



## Regional Centre for Mapping of Resources for Development

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### VACANCIES ANNOUNCEMENT

The Regional Centre for Mapping of Resources for Development (RCMRD) is an Intergovernmental organization which provides services in surveying, mapping, remote sensing, GIS and ICT to its Member States, partners and clients. It currently has twenty Member States in the Eastern and Southern Africa Region.

Our Mission is “To strengthen the member States and our Stakeholders capacity through Generation, Application and Dissemination of Geo-Information and Allied Technologies for sustainable development”.

*RCMRD wishes to fill the following vacant positions:*

#### **1. Principal Geo-Information Trainer GS7 VA10/06/2024**

Reporting to the Geo-Information Training Coordinator, the Principal Geo-information Trainer will provide capacity building for other countries of the geo-information technology and provide knowledge/training to various clients for income generation to the Centre.

#### *Duties and Responsibilities*

- Assist in developing a training calendar for the direct income generating activities;
- Prepare training curriculum, manuals and training materials;
- Maintain training records and update student’s database;
- Ensure the equipment required for training are up to date e.g. computers, projectors;
- Assist in reporting on a monthly basis to the management, to the M&E committee team every 6 months and to the Governing Council annually;
- Implement training requests from internal and external clients; and
- Prepare certification for various training programs carried out.

***Required qualifications:***

- Bachelor's degree in Geomatics, Remote Sensing, GIS or Surveying or a related field;
- Trainer's certification;
- Eight (8) years working experience as a trainer in Geoinformation or a related field.

***Salary scale:*** The salary for the above position is in the range of:

GS7: Ksh. 1,332,861.60 by Ksh. 52,316.44 to Ksh KES 1,803,709.60 p.a.

Entry points for the position will be determined by qualifications and experience.

***Benefits:*** These include, housing allowance, transport allowance, contributory provident fund with both parties contributing 7% of monthly basic salary towards the fund, 10% gratuity of annual basic salary based on successful completion of the contract and a staff contributory group medical scheme to a maximum of five (5) family members.

**2. Senior Human Resource Officer GS 6 VA11/06/2024**

Reporting to the Human Resource and Administration Manager, the Senior Human Resource Officer will provide support in implementing human resource policies and procedures and supervising the HR administration activities in the Center.

***Duties and Responsibilities***

- Plan and coordinate all administrative functions related to the human resource management;
- Ensure the preparation of job descriptions and draft advertisements for undertaking recruitment and selection;
- Prepare training plan for the organization in accordance with the identified training needs;
- Grow and retain in house talent through annual Talent assessment and career paths;
- Coordinate performance management through Balance Score Card tool for the organisation and ensure performance appraisals are conducted and the resolutions are implemented;
- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence;
- Ensure that recognized, approved and correct salary and benefits are processed, and any necessary recovery made in line with policy;
- Research on and provide competitive employee benefits that are cost effective and increase employee satisfaction index measured annually;

- Develop and administer staff welfare facilities;
- Record data for each employee, including addresses, absences, supervisory reports on performance, and dates of and reasons for terminations;
- Assist in administration of staff contracts;
- Administer the staff medical scheme;
- Process attachment and internship applications;
- Assist in administering disciplinary procedures in the organisation;
- Supervise and guide staff in the registry.
- Promote good industrial relations;
- Provide HIV/AIDS counselling and general guidance and counselling to staff; and
- Contribute to improve working conditions by analysing and escalating feedback from annual employee surveys.

***Required qualifications:***

- Bachelor's degree in Business Administration, Human Resource Management or any other related field with a bias in human resource management;
- HR Professional qualification;
- Six (6) years' progressive experience in HR function;
- Proven experience in using Balanced Score Card for performance management;
- Ability to act with integrity, professionalism, and confidentiality;
- Thorough knowledge of employment-related laws and regulations;
- Proficiency in the use of HRIS.

***Salary scale:*** The salary for the above position is in the range of:

GS6: Ksh. 1,089,677.12 by Ksh. 45,877.32 to Ksh.1,502,572.96 p.a.

Entry points for the position will be determined by qualifications and experience.

***Benefits:*** These include, housing allowance, transport allowance, contributory provident fund with both parties contributing 7% of monthly basic salary towards the fund, 10% gratuity of annual basic salary based on successful completion of the contract and a staff contributory group medical scheme to a maximum of five (5) family members.

***Contract duration:*** Two (2) years renewable.

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### **3. Admissions and Marketing Assistant GS5**

Reporting to the Principal RCTI, the Admissions and Marketing Assistant will be in charge of student's recruitment, offering initial advice to allow students choose the appropriate course, produce, and send out relevant materials for publicity to attract potential students and participants.

#### ***Duties and Responsibilities***

- Handle all enquiries from potential students and parents who walk-in, call or apply through emails, website, social media etc
- Perform activities that include advertisement, marketing, attend open days and other forums with the aim to conduct recruitment drives;
- Consistently follow up inquiries and other contacts with the aim to achieve admission;
- Produce materials and distribute them using all channels to attract more potential students and participants;
- Issue application forms, admission letters to new students and register them when they commit;
- Ensure queries and feedback from potential students are handled appropriately;
- Organise students interviews where necessary and the minimum qualifications of each course is met before admission;
- Coordinate and keep contacts with stakeholders and potential sources of students;
- Apply technology and innovations that will bring effective and efficient system for students and participant recruitment;
- Conduct market research and collect market intelligence from member states, competitors and potential clients;
- Conduct customer satisfaction surveys;
- Planning, forecasting, production and marketing of a product;
- Prospecting for new clients and set up meetings to create business for RCMRD to promote the organisation's services;
- Ensure the marketing materials are standardised and are of good quality e.g. brochures, calendars;
- Manage all client complaints and their expectations.

#### ***Required qualifications:***

- A Degree in marketing, sales, communication or equivalent field;
- Relevant degree will be an added advantage

- Qualifications relevant to marketing and communication is an added advantage (certification)
- Three (3) years' experience in marketing, sales, office administration, communication or equivalent.

**Salary scale:** The salary for the above position is in the range of:

GS5: Ksh. 799,463.84 by Ksh. 39,553.55 to Ksh. 1,155,445.76p.a.

Entry points for the position will be determined by qualifications and experience.

**Benefits:** These include, housing allowance, transport allowance, contributory provident fund with both parties contributing 7% of monthly basic salary towards the fund, 10% gratuity of annual basic salary based on successful completion of the contract and a staff contributory group medical scheme to a maximum of five (5) family members.

**Contract duration:** Two (2) years renewable.

### **How to apply;**

Qualified and interested candidates are invited to submit their applications through <https://careers.rcmr.org> by 11.59 hours EAT on **14<sup>th</sup> July, 2024** through RCMRD e-Recruitment system.

RCRMD is an equal opportunity employer. Applications from suitably qualified female candidates and persons with disabilities are particularly encouraged.

***RCMRD DOES NOT charge any fees during the recruitment process.***