



JOB TITLE: HUMAN RESOURCE MANAGER. (1 POST)

Position Reports to: MANAGING DIRECTOR

Department: HUMAN RESOURCE & ADMIN DEPARTMENT

Terms: 3 Years Contract

Purpose of the Job

To provide Human Resource services and training as well as maintaining relations between the employees and the management to foster a harmonious working environment and achievement of objectives of ITWASCO.

Main Duties and Responsibilities

- a) Participate in formulation, implementation and administration of HR policies and procedures
- b) Coordinate effective recruitment, selection of top talent, on-boarding, orientation and induction processes of new employees
- c) Prepare employment contracts for employees and staff ID cards
- d) Maintain up to date personnel records and HR documentation
- e) Implement strategies, policies, standards and procedures pertaining to staff training and development, career development and performance management;
- f) Facilitate staff coaching and mentoring, guidance and counseling and advisory support to staff including employee welfare programs
- g) Identify training and development needs through job analysis, performance appraisals, consultation with line managers and skills and competencies assessment and Liaise with external training institutions and agencies and soliciting for technical assistance including training sponsorship
- h) Implement the performance management system in liaison with user departments;
- i) Facilitate disciplinary, grievance and employee relations processes
- j) Implement policies, procedures and standards in Employee Relations in line with best practice and in compliance with the Labour laws;

- k) Handle employee relations matters in keeping with the relevant Labour Laws including the Employment Act and Labour Relations Act among others
- l) Leave administration, preparation of monthly leave returns and reports and verification of overtime claims;
- m) Conduct staff exit interviews and facilitate the exiting staff handover and clearance process
- n) Any other related duties that may be assigned from time to time

Knowledge and Skills Required:

The job holder must possess:

- a) Bachelor's degree, Higher Diploma or Diploma in Human Resource Management or related field
 - b) Must be a member of IHRM
 - c) Certification of CHRP is an added advantage
 - d) Minimum of three (3) years' work experience and proficiency in computer applications
 - e) Should have thorough knowledge of HR Management as well as knowledge of regulatory requirements affecting the HR profession;
 - f) Must have high standards of integrity and ethical practice
 - g) Must demonstrate ability to work independently with minimum supervision
 - h) Must have ability to accurately plan work assignments ,prioritize tasks and deliver deadlines
 - i) Must demonstrate ability to handle multiple and conflicting priorities and work under strict deadlines
 - j) Must demonstrate commitment to operational effectiveness;
 - k) Should have ability to solve problems by applying relevant business knowledge;
 - l) Should demonstrate professional expertise in the relevant work area;
 - m) Must have the ability to communicate for both written and oral communication;
 - n) Must be able to work under pressure;
 - o) Must be a flexible person, who is willing to learn and able to work flexible hours
 - p) Must have knowledge in use of MS Office packages.
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Interested applicants to submit their applications with detailed CV's, recommendations from current supervisors ,names of three referees, professional and academic certificates, Clearance certificates from EACC, HELB, KRA, CRB, and DCI (as per Chapter Six of the Constitution)and testimonials to reach the undersigned on or before 20th July 2026 by COB.

Please note that any canvassing will lead to automatic disqualification

SUBMISSION:

All applications must be addressed to and hand-delivered to ITWASCO Offices in ITEN TOWN on or before Monday, 20th July 2026 at 5:00 PM.

All Applications should be addressed to:

**THE BOD CHAIRPERSON
ITEN TAMBACH WATER AND SEWERAGE COMPANY (ITWASCO)
P.O. BOX 700 30700
ITEN**