

**EMPLOYMENT OPPORTUNITY:
AGENCY FOR CROSS-BORDER PASTORALISTS DEVELOPMENT (APaD) - KENYA**



About the Agency for Cross-Border Pastoralists Development (APaD):

The Agency for Cross-Border Pastoralists Development (APaD) is a Non-Governmental Organization duly registered by the Non-Governmental Organization (NGO) Board of Kenya. It has its Head Office in **Lodwar town and field offices in Kakuma and Lokiriama, Turkana County**. Founded and registered as a Community-Based Organization in 2002, APaD transitioned to an NGO in 2019. APaD envisions a community that is empowered, secure, dignified, and resilient. The organization implements its programs in pastoralist Arid and Semi-Arid Lands (ASALs) in Northern Kenya, with a particular focus on Turkana and West Pokot Counties; and across the international borderlands with Uganda, South Sudan, and Ethiopia (the IGAD's Karamoja Cluster).

To contribute to addressing issues plaguing the pastoralist communities within the IGAD's Karamoja Cluster, APaD implements programs in the following thematic areas of focus: Peacebuilding and Governance; Food Security and Livestock Development; Community Health and Nutrition; Climate Resilience and Natural Resource Management (NRM); Disaster Risk Reduction (DRR) and Humanitarian Response; Women and Youth Empowerment; Water, Sanitation and Hygiene (WASH); and, Research, Advocacy, and Policy Influence.

As part of its commitment to impactful and sustainable change, APaD employs **a comprehensive set of programmatic approaches** that integrate peacebuilding, development, and humanitarian action to ensure seamless transitions from emergency response to long-term resilience (the twin-track approach). Its **multi-sectoral and community-led interventions** address complex challenges—such as conflict, climate change, food insecurity, and governance deficits—through participatory, inclusive, and rights-based strategies. APaD emphasizes **evidence-based programming, multi-stakeholder collaboration, and policy advocacy**, while actively promoting **women's and youth leadership**. The organization also adopts **adaptive management and continuous learning** to enhance the relevance, innovation, and effectiveness of its programs in cross-border pastoralist contexts.

As part of its organizational growth and program expansion, **APaD is seeking to recruit qualified, competent, passionate, and committed professionals** for the following positions:

Human Resource Officer

Location: Lodwar, Turkana County, Kenya

Reports To: Executive Director

Position Type: Full-time

Contract Duration: 1 year (renewable based on performance and funding availability)

Application Deadline: 21st July 2025

Position Summary

APaD is seeking a passionate, experienced, and results-driven **Human Resources Officer** to strengthen its human capital management systems. The successful candidate will play a vital role in fostering a values-driven organizational culture, attracting and retaining talent, and supporting staff development and performance.

Key Responsibilities

- Lead the implementation of HR strategies, policies, and procedures aligned with APaD's mission and values.
- Manage the full recruitment lifecycle, including job advertisements, candidate shortlisting, interviews, and onboarding.
- Maintain accurate and up-to-date employee records, contracts, and HR databases in compliance with legal and donor requirements.
- Coordinate staff performance management processes and support line managers in development planning and capacity building.
- Facilitate learning and development initiatives, including training needs assessments and career development programs.
- Support conflict resolution, staff welfare, and grievance handling with professionalism and confidentiality.
- Ensure full compliance with Kenyan labor laws, APaD policies, and donor HR regulations.
- Promote diversity, inclusion, and a positive work environment aligned with APaD's organizational culture.
- Prepare and submit periodic HR reports and contribute to organizational audits and reviews.
- Coordinate staff induction and orientation processes to ensure alignment with APaD's values, systems, and expectations.

Minimum Qualification & Experience

- Bachelor's degree in Human Resource Management, Business Administration, or a related field.
- Professional certification, such as CHRP and/or active membership with IHRM, is highly desirable.
- Minimum of 3 years of progressive HR experience, preferably in a nonprofit, humanitarian, or development organization.
- Solid understanding of Kenyan labor laws, employment regulations, and HR best practices.
- Demonstrated experience in recruitment, onboarding, performance management, employee relations, and training coordination.
- Proficiency in Microsoft Office Suite and HR Information Systems (HRIS).
- Proven ability to handle sensitive information with integrity, discretion, and confidentiality.

Core Competencies

- **Interpersonal and Communication Skills:** Builds and maintains effective relationships with team members, partners, and stakeholders across diverse cultural and professional backgrounds.

- **Problem-Solving and Conflict Resolution:** Demonstrates a proactive, solution-oriented approach to addressing challenges and managing conflicts.
- **Emotional Intelligence and Cultural Sensitivity:** Applies empathy, self-awareness, and cultural competence when working in cross-cultural or complex environments.
- **Organization and Time Management:** Manages multiple priorities with efficiency, meets deadlines, and maintains high standards of accuracy and attention to detail.
- **Adaptability and Resilience:** Thrives in fast-paced, high-pressure settings and responds flexibly to changing demands and conditions.
- **Mission and Values Alignment:** Deeply committed to APaD's vision and values, fostering a positive, inclusive, and results-driven organizational culture.

HOW TO APPLY:

Interested and qualified candidates are invited to submit the following documents:

- A cover letter
- A detailed and up-to-date CV
- Copies of academic certificates, professional certifications, and testimonials
- Contact information for three professional referees

Applications should be sent via email, addressed to the Human Resource Officer, at recruitment-hr@apadkenya.org. The email subject line should clearly indicate the position being applied for, e.g., **“Procurement & Logistics Officer Application.”** The deadline for submission is **21st July 2025, at 5:00 PM EAT (Close of Business)**.

Alternatively, hard copy applications may be hand-delivered during official working hours (Monday to Friday) to the organization's Head Office in Lodwar and addressed to:

The Human Resources Officer
Agency for Cross-Border Pastoralists Development (APaD)
P.O. Box 342-30500
Lodwar, Turkana County; Kenya.
Turkwel Buildings, Off NORAD Road; Nawoitong'.

The Agency for Cross-Border Pastoralists Development (APaD) is an equal opportunity employer committed to promoting diversity and inclusion. All employment decisions are made without regard to gender, ethnicity, religion, disability, or any other protected characteristic. Female candidates and other qualified applicants from Turkana County are strongly encouraged to apply.

We appreciate ALL applications. However, due to the high volume of applications received, only shortlisted candidates will be contacted.