



HR Director

December 2025

About USIU-Africa

Our History

USIU-Africa was established in 1970 as the African campus of United States International University in San Diego, initially offering programs not available in public universities, such as Psychology and International Relations. The institution relocated to Kasarani in 1991 and expanded its land holdings in 1999, enabling accreditation by Kenya's Commission for University Education. In 2001, it briefly merged with the California School of Professional Psychology to form Alliant International University, but regained independence in 2005 and secured U.S. accreditation from WASC in 2008.

In 2014, the university rebranded as United States International University-Africa and now holds dual accreditation in Kenya and the United States. Today, USIU-Africa offers 38 programs across diverse fields, including Humanities, Social Sciences, Health, and Technology, continuing its mission to meet the evolving demands of a globalized world.

Our Vision, Mission and Values

Our Vision: To be a premier institution of academic excellence with a global perspective.

USIU-Africa's mission is to promote the discovery and application of knowledge, the acquisition of skills and the development of intellect and character in a manner which prepares students to contribute effectively and ethically as citizens of a changing and increasingly technological world.

This mission is achieved through a wide range of high quality undergraduate and graduate academic programs designed to result in the following outcomes: higher order thinking; scientific, quantitative and technical literacy; global understanding and multicultural perspective; career preparedness; community service and development; and ethical leadership.

We seek to create an environment that encourages rigorous intellectual and scholarly development; fosters openness to a wide range of ideas, cultures, and people; and enhances personal growth through social action projects.



Our core values include:

- **Life-long Learning:** Developing a learning culture that continues throughout a person's lifetime.
- **Integrity:** Ensuring the pursuit of excellence by upholding professional and ethical standards and being accountable.
- **Innovativeness:** Introducing new methods and strategies that ensure quality, efficiency, effectiveness and productivity.
- **Social Responsibility:** Providing leadership in responding to issues of national and global concern through collaborative efforts.
- **Academic Freedom:** Upholding the spirit of free and critical thought and enquiry, through the open exchange of ideas and knowledge.

Academic programs at USIU-Africa are learner centered and committed to developing critical and creative thinking, literacy skills through writing intensive courses and projects, and preparing students for their careers through formal and co-curricular activities, community service and internships. Student leadership is part of the learning process and is encouraged through active participation in sports, clubs, community service and internships with self-reflection on one's personal development and social action participation.

The Role

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| Role: | HR Director |
| Location: | Nairobi, Kenya |
| Salary: | Competitive with comprehensive benefits |

The HR Director

The HR Director is a senior administrator whose role ensures the University's organizational structure, culture, and talent align with its overall mission and objectives. The HR Director will oversee three senior team leaders comprising two Human Resource Managers, a Senior Insurance Officer and the Head of Security. The role reports directly to the Vice Chancellor and plays a key part in staff welfare by working closely with the Faculty Council as part of employee welfare and the Staff Council, the body representing non-teaching staff.



Responsibilities

Strategic HR Leadership

- Develop and implement sustainable HR strategies focused on staff engagement, development, and retention.
- Lead and oversee HR processes including recruitment, learning, compensation, performance management, and labor relations.
- Act as a trusted advisor to senior leadership, guiding on HR matters.
- Ensure alignment of HR policies and practices with the University's goals and evolving needs in the education sector.

Leadership and Stakeholder Management

- Provide mentorship and development opportunities to HR team members.
- Engage with key stakeholders across the University to build strong, productive relationships.
- Serve as a senior leadership team member, translating strategy into actionable HR goals.

Talent Management and Development

- Drive the University's organizational development strategy to support corporate objectives.
- Foster a "We are one" culture through leadership development, management strategies, and employee engagement initiatives.
- Develop and manage succession planning and workforce analytics to support future talent needs and leadership continuity.
- Guide the design and execution of training and development programs to enhance employee competencies and performance.

Compliance and Risk Management

- Ensure full compliance with HR-related regulations, including labor laws, occupational health, and safety standards.
- Oversee HR, health, security, and insurance functions, ensuring optimal service delivery and regulatory adherence.
- Manage risk mitigation processes related to HR functions, including audits and health safety.

Employee Relations and Culture

- Create and maintain fair, inclusive, and transparent workplace policies and practices.



- Address employee concerns and maintain a harassment-free environment.
- Promote Equity, diversity and inclusion within the University, providing regular progress reports.

Performance and Organizational Effectiveness

- Oversee performance management systems, ensuring effective tracking and development of KPIs aligned with the University's goals.
- Lead initiatives related to leadership, team effectiveness, cultural alignment, and change management.

Administrative and Operational Oversight

- Manage the HR department's annual plan and budget, ensuring resources are effectively allocated.
- Oversee communication, records management, and the operational delivery of HR services.
- Supervise the implementation and monitoring of outsourced services like health, security, and insurance to ensure value delivery.

Candidate Profile

Academic Qualifications

- Master's degree in human resource management or related field.
- Bachelor's degree in human resource management or related field.

Professional Qualifications/Membership to Professional Bodies/Publication

- Post Graduate Diploma in Human Resource Management/Certified Human Resource Professional.
- Licensed Member of IHRM in good standing.

Experience and Knowledge

- Over Twelve (12) years of relevant experience with over four (4) years in management, two (2) of which should be at senior management level in a similar organization.
- Experience from an institution of Higher learning will be an added advantage.



Competencies

- Strong leadership skills with the ability to interpret contexts and set direction.
- Executive disposition and demonstrate high levels of integrity.
- Diversity, Equity, Inclusion and Belonging (DEIB) Employee Experience and Culture.
- Analytics Translation.
- Ability to Co-create Strategy and results-driven.
- Strategic and innovative with the ability to sell the vision of the University.
- Ability to develop long-term integrated and cross-functional operational plans.

How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy)-Organisation e.g., Pat-Jones-CV-1225-USIU-Africa or Pat-Jones-CoverLetter-1225-USIU-Africa.

Timeline

Closing Date: 23rd January 2026. Applications will be reviewed on a rolling basis.

First stage interviews: TBC

Final interviews: TBC

Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the Oxford HR Consultant email address (see below) to their safe senders list and regularly check their spam folder.



Equality Statement

Equality and diversity are at the core of USIU-Africa's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at mkamau@oxfordhr.com in the first instance.

About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

Learn more at: oxfordhr.com