



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90- 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: INTERNAL RE-ADVERTISEMENT:

- **DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER, JOB GROUP 'R'**
- **PRINCIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER, JOB GROUP 'N'- 1 post**

Applications are invited from suitably qualified serving employees in the County Government of Nyeri for the above stated positions.

Eligible employees are requested to fill the Employment Form which can be downloaded from the County Website, www.nyeri.go.ke

A temporary waiver has been granted on Certificate in Strategic Leadership Development Programme.

The completed application form together with the Head of Department Recommendation, Staff Performance Appraisal Report for 2015/2016, letter of appointment/promotion to the current substantive grade and certified copies of academic and professional certificates should be sent or delivered to:

**THE SECRETARY,
NYERI COUNTY PUBLIC SERVICE BOARD,
KARSON'S PHOTO HOUSE KIMATHI STREET
P.O BOX 90-10100,
NYERI**

All applications should reach the Secretary on or before **20th September 2019**

The positions are as follows:

1. DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT, JOB GROUP 'R'- 1 post

Duties and responsibilities

- i) Preparation of technical Board papers for all matters to be tabled to the Board;
- ii) Undertake research on HR matters
- iii) Assist in providing strategic leadership for effective delivery of Board mandate as per the County's mission, Vision and Board strategic plan.
- iv) Assisting in management of the finances, preparation and submission of the Board annual Plans, programmes and estimates.
- v) Assist in developing annual work plan for the Board
- vi) Drafting advisories, guidelines and policies on HR matters
- vii) Assist in Preparation of the Board agenda
- viii) Communicating and follow up on implementation of Board decisions
- ix) Deputize the CEO in stakeholder's engagements.
- x) Provide technical support to the County Human Resource Advisory Committee (CHRAC)
- xi) Any other duty that maybe assigned by the supervisor

Requirements for Appointment

The candidate must;

- i) Have served in the grade of Deputy Director of Human Resource Management and Development for a minimum period of three(3)years;
- ii) Possess a Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/ Government, Anthropology or any other relevant Social Science from a university recognized in Kenya;
- iii) Master's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Labour Relations, Education, Public Administration, Business Administration, Counseling Psychology or any other relevant qualification from are a university recognized in Kenya;
- iv) Certificate in Strategic Leadership Development Programme lasting Not less than six(6)weeks from a recognized institution
- v) Membership to a relevant professional body;
- vi) Demonstrated merit and ability as reflected in work performance

2. PRINCIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER, JOB GROUP 'N'- 1 post

Duties and Responsibilities

- i) Assisting in preparation of technical Board papers for all matters to be tabled to the Board;
- ii) Assisting in the taking and preparation of minutes;
- iii) Assist in drafting of communications of Board Decisions;
- iv) Monitoring and following up on implementation of the Board decisions and preparing reports;
- v) Verification of applications/CVs/Information on respective applicants and tabling reports;
- vi) Preparation of interviews
- vii) Providing feedback to interviewed candidates
- viii) Undertaking research and preparation of draft guidelines/policies etc;
- ix) Undertaking Secretariat staff appraisal;
- x) Overseeing action on incoming mails;
- xi) Liaising with Directorate of Human Resource on HR issues
- xii) Attending to queries / complaints on HR issues
- xiii) Any other duty as maybe assigned by the supervisor

Requirements for appointment

The candidate must;

- i) Have served in the grade of Chief Human Resource Management and Development Officer for a minimum period of three(3)years;
- ii) Possess a Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/ Government, Anthropology or any other relevant Social Science from a recognized institution;
- iii) Higher National Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations Labor Relations or its equivalent from are cognized institutions;
- iv) Certificate in Senior Management Course lasting not less than four (4)weeks from an institution recognized in Kenya;
- v) Membership to a relevant professional body;