

**FACTORS AFFECTING HUMAN RESOURCE PLANNING IN AN ORGANIZATION:  
A CASE STUDY OF JUJA BLOCKS COMPANY**

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## **ABSTRACT**

The purpose of the study is to determine the factors affecting human resource planning in an organization. The specific objectives were to find out the effect of communication systems, job design, organizational structure and human resource policies on human resource planning in organizations. The study applied descriptive research design. The target population included 200 staff from Juja Blocks Company, out of which 25% was used as a sample selected using stratified random sampling. Data collection was through questionnaires which were pretested before the final study. After data collection data was analysed quantitatively and qualitatively to present the findings and give recommendations. In attempt to establish the respondents' views on whether they were comfortable with the communication systems in place. Respondents (42%) were satisfied which shows that they were contented with the communication systems in place. Respondents (87%) acknowledged the effect of job design, 71% the effect of organizational structure and 74% the effect of human resource policies. For recommendations, firms should have a well structured human resource department within clear policies on the relationship between human resource and finance industry whereby human resource functions involving human resource planning should be given adequate budgetary allocation to fulfill their functions. Management should continuously scan the environment to establish trends in government policy and how such may affect the operations of the industry. All human resource functions in security firms should be conducted in accordance with labour laws. Organizations should ensure consistency between the structure and operations such that the organization is structured in a way that will promote effectiveness and efficiency in operations. There is need to go beyond cutting cost to being a world class service provider. Training will ensure that the ultimate users are conversant with the systems. Another study on human resource planning should be carried out in different firms apart from Juja Blocks limited