

JOB OPPORTUNITIES

The Federation of Kenya Employers (FKE) is the national umbrella organization for employers in Kenya and its key mandate is to promote the interests of employers. FKE seeks to ensure that national labour and social policy provides an environment favorable to enterprise sustainability and job creation. We are seeking to engage enthusiastic, and results driven professionals to fill the following position:

1. INDUSTRIAL RELATIONS OFFICER – IR0/08/2024

Reporting to the Manager, Legal and Industrial Relations, the Industrial Relations Officer will be responsible for assisting members in ensuring compliance with labour laws, fostering positive harmonious industrial relations, handling matters of Collective Bargaining Agreement (CBA) negotiations, Litigation, advice and representation, training and consultations geared towards building members' capacity and maintaining industrial peace.

KEY RESPONSIBILITIES

- Handling Collective Bargaining Agreement (CBA) negotiations and advising employers on how to manage them.
- Assisting members in dealing with trade disputes & strikes and liaising with trade unions and the Ministry of Labour for the quick settlement of trade disputes.
- Supporting Associations in their Meetings, Negotiations and other administrative needs to ensure that all the affairs of the associations are run smoothly.
- Coordinating operations related to Industrial Relations Policy Working groups
- Handling conciliation and consultation meetings
- Developing Industrial Relations training materials and supporting the Training Department to provide training activities
- Developing and reviewing Industrial Relations policies, procedures and guidelines
- Representing Employers at the Employment and Labour Relations Court
- Representing FKE in tripartite and other assigned meetings and forums on Employment and Labour Relations matters
- Recruitment of new members and collection of subscriptions
- Developing content for the Members Portal
- Mobilising members to uptake services from the Members Portal
- Performing other duties as required

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in HR, Law, or a related Social Science field.
- Post Graduate qualifications in Human Resource Management or Industrial Relations
- Current member of a professional body
- 5 years' hands on experience in Labour and Industrial Relations
- Ability to lead negotiations, conclude, prepare Collective Bargaining Agreements (CBAs) and ensure their registration.
- Experience in preparing training contents and delivering training will be an added advantage.

KEY SKILLS, COMPETENCIES AND DESIRED ATTRIBUTES

- Strong understanding of the tripartite movement, labour laws and labour structures in the country.
- Knowledge of the principles and practices of labour relations management in various sectors, demonstrated knowledge of grievance and arbitration processes.
- Strong negotiation and relationships management skills.
- Strong oral and written communication skills.
- Ability to multi-task and manage diverse tasks simultaneously.
- Strong organizational skills and attention to detail.
- Demonstrated ability working with highly confidential information.
- Leadership and management skills.

APPLICATION PROCESS

Interested candidates who meet the above requirements should submit their cover letter, a detailed Curriculum Vitae with three professional referees, current and expected salary and provide work samples or portfolios where applicable. Applications should be sent through: Recruitment@fke-Kenya.org indicating the job title and reference number on the subject line to reach us no later than **August 16, 2024**. Only shortlisted candidates will be contacted.

FKE is an Equal Opportunity Employer.

**Executive Director & Chief Executive Officer
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