

COUNTY GOVERNMENT OF NYERI

HUMAN RESOURCE AUDIT IMPLEMENTATION PLAN

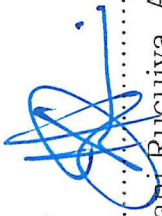
No	Audit Area	Identified Human Resource Gap	Recommendation	Timelines	Responsible Entity	Budget implication
1	Recruitment and Selection	Lack of an Annual Recruitment Plan Failure to publish long listing and shortlisting reports in the County Website Leverage on technology in the recruitment process Lack of Feedback Mechanisms on Recruitment	Developing County an Annual Recruitment Plan Publish long list and shortlist in the County website Digitization of the recruitment process Provide mechanism in the e-recruitment system to give feedback to the applicant(s) Create a for Stakeholders feedback on the recruitment process To extract HR Plan from the CIDP	30th June every Financial Year Within each recruitment period 2026/2027 2026/2027 2026/2027	Authorized Officers CPSB CPSB CPSB CPSB	1,466,000 250,000 4,500,000 350,000 422,500
		The County lacks a clear HR Plan		January- March 2026	CPSB and CPSM	1.2 M

		Missing some of the Schemes of Service	Preparation of career guidelines for posts that do not have Scheme of Service	April – June 2026	CPSM/CPSB and the Responsible departments	2M
		Inadequate Onboarding guidelines	Development of Onboarding guidelines and employee handbook.	April -June 2026	CPSM	5 M
		Certificate verification	Verification of employee certification subject to availability of budget	2025/2026	CPSB/CPSM	
2	Record-Keeping and Documentation	Lacks comprehensive Integrated Records Management System	Improve on Integrated Records Management System	2026/2027	CPSB/CPSM	5 M
3	Performance management	Lacks framework for Productivity and Performance recognition	Align with SRC framework for Productivity and Performance recognition and develop mechanism of improving underperformance	2025/2026	CPSB, CPSM and Performance Management Unit	2 M
4	Training and Development	The County Government lacks Training Needs Assessment	Undertake a County Training Needs Assessment	By 30 th June each year	Head of County Public Service	977,000
		The training budget is not based on any percentage	The County to set aside 2% of the total budget for training as prescribed in the training policy	By 30 th June each year	CECM, Finance and Economic Planning	As per the County Government
		Uncoordinated Certifications and Continuous Professional Education/Development (CPE/CPD)	Tracking and updating of employee trainings and ensure good professional standing.	By 30 th June each year	Authorized Officers/ Scheme Administrator	750,000

		The County do not have a Post training Assessment and feedback mechanism to gather feedback on training	Conduct post training assessment, feedback surveys and follow-up evaluations. And Establish system to gather feedback from participants on quality, relevance and impact of training for improvement	Continuous	Authorized Officer / Respective Departmental HR Officer	320,000
5	Employee Relations	The County do not have a structured employee Grievance Handling Guidelines	Establishment of grievance handling guidelines To develop Employee communication platforms	April – June 2026 April – June 2026	Head of County Public Service Head of County Public Service	700,000 250,000
6	Health and Safety	The County lacks a Comprehensive Workplace Emergency Preparedness Plan	Establish counselling and psychosocial support unit Development of Comprehensive Workplace Emergency Preparedness Plan	April – June 2026 April – June 2026	Head of County Public Service Director, Disaster Management	As per departmental budget 670,000
			Conduct sensitization to the employees	By 30 th December 2026	Director, Disaster Management/ Authorized Officer	350,000
			Implementation of the Workplace Emergency Preparedness	2026/2027	Director, Disaster Management/	200,000

					Accounting Officers	
7	Employee Well-being	The County do not have adequate recreational and wellness facilities	Create employee recreational and wellness facilities	2026/2027	Head of County Public Service/ Authorized Officers	7M
8	Social and Cultural Environment	The County do not have workplace disputes resolution mechanism	Develop a workplace disputes resolution mechanism	October- December 2026	Head of County Public Service	450,000
9	Leveraging on Technology	The County have not sufficiently leveraged on technology - IT infrastructure, including hardware and software, internet connectivity, and system functionality.	Identify and fill IT Gaps	2026/2027	Director, ICT/ Authorized Officers	2M
			Capacity Build on IT Skills	Continuous	Director, ICT/ Authorized Officers	999,000
10	Environmental Sustainability	Lack of adequate initiatives related to environmental sustainability	i. Capacity building on Green Human Resource Management ii. Funding of the environmental sustainability initiatives	Continuous	Authorized Officers	560,000
11	Employee Separation	The County do not have an adequate structured employee exit feedback mechanism	Develop an employee exit feedback mechanism	2026/2027	CPSM	420,000

Signed by



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Kimani Rucuiya, ACIARB

Ag. County Secretary/Head of County Public Service



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David Ruga, CPA, CPS

Secretary, County Public Service Board

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Date

