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I. Human Resource Assistant ,(Temp)-HRA/HRO/01/2019-1 Post

Reporting to the Human Resource Officer, the job holder will be responsible for:

- (i) Assisting in verifying information relating to recruitment and performance appraisal;
- (ii) Assisting in updating human resource records in an accurate and timely manner;
- (iii) Drafting correspondences;
- (iv) Assisting in processing, monitoring employee leave records and ensuring timely reports;
- (v) Assisting human resources in recruitment and performance appraisal;
- (vi) Assisting in coordinating health and safety programs, HIV/AIDS Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse.

The successful candidate must:

- (i) Have Bachelor's degree in Human Resource Management

OR

Bachelor's degree in Social Science and a Diploma in Human Resource Management;

- (ii) Be proficient in computer application skills

II. Legal Intern - HRA/LI/01/2019- 1 Post

Reporting to the Manager Legal Services, the job holder will be responsible for:

- (i) Assisting in reading and verifying documentation vis-à-vis historical information contained in individual case files;
- (ii) Assisting in obtaining information required on case files and communicating to the external advocates;
- (iii) Assisting in compiling contract documentation for preparation and related documents for the Commission;
- (iv) Coordinating handling of cases filed against the Commission between the departments and external counsel; and

The successful candidate must:

- (i) Have a Bachelor of Law degree from a recognized institution;
- (ii) Be proficient in computer applications; and