



VACANCIES (WORK WITH US)

6th December 2022

Kenya Medical Practitioners', Pharmacists' and Dentists' Trade Union (KMPDU) is registered Trade Union (TU/158) whose main mandate is to represent the aspirations of and advocate for the welfare all doctors (medical practitioners, pharmacists and dentists) practicing within the geographical boundaries of the republic of Kenya. KMPDU represents close to 10,000 doctors spread across the 47 counties, national referral hospitals and in the private sector in bipartite and tripartite social dialogue frameworks on employment matters. KMPDU has TEN branches organized on county basis with elected branch representatives running the affairs of the union at branch level.

We are seeking to recruit enthusiastic, dynamic, competent, proactive and qualified professionals to fill the positions below:

1. Labour and Industrial Relations Officer
2. Driver

1. [LABOUR AND INDUSTRIAL RELATIONS OFFICER REF: KMPDU2022/V003](#)

Job Purpose

The job holder to be responsible for handling all union labor and employment related matters and advise the union and membership on the appropriate disputes management mechanisms

Duties and responsibilities shall be to;

- i. Develop, implement and maintain all labor relations policies and procedures for the Union.
- ii. Advice Union officials and members on industrial Relations structures, procedures and practices.
- iii. Ensure accurate and efficient documentation of employment disputes related data and member's grievances/complaints as reported from branches.
- iv. Identify, manage and report disputes with intention to a fairly and timely resolution of such disputes/grievances

- v. Represent union officials/members in meetings CBAs Negotiations and ELR Courts as applicable.
- vi. Formulate and conduct relevant policy informative research on Industrial Relations, employee relations and labour practices.
- vii. Organize education to members on relevant workplace policies such as Work Injury Benefit Act. (WIBA), Occupational Safety and Health Act (OSHA), grievance Handling system and organize induction where necessary.
- viii. Liase with Tripartite Social Partners together with other players in the industry on matters Membership welfare.
- ix. Perform any other function as may be assigned by National Executive Council (NEC).

Requirements and Skills

For appointment to this Position, a candidate must have: -

- i. A degree in Human Resource Management/Social Sciences/Social Work/Health Sciences/Industrial Relations/ Personnel Management/Diplomacy/ Economics/ or any related field from a recognized university.
- ii. Additional training in Industrial Relations or paralegal mechanisms is an added advantage.
- iii. Must possess Collective Bargaining Negotiation Skills, Disputes handling skills, Organization and recruitment skills, Communication and Training skills, Great understanding of Kenyan Labour Statutes.
- iv. Must be a service-oriented officer with upscale Emotional Intelligence
- v. Must exhibit mastery in knowledge about Trade Unionism and its structures within Kenya and beyond.
- vi. Must be Computer/Digitally literate and Exhibit proficiency in English and Kiswahili
- vii. At least 7 years of work experience in similar role in a reputable organization.
- viii. Holder of Certified Human Resources Professional and or any other professional courses shall be an added advantage
- ix. Membership of a Professional Body shall be added advantage
- x. Must be ready to travel across counties in service delivery
- xi. Fulfilled the requirements of Chapter six (6) of the Constitution of Kenya, 2010.

2. [DRIVER REF: KMPDU2022/V004](#)

Duties and Responsibilities

- i. Ensure cleanliness, hygiene, and maintenance of the vehicle at all times and schedule for regular car servicing
- ii. Provide chauffeuring services to Secretary General/C. E. O any other official as will be advised.
- iii. Save petrol (Efficient utilization of fuel and other available resources) and drive with safety as a priority
- iv. Abide by all traffic regulations, laws, and ordinances while driving

- v. Do not leave and or drive out of work without permission
- vi. Any other ad-hoc assignments or project as and when directed by the CEO

Requirements and skills

- i. Candidate must possess a valid Class 3 driving license
- ii. Clean traffic records and good driving skills
- iii. Clear criminal record.
- iv. Familiar with Kenyan roads and landmarks
- v. Preferable non-smoker
- vi. Experienced driving luxury cars is an advantage
- vii. Fluent in English and Mandarin speaking, reading, and understanding
- viii. Willing to work overtime/weekends and drive longer distances
- ix. Punctual & Good time management skills
- x. Familiarity with GPS devices
- i. Ability to remain calm in stressful driving situations (e.g. at rush hour or traffic Jam)
- ii. Prior experience as a personal driver is advantageous.
- iii. Neatly presented and professional.
- iv. Excellent interpersonal and organizational skills.
- v. Visual acuity at 6/12 or above.
- vi. Five (5) Years' experience

APPLICATION PROCESS

The interested candidates/Firms who meet the above criteria may submit their applications addressed to;

*The Secretary General,
Kenya Medical Practitioners, Pharmacists and Dentists Union,
P.O Box 157-00202,
KNH-NAIROBI*

Applications Comprising of the listed below to reach us ~~not later than~~ 15th December, 2022 at 5:00 pm either in hard copy or electronically via nec@kmpdu.org.

1. *Letter of application*
2. *Comprehensive Curriculum vitae.*
3. *Certified Copies of Certificates*
4. *Professional testimonials*
5. *Names and addresses [with telephone and Emails] of 3 referees.*

*KMPDU is an equal opportunity employer. Only Shortlisted candidates will be contacted.
CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION*