

NEWTIMES BUSINESS SOLUTIONS – HR Placement & Recruitment Solutions

Post of Human Resource Officer

Our client is a Market Leader in the Real Estate Industry. The company employs a large workforce and has branches in 3 major towns in Kenya. The client urgently requires an Administration and Human Resource Officer.

Requirements

- A diploma in human resource management
- Three (3) years post qualification experience in the same position preferably in the real estate industry
- Thorough knowledge of labour laws
- Must be a mature person who is able to work with minimum supervision

Persons who meet these requirements and are ready to start work immediately can apply to info@newtimesconsultants.com noting to attach their detailed CVs. Canvassing will lead to automatic disqualification, whereas further communication will only apply to short-listed candidates.

The deadline will be Friday, 9th April 2010.

Mercy Odhiambo
Human Resource Placement and
Recruitment Division

NEWTIMES

BUSINESS

SOLUTIONS

Vacancy Filled

18th June 2011

POST OF PROGRAMS OFFICER

As commitment to continually adding value to our Training and Consultancy clients as well as associates, we are pleased to announce an existing vacancy which needs to be filled immediately.

The successful candidate will serve as the PROGRAMS OFFICER for our client who is this time a Professional Association, which is affiliated to the APSEA - Association of Professional Societies of East Africa.

IDEAL REQUIREMENTS OF THE CANDIDATE

1. Academic Qualifications – Minimum B.COM (Marketing Option desirable)

THE HUMAN RESOURCE? The force behind manipulation of organizational resources!

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2. Three years working experience in a related field. Such areas as Marketing of Services and Programs for a Professional Association, Society, Membership Club, etc. will constitute invaluable added advantages
3. Must be Computer Literate
4. Proven financial accounting knowledge background
5. Experience in Training will be an added advantage but not a requirement
6. Age limit between 30 to 40 years

CONDITIONS

- Interested candidates must be ready to start work immediately.
- Only candidates with minimum qualifications will be considered.
- The selection is strictly on the basis of merit

Kindly forward your soft application and detailed CV through Newtimes Business Solutions (info@newtimesconsultants.com), not later than 22nd June 2011.

Short listing will be done immediately thereafter. It is only the short listed candidates that will receive the respective communication.

Kind Regards

Naomi Mbole
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Human Capital Development Consultants
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