



# KENYA NATIONAL UNION OF NURSES

## CAREER OPPORTUNITIES

The Kenya National Union of Nurses is registered under the Labour Relations Act No. 14 of 2007, Laws of Kenya, as a trade union. The union is in the process of restructuring her systems with a view of strengthening her services to over 30,000 nurses who are in her membership. As a result of this the offices of Corporate Secretary, Librarian/Records Officer, Industrial Relations and Public Relations & Communication have been created to enhance the efficiency in the fulfillment of the union objectives and mandate by bettering the services to our esteemed members, clients and partners. We seek to fill the vacancies created by qualified Kenyans or East Africa Citizen who meet the following requirements:-

### A. CORPORATE SECRETARY

#### 1. Requirements for appointment:-

- For appointment to the position a candidate should:-
- (a) Have served for a minimum period of two (2) years in a law firm or in a similar position.
  - (b) Should have a Bachelor of Laws degree from a recognized university.
  - (c) Have a post graduate Diploma in legal studies from the Kenya School of Law.
  - (d) Admitted as an Advocate of the High Court of Kenya.
  - (e) Have demonstrated professional competence in work performance at that level.
  - (f) Possession of a Senior Management Course certificate lasting not less than six Months will be an added advantage.
  - (g) Have experience in Employment and Labour Relations matters of not less than two (2) years.
  - (h) Possession of a Master's degree in Law (Employment and Labour Relations) or relevant Social Science from a recognized University will be an added advantage.

#### 2. In addition to the above requirements, an applicant should have the following key competence:-

- (a) Integrity and commitment to produce results.
- (b) Creativity, innovativeness, technical problem solving and resource management, administrative and supervisory skills.
- (c) Demonstrated planning and organizational skills.
- (d) Personal responsibility—the willingness to accept responsibilities for own actions and outcomes.
- (e) Honest and self-driven

#### 3. Duties and Responsibilities:-

- Specific duties and responsibilities for a corporate secretary in the union include:-
- (a) Will be the head of the Legal Department and principal advisor to the General Secretary.
  - (b) Head of the Secretariat to all meetings attended by the General Secretary and in specific the National Executive Board, National Governing Council or Special National Governing Council.
  - (c) Legal advice and undertaking complex litigation on behalf of Union and undertaking complex conciliation.
  - (d) Drafting and reviewing complex documents, suits, contracts and agreements; providing legal advice and opinions to the General Secretary.

- (e) Undertaking investigations of complaints of a complex nature lodged against the union, member, official or an employee of the union or partners that influence our operations and welfare.
- (f) Initiating and undertaking research on complex and emerging legal issues, preparing legal opinions and briefs.
- (g) Assigning duties to officers in the legal department.
- (h) Ensuring proper professional conduct of officers in legal department.
  - (i) Supervising officers in the legal department.
  - (j) Advising the General Secretary on legal policy issues to ensure compliance with national, regional and international instruments, ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity.

### B. CORPORATE RELATIONS OFFICER

#### 1. Requirements for appointment:-

- (a) Bachelor degree in communication, journalism, or related fields like public relations, international relations etc.
- (b) Minimum proven relevant experience of two years.
- (c) Experience managing media relations (online, broadcast and print)
- (d) Background in researching, writing and editing publications
- (e) Proficient in MS Office and social media
- (f) Familiarity with project (proposal writing) management, software and video/photo editing is a plus.
- (g) Strong communication ability (oral and written)
- (h) Excellent organizational skills.
- (i) Ability to work well under pressure.
- (j) Creativity and problem-solving aptitude.
- (k) Proficiency in design and publishing software

#### 2. Duties and Responsibilities:-

- (a) Development of sensitization material that communicate the union's activities.
- (b) Maintain continuous effective relationship with journalists, media houses and maintain a media data base, employers, partners and stakeholders.
- (c) Seek opportunities to enhance the reputation of the union and coordinate publicity events as required.
- (d) Maintain records of media coverage and collate analytics and metrics.
- (e) Prepare and or produce press-conference statements, arrange press conferences, posters, pamphlets, reports and interviews.

- (f) Manage conflicts as they arise and escalate to the General Secretary where necessary.
- (g) Coordinate schedules, appointments and bookings.
- (h) Coordinate with the General Secretary, and other relevant employees on all office communication equipment.
- (i) Manage the union website and social media platforms.
- (j) Organize and communicate priorities and actions to ensure union members, union secretariat, union leadership to understand what needs to be done and the responsible action people and resources available.
- (k) Prepare reports and ensure that information in the system is up to date.

### C. LIBRARIAN/RECORDS OFFICER

#### 1. Requirements for appointment:

- (a) Posses a minimum of a diploma in records from a recognized institution of higher learning.
- (b) Should be able to pay a meticulous attention to detail in all aspects of record keeping.
- (c) Able to organize records in a way that shall be understandable to even those outside the records department.
- (d) Excellent computer skills and knowledge of record keeping programs.
- (e) Ability to lead and direct others.
- (f) Exemplary work ethic leaving no detail undone.
- (g) Understanding of the importance of record keeping to the success of the union as well as its clients and/or customers.
- (h) Leadership skills needed to collaborate with different departments simultaneously.

#### 2. Duties and Responsibilities:-

- (a) Formulate and implement records keeping policies, strategies, and systems to enhance the ease of record keeping.
- (b) Train new employees of all titles in the proper record keeping procedures.
- (c) Keep records from both claimants and respondents' perspectives.
- (d) Ensure that all offices to adherence to proper record keeping regulations and policies.
- (e) Oversee transition to paperless record keeping wherever possible.
- (f) Assist in all records keeping procedure for the Union.
- (g) Keep track of records for members, employers, stakeholders and other partners.
- (h) Retrieve relevant records when necessary and needed.

### D. INDUSTRIAL RELATIONS OFFICERS

#### 1. Requirements for appointment:

- (a) Diploma in Paralegal studies or Degree in Human Resource Management, or any other equivalent qualification and relevant experience.
- (b) Relevant minimum of two years' experience.
- (c) An experience as an Industrial Relations Officer with a reputable union and with an academic qualification of a minimum of Diploma in any field will have an added advantage.

#### 2. Duties and Responsibilities:

- a) Representing the union in court, conciliation and other alternative dispute resolution mechanism.
- b) Liaising with the branch officials and officers in addressing any issue affecting members.
- c) Organizing, recruiting, resolving disputes, representing the union in any events as may be assigned.

#### Take Note that:-

- (a) Only Shortlisted and successful candidates will be contacted.
- (b) Canvassing in any form will lead to automatic disqualification.

#### Shortlisted candidates shall be required to produce the following during the interviews:-

- (a) Original National Identity Card, academic and professional certificates and testimonials.
- (b) Original letter of appointment to their current substantive posts.
- (c) Recommendation from your current employer.

A completed application, together with certified copies of academic and professional certificates should reach the General Secretary on or before close of business on **30<sup>th</sup>, October, 2020**. Kenya National Union of Nurses, Uchumi House, 9<sup>th</sup> Floor, P.O. Box 56900-00200, Nairobi, Kenya strictly via email: [info@knun.org](mailto:info@knun.org)

Please Note that an Application **SHOULD BE SENT** to the union through email. Hand delivery or posted applications **SHALL NOT BE RECEIVED** or accepted.

**Kenya National Union of Nurses is an Equal Opportunity Employer.**