

# HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD

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REPUBLIC OF KENYA



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NAIROBI, KENYA

## HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD VACANCY FOR THE POSITION OF CHIEF EXECUTIVE OFFICER – GRADE 1 (RE- ADVERTISEMENT)

The Human Resource Management Professionals Examinations Board (HRMPEB) was established under sec 16 of the Human Resource Management Professionals Act, 2012. Its functions and powers include;

- (a) Prescribing and regulating syllabuses of instruction for human resource management professional examinations;
- (b) Preparing and conducting examinations for persons seeking registration under the Act;
- (c) Making rules in respect to examinations;
- (d) Prescribing the fees and other charges payable with respect to such examinations;
- (e) Issuing certificates to candidates who have satisfied examinations requirements;
- (f) Issuing professional qualifying certificates and other awards to candidates who have satisfied examination requirements
- (g) Investigating and determining cases involving indiscipline of students registered with the Examination Board;
- (h) Promoting recognition of its examinations locally and internationally

The Board is seeking to recruit a highly competent, proactive and self-driven individual to fill the position of Chief Executive Officer (CEO).

### **DUTIES AND RESPONSIBILITIES:**

The Chief Executive Officer of the Board will be the head of the Secretariat, and shall be responsible to the Board. Specific duties and responsibilities will include:

1. Managing day-to-day business of the Examinations Board including development and welfare of staff

2. Support the strategic direction of the Board and ensure effective execution of the Board's strategic plans and objectives
3. Being the accounting officer of the Board and shall be responsible to the Board for:
  - a) Preparation and submission of the Board's almanac, programmes and estimates of revenue and expenditure of the Board in every financial year.
  - b) All income and expenditure of the Board; and
  - c) All assets and discharges of all liabilities of the Board
4. Foster and maintain effective communication between the Board and management, all levels of staff and between the Board and external stakeholders;
5. Maintain conducive work environment that attracts, retains and motivates skilled and talented employees
6. Ensure compliance with applicable statutory, legal and regulatory requirements and establish mitigation measures against emerging business risks
7. Spearhead the establishment and sustenance of networks and partnerships to ensure the promotion of the Board's services locally and internationally

**For appointment to this position, a candidate must:**

- a) Be a citizen of Kenya
- b) Hold a Master's degree from a university recognized in Kenya in any of the following disciplines; Human Resource Management, Human Resource Development, Business Administration, Education or equivalent qualification
- c) Hold a Bachelor's degree from a university recognized in Kenya
- d) Have had a minimum of twelve years working experience, five (5) years of which at managerial level
- e) Post graduate diploma in Human Resource Management
- f) Be a Certified Human Resource Professional (CHRP –K)
- g) Proficiency in computer applications
- h) Be a member of the Institute of Human Resource Management (IHRM), Institute of Certified Secretaries and in good standing.

i) Demonstrate knowledge of Corporate Governance/ Leadership/ Strategic management and has undergone leadership course lasting not less than six weeks from a recognized institution.

The Chief Executive Officer shall hold office for a term of three (3) years and shall be eligible for re-appointment for a further term of three (3) years

**Important information to all Candidates:**

a) All shortlisted candidates will be required to submit clearance certificates from Ethics and Anti-Corruption Commission (EACC), Kenya Revenue Authority (KRA), Directorate of Criminal Investigations (DCI), Credit Reference Bureau, Higher Education Loans Board (HELB) and the relevant professional body(ies).

b) Only shortlisted candidates will be invited for interview.

c) Shortlisted Candidates shall be required to produce originals of their National Identity, Academic Certificates and Testimonials.

d) Women, People Living with Disability (PWD) and people from marginalized areas are encouraged to apply.

e) Canvassing in any form will lead to automatic disqualification.

Interested persons who meet the above minimum criteria are requested to submit applications enclosing a curriculum vitae (CV) and copies of relevant academic and professional certificates. The CV must at the minimum provide details of current employer, current remuneration, county of origin and names and contacts of three (3) referees familiar with the applicant's professional and work record, contact information-mobile number and email.

**How to apply:**

All applications should reach the Board on or before **Tuesday 10<sup>th</sup> December, 2024 by 1700hrs.**

Applications should be emailed to the Chairperson of the Board using the email: [Board@hrmpeb.or.ke](mailto:Board@hrmpeb.or.ke) quoting job title on the subject. All the documents should be in a **Single PDF File.**

Alternatively, applicants can drop hardcopy at **HRMPEB offices at Mwalimu Towers, First Floor, Upper Hill, Nairobi** addressed to:

**Chairperson,  
Human Resource Management Professionals Examinations Board.  
P.O. Box 23733 – 00100,  
Nairobi, Kenya.**