

## BUNGOMA NORTH TECHNICAL AND VOCATIONAL COLLEGE



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Bungoma North TVC is a premier institution dedicated to excellence in technical training and innovation. To further our mission of providing high-quality education and efficient administrative services, we are seeking to recruit highly motivated, competent, and result-oriented individuals to fill the following positions:

### JOB ADVERT–HUMAN RESOURCE OFFICER- BNTVC/ADM/ADVERT3/01/026

**Position Title:** Human Resource Officer

**Employment Type:** Permanent

#### Key Responsibilities

- Coordinate recruitment, selection, onboarding and induction processes.
- Maintain accurate employee records and update the HR information system.
- Implement HR policies, procedures and labour regulations.
- Manage staff performance appraisal processes and ensure timely evaluations.
- Handle employee relations, grievances, disciplinary matters and welfare programs.
- Prepare HR reports, contracts, letters and documentation.
- Monitor staff leave management and ensure compliance.
- Support training and development programs, including coordinating CPD activities.
- Advise management on HR issues, employment law and best practices.
- Ensure a healthy workplace environment and promote organizational culture

#### Minimum Qualifications & Experience

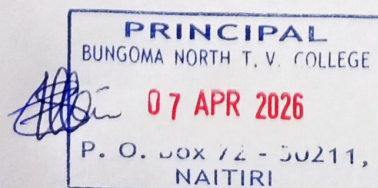
- Bachelor's degree in Human Resource Management or Higher National Diploma in Human Resource Management.
- Membership with the **Institute of Human Resource Management (IHRM)** is an added advantage.
- At least **2–3 years of relevant HR experience.**
- Knowledge of the Employment Act, Labour Laws and HR best practices.
- Proficiency in MS Office and HRMIS systems.

Interested and qualified candidates should submit their applications, including a detailed CV, copies of academic and professional certificates, and a national ID, to the undersigned not later than 24<sup>th</sup> April 2026 at 5.00pm.

*Only shortlisted candidates will be contacted for interview.*

The Principal/ Secretary BOG  
Bungoma North Technical and Vocational college  
P O Box 72-50211 Naitiri

**Bungoma North TVC is an equal opportunity employer. Women and PWDs are encouraged to apply.**



*Approved for circulation.*