



***Your Agricultural and Trade Partner of Choice***

### **EXCELLENT CAREER OPPORTUNITY**

The Agricultural Society of Kenya (A.S.K) is a non-profit organization focused on organizing exhibitions and promoting innovation, research and development in agriculture, trade and allied sectors. Our mission is to promote excellence in agriculture, trade and allied sectors through exhibitions, research and innovation for food security, employment and wealth creation.

In order to strengthen our staff capacity, we are seeking for a suitably qualified and self-motivated individual to join our management team in the following exciting position of: **HR OFFICER**

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#### **Position scope**

Under the guidance of the HR Manager, the successful candidate will be responsible for managing various HR functions within the Society. The role is expected to bring dedicated support to the Human Resource Department with the aim of optimizing performance and aligning the Society's human resource practices with our Vision, Mission and core values.

#### **Key Responsibilities.**

Key responsibilities for this position will include:

- Providing HR guidance, advice, and services to staff.
- Implementing effective organizational design, policies and programs to meet business goals.
- Advising management on critical organizational issues and needs.
- Defining and implementing staff development programs including training, career planning and succession planning.
- Administering resourcing activities including manpower planning, recruitment, staff on-boarding and career management.
- Managing compensation programs including: reviewing reward programs to support business goals, monitoring merit pay actions,

communicating benefit plans and advising employees on pay and benefits issues.

- Managing performance management process to ensure that it supports the strategic goals of the organization.
- Monitoring and supporting effective employee relations activities including CBA negotiations and providing coaching to managers on effective employee relations practices.
- Developing and implementing Human Resource budget and HR information and reporting systems.

### **Knowledge, skills and competencies required**

The ideal candidate must possess the following **skills** and **competencies**

- A Bachelor's degree in Human Resource Management/Business Administration or related field
- A Higher National Diploma / post-graduate Diploma in Human Resource Management
- A certified Member of the Institute of Human Resource Management (IHRM), in good standing.
- Proficiency in MS office & demonstrated knowledge of Human resource information systems.
- Minimum of five (5 years of progressive working experience in a Human Resources Department
- Thorough understanding of the Kenya labour laws and contemporary industrial relations practices.
- Demonstrated ability to handle departmental budgets, resources, projects and relationships.
- Thorough knowledge of the relevant industry/sector as well as knowledge of regulatory requirements related to human capital.
- Ability to plan, organize, implement and evaluate departmental goals
- Ability to handle multiple and conflicting priorities, and work under strict deadlines.
- Strong analytical and problem solving skills
- Effective communicator with the ability to handle both internal and external communication

### **How to apply**

Interested and qualified candidates should log onto the A.S.K website on **www.ask.co.ke** for detailed job profile, qualifications and instructions on how to submit their applications.

All application letters with detailed CVs indicating telephone contacts, personal e-mails and three referees to be addressed to **careers @ask.co.ke** on or before **28<sup>th</sup> July, 2025**.

***Please note that only short listed candidates will be contacted.***

***A.S.K strives to be an equal opportunity employer.***