**  
COLLEGE



## Our Courses



About Us

College of Human Resource Management (CHRM) is a leading Training Institution established in 1997. We are accredited by Ministry Of Education - TVET and are committed to Steering Professional Development through innovative training and human capital development programs. Our vision is To be a Centre of Excellence in Leadership Development, Research, Innovation, and Training.

### CONTACT US

[www.chrm.or.ke](http://www.chrm.or.ke)

0727 792 122  
0718 781 513

admissions@chrm.or.ke College\_hr  
CollegeofHRM CollegeHRM

Hazina Trade Centre, 13th floor, Moktar Daddah Street, Nairobi  
and Have branches in Mombasa, Nakuru & Kisumu

Branch Contacts	Mombasa	Nakuru	Kisumu
	0720 081 784 / 0707 729 767	0723 927 742	0711 778 464

### PROFESSIONAL CERTIFICATIONS

PROGRAMME NAME	EXAM BODY	DURATION
HRCi (GPHRi, SPHRi, PHRi, aPHRi)	HRCi	5 months each
Certified Human Resource Professional (CHRP)	HRMPEB	3 Years
Associate in Procurement and Supply of Kenya	KISM	1 year
Certified Secretaries (CS)	KASNEB	6 months/section
Certified Public Accountants (CPA)	KASNEB	6 months/section
Practitioners Diploma in Marketing	MSK	6 months/section

### ADVANCED DIPLOMA PROGRAMMES

PROGRAMME NAME	EXAM BODY	DURATION
Higher Diploma in Human Resource Management	KNEC	1 Year

### DIPLOMA PROGRAMMES

PROGRAMME NAME	EXAM BODY	DURATION
Diploma in Business Administration and Management	KNEC	1.5 years
Diploma in Human Resource Management	KNEC	1.5 years
Diploma in Banking and Finance	KNEC	1.5 years
Diploma in Supply Chain Management	KNEC	1.5 years
Diploma in Community Development and Social work	KNEC	1 Year
Diploma in Information and Communication Technology	KNEC	1.5 years
Diploma in Customer Service (Single Subject)	ICM	3 Months
Diploma in Marketing, Advertising and PR	ICM	1 Year
International Diploma in Human Resource Management	CIC-UK	1 Year
International Diploma in Leadership and Management	CIC-UK	1 Year
International Diploma in Real Estate Management	CIC-UK	1 Year
International Diploma in Administrative, P.A and Secretarial Studies	CIC-UK	1 Year
Diploma in Logistics, Supply Chain and Transport Management	CIC-UK	1 Year
Diploma in Advertising and Public Relations	CIC-UK	1 Year
Diploma in Marketing, Advertising and PR	CDACC	1 Year
Diploma in Forensic Investigator Level 6	CDACC	1 Year
Diploma in Cyber Security Level 6	CDACC	1 year

### CERTIFICATE PROGRAMMES

PROGRAMME NAME	EXAM BODY	DURATION
Certificate in supply chain management	KNEC	1 Year
Certificate in Community and Social Work	KNEC	1 Year
Certificate in Business Management	KNEC	1 Year
Certificate in Human Resource Management	KNEC	1 Year
Certificate in Information and Communication Technology	KNEC	1 Year
Certificate in Security Management Level 5	CDACC	1 Year
Certificate Criminal Justice Level 5	CDACC	1 Year
Certificate Forensic Investigator Level 5	CDACC	1 Year
Certificate Cyber Security Level 5	CDACC	1 Year

### ARTISAN PROGRAMMES

PROGRAMME NAME	EXAM BODY	DURATION
Store keeping	KNEC	6 Months
Salesmanship	KNEC	6 Months
Artisan in Security Guarding Level 4	CDACC	6 months

**Intakes: JANUARY, MARCH, JUNE/JULY & SEPTEMBER**



# HRMPEB MAGAZINE WRITER'S GUIDELINE IN THE NEXT ISSUE.

## Article Requirements

- All stories should be Human Resource Related.
- An article should not exceed 800 words.
- Provide quality photo for every article submitted.
- Avoid plagiarism.
- Be ethical in your writing, acknowledge someone's work.
- Ensure originality in your article.
- Include your personal profile.

## WRITING STYLE

- Use simple, concise and direct language. Avoid Jargon, cliches and too much repetition.
- Enrich your story with specific data or research findings where possible.
- Frame your writing in active voice such as they adored him as opposed to he was not adored by them..
  - Use conventional English Language.

## WHAT TO AVOID.

- Writing anything which is obscene, defamatory, libel, offensive
- or use of vulgar language.  
Unnamed sources of information, unless the source request anonymity to be respected.
- Internet downloads which are not referenced.

## TOPICS TO TIE DOWN YOUR WRITING.

- Careers for HR professionals.
- Leadership.
- Management.
- Emerging issues.
- Human Resource Management.
- Technology and Human Resource Management
- Exclusive interviews/ Profiling.
- Opinion, Research, Commentaries.
- Green Human Resource practises.
- Changing nature of work place.
- Examination news and research.



# Stakeholders.



## Role of IHRM in establishment and growth of HRMPEB-A perspective of Executive Director of IHRM, CHRP Quresha Abdullahi.

The Institute of Human Resource Management (IHRM) played a significant role in the establishment and growth of the Human Resource Management Professionals Examinations Board (HRMPEB). To understand the relationship between IHRM and HRMPEB, we spoke to the current Executive Director of Institute of Human Resource Management, CHRP Quresha Abdullahi who is an experienced HR expert and has worked in different capacities for NGOs like International Rescue Committee, at their Regional East Africa branch.

According to Quresha, IHRM was instrumental in pushing for the Act of Parliament that established HRMPEB as an examinations board. By anchoring the examinations board in the Human Resource Management Professionals Act

No. 52 of 2012, the IHRM leadership was able to pave the way for the formation of HRMPEB. Through the statute, HRMPEB has the responsibility of developing the syllabus, examining and certifying HR professionals. In addition, it undertakes accreditation of training institutions to ensure that CHRP and other courses it offers are brought closer to the students.

The ED, Madam Quresha reveals that HRMPEB was a baby of IHRM until the structures, and secretariats of HRMPEB were put in place. “The institute is proud of how far HRMPEB has gone and recently they have certified 3000 HR professionals,” she explained.



To ensure that there's credibility and integrity of the exams offered by HRMPEB as well as the syllabus, IHRM established a complete secretariat who are independent. CHRP Quresha Abdullah is one of the products of CHRP and she attributes her success to the certification program offered by HRMPEB. According to Quresha, the CHRP curriculum developed by HRMPEB has contributed to her professionalism as HR practitioner. She noted that the leadership and governance course in CHRP prepares one for a high-level position within the HR sphere."CHRP changed my perspective in HR and made me see things differently in terms of professionalism in the HR field. I also secured the appointment to the position of Executive Director, IHRM since one of the requirements was having the CHRP Certificate." she stated.

Madam Quresha emphasized the importance of all members of the Institute of Human Resource Management to be Certified Human Resource Professionals.

"The CHRP program increases the individual's level of professionalism and opens one to a wider perspective on matters of human resource management. This enables one to keep up with the emerging trends and practices in management of people". Further, CHRP Quresha lauded the introduction of a new curricula by HRMPEB. "The new programs are a game changer as we do not only have to focus on the CHRP but also the competency-based Diploma and the certificate in Human Resource Management to be examined by HRMPEB. This means that as professionals we are not only in control of the content in terms of syllabus but have HRs from entry levels examined by HRMPEB," she explained.

When asked about some of the challenges she has faced as a HR professional Quresha pointed out the emotions that are usually involved when making tough decisions. "There are emotions involved in HR as there are tough decisions we need to make at times in regards to people. People have different thinking capacities and we need to bring ourselves to a level where we are cautious on whom we are dealing with," she revealed.

Talking on the partnership between IHRM and HRMPEB, the Executive Director is keen to ensure that the partnership produces over 20,000 certified HR professionals in the next few years to come. "It should become a norm for everyone that practices HR to undertake CHRP just like CPA has been made mandatory for Accountants and that is why IHRM is working hard as a body to ensure that the Government of Kenya makes CHRP compulsory for HR Practitioners in Kenya" she stated. "We will ensure that those in the remote areas like Namanga, Turkana among others have access to CHRP training and examinations through registration of private candidates and HRMPEB to accredit as many institutions as possible across the country to offer its examinations." She further added.

*"CHRP program increases the individual's level of professionalism and opens one to a wider perspective on matters of human resource"*

## CHRP Changing Lives.

*From a Highschool Teacher to A Manager: How CHRP Changed the Life and Career of Margaret Nguu*

As the old adage goes, where there is a will there will always be a way. The story of Margaret Nguu is that of persistence and determination. A woman who went against all odds to rise to the pinnacle of a leading Professionals Examinations Board. She is currently Manager, Test Development at the Human Resource Management Professional Examination Board (HRMPEB) where she is tasked with the responsibility of ensuring quality exams for HR professionals.

She started her professional career as a high school teacher after graduating from Kenyatta University with a Bachelor's degree in Education. Her time in the high school classroom did not dim her torch of one day becoming a top Human Resource Professional in the country.

Her determination and zeal pushed her to achieve her dreams no matter how difficult it was.

While still working as a teacher, she joined the College of Human Resource Management where after finishing her studies, she attained a High National Diploma in Human Resource Management.

She later obtained a Master's degree in Business Administration HR option. This propelled her to the Human Resource Management world where she was recruited to become a lecturer at the institution.

For Margaret, the introduction of Certified Human Resource Professionals (CHRP) certification established by Act No.52 of 2012 was a game changer for her career.

When the Human Resource Management Professionals Examinations Board (HRMPEB) decided to offer the CHRP course she immediately enrolled since she knew it was the opportunity she had been waiting for to rise to a management level.

It gave her the chance to be a pioneer by taking the course at the college where she was also teaching (CHRM).

"Being a HR In Academic I was looking forward for a professional HR certification. When CHRP was introduced I was excited and pioneered in taking the course at the College of Human Resource Management," she explained when asked what inspired her

Ms.Nguu is grateful for being a CHRP Professional. According to her, the certification has propelled her to great heights. "It's CHRP that propelled me to be the Chief Examiner at HRMPEB as well as the Test development manager. The Board was very categorical that they needed a CHRP graduate and that's how the opportunity was got" she continued

Despite the wealth of knowledge that she harbors, the dedicated manager is still willing to push more and reach greater limits. Currently, Ms. Nguu is pursuing a PhD. In Human Resource Management at Jomo Kenyatta University.

Through her zeal and thirst to succeed, Ms. Nguu has managed to rise through the ranks. She has worked and held different roles in many places.

Before joining HRMPEB, Nguu worked as an Examiner in charge of the Higher National Diploma at KNEC. She was also the Chief examiner for HRCK. Some of the universities that Ms. Nguu has taught include JKUAT, St. Pauls' University, Mt. Kenya University.

By being a CHRP Professional, Ms. Nguu has learned that persistence is a virtue. She has the above advice for young upcoming HR Professionals:

"Get your papers right, they get certified as this will make their journey to management shorter," she noted



CHRP. Margaret Nguu  
Manager Test Development

## From A Banker To A HR Profession.

*CHRP Sophy Ndung'u- Lecturer.*



Kindly introduce yourself:

My name is Sophy Ndung'u. I am a former student of Kagwe Girls' and a former career banker, having worked in the bank for the last 23 years. In terms of my Education background, after completing secondary school, I did a lot of banking courses.

Thereafter I joined Kenya Institute of Manage-

Briefly tell us what is your current profession?

My current profession is Lecturing, I am actually a trainer at the Kenya Institute on Management where I am teaching Human Resource Management courses.

Being a CHRP certified, what are the processes you underwent to be certified?

I first had to register with HRMPEB, I applied for the exemptions having a degree and masters in HRM. I was able to be given exemptions which I paid for. Thereafter I enrolled for classes

Tell us how has it been being a CHRP lecturer?

I can say it is great. Basically I am putting into practice what I have learnt in class; the knowledge, the skills and getting also to interact with the students on what they have on the ground and the theories we have in the books.

What are some of the benefits that CHRP has added to the career of your students?

I can say that undertaking this course helps one to be focused. It also equips one with people management skills. You will also appreciate that a lot of changes are coming due to covid and we require more people management skills which the CHRP courses equip the people with.

What are the main things you've learnt overtime being a CHRP Lecturer?

Hard Work, consistency and being focused pays a lot. I would encourage those doing the CHRP courses to remain focused for they know what they want to achieve at the end of

Changing careers from a Banker to a HR; what pushed you to the HR profession?

Actually my passion has been training and when I was in Banking as much as I wasn't doing training directly, I've done a lot of people management, interacting with people.

In the bank we still had training opportunities where I was facilitating some of them. And when the right time came I decided to leave the bank and follow my passion which is training.

What are some of the subjects you've taught in CHRP?

Being a HR professional I'm actually teaching strategic Human Resource Management, Counseling and coaching, Reward management, learning development among others.

HRMPEB is coming up with new programmes, the revised CHRP, Certificate and Diploma in HR which are rolling out in July. What is your take on this new curriculum?

It's actually a good move in the right direction. Looking at the dynamic changes in the market, it is always good to equip people who are handling peoples' needs in the market with the proper skills to be able to manage them.

I would say it's indeed a right move starting with the Certificate, Diploma and all the way to the entire certification process.

What would you tell the young students who are probably in High School or primary who want to be HR's in future?

It is good to identify your career choice, your dream early enough and start pursuing your dream early enough. In the process you will be more focused, you will be able to know these are the right subjects that i need to do, especially when you go to campus and from there you will be able to advance your career in the right direction.



## CHRP Lecturer

### Kindly introduce yourself:

My name is Mary Githinji. I went to Kamaunga Girls' High School in Muranga County. I joined Kenyatta University to study a Bachelor of Education. I later joined JKUAT for a Masters Degree in Human Resource. Currently I am doing a Doctorate in HR MPEB.

### Briefly talk about your profession:

Currently I am teaching the CHRP subject at Mount Kenya University, Nairobi campus.

### Tell us the processes you underwent at HRMPEB to get certified:

I registered as a student at HRMPEB, I also applied for the exemptions, I paid the tuition fees at MKU where I studied. I sat for the Exams and finally I got the CHRP certificate.

### Tell us how it has been being a CHRP Lecturer:

It is great being a Lecturer and preaching what we have gone through because we still underwent the same process, encouraging students to be CHRP certified and making them do their best.

### What do you think are the benefits CHRP as a professional course has added to the career of your students?

Mostly they have more enhanced skills, they become more knowledgeable and competent in the field of HR.

### What are the main things you've learnt overtime being a CHRP Lecturer?

That we can turn theory into practice because we normally teach theory but whoever students we teach are the ones in the field, they go to practice and they are able to cope with the issues that are upcoming in society.

### What are some of the subjects you've taught in CHRP?

I have taught several subjects like leadership and corporate governance, learning and development, strategic HRM among others.

HRMPEB will be introducing new programmes; the revised CHRP, certificate and Diploma in HR. What is your take on these new programmes which are rolling out in July?

In my opinion, I think it's a good gesture because we will be cooperating even more from Certificate to Diploma for them to up their Career in HR.



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HRMPEB has been accredited by Kenya National Qualifications Authority (KNQA) as Qualifications Awarding Institution (QAI)

The publication contains the accredited institutions, the new curriculum Examinations processes, our stakeholders views and HRMPEB as a unit.

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# Student Centre

*We had an interactive session with two CHRP students (Edel Ligari and Eunice Mutiso) and this is what they had to say.*

**Q: What is your Name**

Eunice Mutiso

**Q: How old are you:**

I am 28 years old

**Q: Give us your academic background**

1. Currently pursuing Masters in International Business Management majoring in Strategic Management and Finance.
2. Currently pursuing CHRP in the college of Human Resource.
3. Bachelors in International Business Administration majored in Management.
4. Higher National Diploma in Human Resource Management.
5. Diploma in Human Resource Management.

**Q: What made you consider HR as a profession as well as doing CHRP?**

I consider myself being people mastery, being aware of people feelings, understanding their concerns and needs and being able to give solutions to their problems and this led me to choose HR, where I can directly interact with people

**Q: What are your future goals and Aspirations as a HR person?**

One of my main goal is to develop my Knowledge of Human Resource Capital Management and promote employees wellness programs. I aspire to be in Top Management Level where I can implement innovative programs which affects career growth, wellbeing and organization at large.

**Q: Who is your mentor in this field?**

I have several, but in this field my boss, Mr. John W. Gitu Director, HRM&D and Jane Mutisya who is a Managing Director at Career Management Center..

**Q: What are some of the courses that interest you currently in CHRP?**

1. Strategic Human Resource Management has helped me view HR in a different dimension. The skills and knowledge have acquired in this course are relevant and has helped me to be more innovative and able to use different approaches when dealing with HR matters and this has help me in my career growth.
2. Studying Leadership and Governance, has been an eye opener. The course has enabled me understand the principle of leadership and governance and what I need to be an effective and a successful leader.

**Q: Describe the reason you think being certified by doing CHRP will be able to push your career forward**

Being certified with CHRP, will enable me to stand a good chance in my organization in terms of promotion and even better opportunities. The course has equipped me with skills and knowledge that have enabled me stand a competitive edge not only in my organization but also in the world of Human Resource Professional. I wouldn't compare myself with someone who hasn't been through this course.



**EUNICE MUTISO-CHRP STUDENT.**

**Q: What is your name?**

A: My name is Edel Ligare Imbala

**Q: How old are you?**

A: I am 26 years old.

**Q: Please give us your Education Background?**

A: I am currently pursuing a Master's in Human Resource. I also have a Degree in Human Resource and a Diploma in Human Resource

**Q: Why did you consider HR as a profession?**

A: I had the advantage of growing up hearing and knowing what HR is. HR offers a variety of options for one to work in thus breaking the monotonous tone when working. One gets to work with different people and interact with others from different professions

HR also gives one satisfaction in working as you get to interact with people.



**EDEL LIGARI CHRP STUDENT**

**Q: What are your future goals and aspirations as your HR Professional?**

A: I aspire to be a lead HR in a Firm and be able to run my own consulting firm that will be able to provide several programs such as training in Development.

**Q: Who is your mentor?**

A: My mentor is Godrick Arthur Itur. He is a HR Director in AFC Agricultural Finance Corporation. He does HR with passion and was the first runner-up for the male HR of the year. He's also a career coach and I learn a lot from him.

**Q: What are some of the subjects that interest you when doing CHRP?**

A: Some of the subjects that interest me include Leadership because I aim to be a HR lead. I am also interested in Entrepreneurship and Consultancy which stood out for me as I aspire to run my own consultant firm that will offer a variety of programmes such as training and Development. Counselling also interested me after I discovered that most organizations don't have a welfare officer.

**Q: Why do you think being certified by taking the CHRP course will be able to push your career forward?**

A: By Being certified opens opportunities for one out here hence an advantage over having a HR degree only. I have also realized that CHRP offers career improvement such that when going for an interview the one certified is considered more exposed and experienced than the others. The knowledge one acquires in taking CHRP will propel them outside the organization.



**I MARKET CHRP BECAUSE I AM A CHRP GRADUATE AND I UNDERSTAND THE CONCEPT OF THE CERTIFICATION" MONOI AMOS ON HIS JOURNEY AS A STUDENT, TEACHER AND MARKETER OF CHRP.**

Not only is Monoi Amos is a Certified Human Resource Professional (CHRP) graduate, but he is also a Lecturer and Marketer of the Certified Human Resource Professional course. He has a strong passion for CHRP certification.

Born and brought up in Baringo Central, Kabarnet Division, Mr Monoi is a HR Professional with CHRP-K, Dip. in Personnel Management, Higher Dip. (HRM), BBM. in HRM and MBA Finalist at MKU. In addition, Mr Monoi is a Certified Public Trustee and full Member of Institute of Human Resource Management (IHRM). He also holds Accounting Technician Course (ATC) of Kasneb. Mr Monoi has over 10 years working experience in Marketing, Digital Marketing, Training and General Administration.

Monoi has walked a great career journey to become the person he is today. He was among the first lot of students to graduate with CHRP and became gazetted in Kenya as a HR Professional during HRMPEB First certification ceremony in 2020 February.

"I first learnt of the CHRP Program when Mount Kenya University was accredited to train this HR Professional program by the Human Resources Management Professional Examination Board, HRMPEB. With my passion in HR combined with my aggressiveness, I found myself in class and among the first students to enroll and also the first

to graduate in the entire university as well as in the country"

Monoi had studied Accountancy course with KASNEB but his passion in Management and Administration made him change his career to become a HR Professional.

With the CHRP Certification, the Senior Student Recruitment officer at Mount Kenya University, Nakuru Campus started teaching CHRP after attaining the minimum qualifications set by HRMPEB Board in teaching the professional course. The continuous good performances in the units he has taught across the CHRP levels motivated him hence was retained as a CHRP tutor at the university.

"Acquisition of CHRP certificate has not only strengthened my HR Professionalism and practice, but also improved my soft skills in counselling, Conflict management, Change management, Training, Coaching, stress management, Office administration, HR Metrics and Analytics, Reporting, Communications and crisis management among others"

Monoi is instrumental in enrolling HR Practitioners and other students for CHRP. His marketing skills and devotion to his work has seen him enroll more students in three MKU branches including MKU Thika, Eldoret and Currently in Nakuru. Mount Kenya university is one of the first university in Kenya to be accredited by HRMPEB

as a Training Center for CHRP and other HR professional programmes as well as the Examination Center for the same.

Having taught CHRP for some time now, Monoi talks about the benefits CHRP has had for his graduates after completion of the course.

"Some of our pioneer students have received promotions from their places of work both in the public and private sectors thanks to CHRP. Some have also exited for greener pastures and others started their own HR Firms. Those greener in HR professions like HR graduates are working as interns in various organizations and majority have been retained. We will in the future analyze the list and share it in our digital platforms and print media"

Marketing CHRP comes with a number of challenges according to Monoi. He shares with HRMPEB how he has been able to execute the marketing mandate swiftly despite the challenges.

"Marketing CHRP is an uphill task. The promoter must have a wider knowledge on HR Matters. Majority of those targeted are HR graduates and those practicing or playing roles of an HR. I have had a soft landing myself marketing the CHRP because I did CHRP and graduated and among the first pioneers in Kenya to graduate. If you do not have a convincing power in promoting any

product or service, then hire the right workforce, outsource the service of other experts or forget about it.” says Monoi.

The Certification of HR Professionals globally has become a trend and Monoi has this to say about the trend.

“CHRP is recognized globally and it is now quickly gaining momentum in Kenya and other African countries. Many employers in Kenya are now sponsoring their staff in HR to study CHRP. Many countries globally have embraced HR Professional programmes. it is one of the major requirements during recruitment, promotion to senior administrative positions, a requirement for one to legally practice as an HR and defend organizations in courts. CHRP ensures that HR Professionals have up to date skills on: HR Administration, Training and Development, Recruitment and selection, Compensation and benefits, HR Metrics and analytics, Policy making, exit management and finally crisis management among others. Certified Human Resource Professional course is done in Kenya, Nigeria, Canada, USA, United Arab Emirates, Qatar, Saudi Arabia, Denmark, Germany, Poland, Many European countries and many other countries. This is as per HR Academia post”

Away from the Classroom, Amos enjoys listening to music, swimming, driving, playing table tennis and volleyball. His future career plans after the CHRP Certification are:

“I would want to be the best HR Professional or CEO who is Customer and employee focused. Globally, consumers of our products and services are interested with organizations who always prioritize their needs. “I always belief that Your Customer is your employer, if your customer is happy, then your employer is happy as well” Says Monoi.

On the new curricula, Monoi as one of the trainers of the old curriculum, observes that when a new change is introduced, there is always resistance. The new curricula attract up to only 49% of the total exemptions unlike the old one and that is a disadvantage to many professionals.

Monoi says that after going through the old syllabus, he realized that the new one is better for HR Professionals even though it is too wide. This is because some topics in the old curricula Like HR Audit, HRIS, Compensation, HR Consultancy are now fully independent units/subjects. This will provide an opportunity to HR Professionals to specialize on some areas like HR Audit just like lawyers who have just specialized on Employment and Labor Relations.

What advice will you give to HR Professionals who are not CHRP Certified?

“With this complex HR Environment, I would advise them to run, run and run for this HR Professional Certification programmes. My advice is that “Learning is a continuous process” our academic qualifications like Certificates, Diploma, Bachelors, Masters or PhD are not complete without a professional qualification. CHRP Professional qualification will ensure that your HR Skills and knowledge are up to date. It will boost your career and take it to another level. In addition, you become more knowledgeable on HR matters and get a global recognition.”



CHRP- MONOI AMOS



# Reception

We had a conversation with our receptionist Jessica Baru and this what she had to say:

**Q. Kindly Introduce yourself:**

A. My name is Jessica Baru, I am at the front desk/ Receptionist at Human Resource Management Professionals Examinations Board

**Q. What's your Education background:**

A. I am a trained secretary; personal assistant. I have trained in business management, business administration, customer care, public relations, a bit of communication, a lot of English and people skills.

**Q. What do you do on your day to day basis as a Receptionist :**

A. I welcome our visitors and students. I inform visitors as well on our CHRP program and the new syllabus as well. I also guide them how to apply, what details and documents they will be required to give in order for them to enroll successfully.

**Q. How is it working with CHRP students:**

A. Generally I like people so I find interesting and diverse things I've done in the early years of my career. I like the interaction though some of them are tough which makes me hard and tougher. I am required to understand CHRP in order to give the right details especially for those who come to inquire.

**Q. What are some of the things you have learned over-time dealing with people?**

A. For me patience is key, I need to be patient to listen and understand what someone needs and answer them appropriately and end up giving them more information than they needed. This will help them know more about the course and talk to others about it since HR is a people's profession.

**Q. What is your take on the new curriculum?**

A. We have yielded out some of the basic subjects like the communication and office Administration and introduced other subjects that will benefit our students professionally.



JESSICA BARU





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Mwalimu Towers 1st Floor  
Hill Lane, Off Mara Road - Upperhill

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