

# **KENYA CONFERENCE OF CATHOLIC BISHOPS (KCCB) GENERAL SECRETARIAT**

The KCCB - General Secretariat is the national administrative, facilitative and coordinative arm through which the Kenya Conference of Catholic Bishops implement and co-ordinates various Pastoral programs at the national level and undertake all those responsibilities which express the mission of the Catholic Church in Kenya.

It is seeking outstanding, dynamic and results oriented individuals to fill the following key positions:-

- I) **HEAD OF HUMAN RESOURCES**
- II) **LEGAL & CIVIL AFFAIRS OFFICER**
- III) **RESOURCE MOBILIZATION OFFICER**

## **1. HEAD OF HUMAN RESOURCES**

### **Overall Purpose of the Job**

To develop and maintain strategic HR programs, policies and practices for the KCCB General Secretariat, KCCB owned and affiliated institutions and create a highly motivated workforce capable of ensuring optimal institutional development.

### **Duties and Responsibilities**

- Provide technical advice to KCCB-GS, Arch/Dioceses and KCCB Institutions on HR matters.
- Provision of fully integrated and effective human resources services
- Plan, direct and coordinate the human resource management activities in order to maximize the strategic use of human resources.
- Contribute to the KCCB-GS's strategic and operational goals by developing and initiating human resource policies, procedures and guidelines as deemed appropriate and in line with KCCB-GS strategic plan, mandate and legal requirements.
- Manage human resources operations by recruiting, selecting, orienting, training, coaching, counselling, and disciplining staff; planning, monitoring, appraising, and succession planning;
- Ensure compliance with labour and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions

- Facilitate and monitor benefit packages such as compensation, health insurance, and Liaising with Insurer and Payroll about Workers Compensation Claims as required.
- Supports management by providing human resource advice, counsel
- Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives and recommendations to Bishops on necessary changes.
- Proven track record and ability to manage change and interpersonal conflict;
- Be able to initiate and participate in organizational performance reviews and business process improvement programs as well as undertake special research aimed at improving organizational effectiveness;

### **MINIMUM QUALIFICATIONS, SKILLS & EXPERIENCE**

- Master's degree in either Human Resource Management or its equivalent.
- Bachelor's degree in Human Resource Management or Social Sciences
- Post Graduate Diploma or National Diploma in Human Resource Management
- Minimum of Eight (8) years post qualification relevant experience Three (3) of which should be at senior level in a large organization.
- Membership to Institute of Human Resource Management
- Being Certified Human Resource Professional – Kenya (CHRP – K) will be an added advantage
- Fully conversant with labour Laws ad HR best practices and emerging trends.
- Good communication & interpersonal skills
- Proficiency in Computer applications
- Knowledge of the Social teaching of the Catholic Church

# 1. LEGAL AND CIVIL AFFAIRS OFFICER

## **Overall Purpose of the Job**

The Legal Services function is responsible for providing legal advice to KCCB – GS and affiliated institutions and ensure compliance with legal requirements, advising on legal matters, overseeing legal affairs of KCCB - GS, mitigating legal risks against KCCB as well as implementing good corporate governance to enhance organizational credibility.

## **Duties and Responsibilities**

- Identify emerging legal issues affecting KCCB-GS for compliance
- Frame legal issues for external professional intervention and advice on corrective action.
- Negotiate, draft, review and vet the documents and third party contracts
- Attest/witness KCCB documents
- Conduct research, and, provide legal opinions on matters affecting the KCCB –GS and its affiliated institutions
- Handle litigation and disputes involving KCCB and ensuring all parties' satisfaction
- Ensuring elaborate legal risk assessment and management
- Ensure security documents are properly kept, secured and archived
- Carry out legal audit to ensure KCCB-GS's legal compliance.
- Liaise with external lawyers on all legal matters involving KCCB-GS to ensure they are handed promptly.
- Recording and circulating minutes of respective meetings at KCCB – GS and accountabilities under KCCB's statutes in consultation with the General Secretary.
- Working closely with the General Secretary to ensure that KCCB - GS meetings and business are conducted efficiently and compliance with relevant legislation
- Advising the General Secretary on matters that require legal expertise in the management of the secretariat.
- Guiding the secretariat on the Key governance and compliance issues.
- Interpret KCCB's Statutes, terms and conditions of service, collective agreements and other documents that are legally binding.

## **MINIMUM QUALIFICATIONS, SKILLS & EXPERIENCE**

- Bachelor's degree in Law (LLB) from a recognized institution.
- PG Diploma in Law with current practicing certificate
- Member LSK
- Good communication & interpersonal skills
- Good drafting skills
- Good researcher
- Integrity & confidentiality

- Decisive & Responsible
- Proficiency in computer packages
- Advocate of the High Court of Kenya.
- Proficiency in computer applications.
- Three (3) years working experience in legal practice in the Public Service or Private Sector
- Knowledge/exposure to civil Law
- Knowledge of the Social teaching of the Catholic Church

## 2. RESOURCE MOBILIZATION OFFICER

### **Overall Purpose of the Job**

This position, is responsible for writing and submitting proposals, grant applications, and program reports to potential partners and identifies prospective corporate and foundation donors. This role will require someone who is a self-starter and a team player, who is willing to write and submit proposals as well as research and identify both local and international organizations and KCCB prospects.

### **Responsibilities:**

- Developing, implementing and monitoring fundraising strategies that includes yearly targets to meet the financial needs of KCCB.
- Identifying and seizing fundraising opportunities; diversification of funding streams for KCCB and establishing value-adding contacts and relationships for the benefit of the organization.
- Conducting research on potential donors/partners and finding a match with partners whose funding criteria match the organization's vision and activities;
- Developing, managing and updating corporate contacts and maximizing the relationships for the benefit of KCCB;
- The officer will also be expected to understand key focus areas and interests of various potential partners; understand project monitoring and evaluation systems that ensures impact and effectiveness of the organization's programmatic work;
- Work closely with Commissions/offices in regard to conceptualization, planning, writing, reviewing, communication and submission of the relevant documents for targeted resource mobilization initiatives. To be done in compliance with KCCB and funder/donor guidelines.
- Developing annual work plans based on the approved strategy together with revenue and expenditure budgets for each fundraising initiatives;
- Developing and coordinating web-based fundraising and any other resource mobilization strategies;
- Being current and up to date with available fundraising initiatives and legal issues affecting corporate fundraising;
- Ensuring all partners receive appropriate and timely reports and updates;
- Sensitizing and training other staff members on fund raising skills and strategy in order to build an effective fundraising team.
- Develop and/or update KCCB - GS awards Manual in compliance with KCCB policies.
- Compliment resource mobilization strategies of KCCB Commissions.

## **MINIMUM QUALIFICATIONS, SKILLS & EXPERIENCE**

- Bachelor's Degree in Development Studies; Social Sciences or related field from a recognized University. Possession of additional programme & resource mobilization trainings will be an added advantage.
- At least 5 years' experience in programming and fundraising for related organizations, Civil Society Organizations/NGOs.
- Proven proposal writing skills and evidence of successful resource mobilization initiatives undertaken
- Demonstrable ability to develop relationships and networks that are of value to organization fundraising initiatives
- Demonstrable coordination skills and understanding of non-governmental project management cycle
  
- Proven ability to work and deliver within strict deadlines and manage conflicting priorities
- Proven self-drive and ability to play a leadership role within an organization
- Excellent interpersonal skills, ability to work in a multi-cultural environment, flexible and able to handle the pressure.
- High ethical standards.
- Competence in common IT applications.
- Knowledge of the Social teaching of the Catholic Church

APPLICATIONS SHOULD BE ADDRESSED TO:-

**General Secretary**

**Kenya Conference of Catholic Bishops – General Secretariat**

**P.O. Box 13475 - 00800**

**Nairobi.**

**[hr@catholicchurch.or.ke](mailto:hr@catholicchurch.or.ke)**

**To reach him on or before 15<sup>th</sup> December 2020**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**