



**COUNTY GOVERNMENT OF KERICHO
KERICHO COUNTY PUBLIC SERVICE BOARD**

INTERNAL ADVERTISEMENT OF VACANCIES

Kericho County Public Service Board wishes to make an internal advertisement for the following positions in the Department of Public Service Management, pursuant to Article 176 of the Constitution of Kenya and County Government's Act No.17 of 2012.

1. KCPSB/2024/19: DIRECTOR, HUMAN RESOURCE MANAGEMENT, JOB GROUP 'R' (1 POST)

a) Duties and responsibilities

- i. Researching on human resource best practices, formulation of human resource management and development policies, standards and regulations;
- ii. Formulation of Human Resource and Development policies, rules, regulations and procedures for the Kericho County Public Service;
- iii. Undertake research to enhance professionalism in Human Resource and Development Policies, Systems and Procedures;
- iv. Coordinate and participate in the implementation of Human Resource and Development policies, rules, regulations and procedures in the Kericho County Public Service;
- v. Provide guidance on human resource management and development in Departments;
- vi. Coordinate and participate in the development and implementation of Human Resource Management and Development Strategy in the Kericho County Public Service;

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- vii. Monitoring implementation of remuneration Policy and suggesting areas of review;
- viii. Coordinate and participate in the administration of the Scheme of Service for all cadres;
- ix. Coordinate and participate in the promotion of the values and principles of public service;
- x. Introducing systems and management practices that facilitate efficient and effective management of the human resource management and development function;
- xi. Coordinate and participate in collection and collation of information from Departments;
- xii. Coordinate and participate in preparation of reports to Kericho County Public Service Board;
- xiii. Organise and participate in the optimal utilization of Human Resources in the Kericho County Public Service in preparation of proposals to Salaries and Remuneration Commission Proposing performance improvement strategies that are adaptive to the changing environment and technology;
- xiv. Coordinate and participate in the development, review and implementation of the Performance Contracting Targets;
- xv. Coordinate and participate in the implementation of Staff Performance Appraisal System (SPAS) in the County Departments.;
- xvi. Coordinate and participate in the implementation of rewards and sanctions framework in County Departments;
- xvii. Coordinate and participate in the monitoring and evaluation of Staff Performance Appraisal System in the Public Service;
- xviii. Coordinate and participate in the development and review of Staff Performance Appraisal System in the public service;
- xix. Coordinate and participate in the sensitization and training of Kericho county public staff on Staff Performance Appraisal System;

- xx. Ensuring compliance with Labour Laws and Other Regulations; Initiating action on issues related to Collective Bargaining Agreements;
- xxi. Coordinate and participate in monitoring the implementation of Collective Bargaining Agreements;
- xxii. Ensuring the maintenance of Human Resource Information Systems including authorizing and safeguarding user rights;
- xxiii. Initiate the design, development and implementation of Human Resource Information Systems;
- xxiv. Coordinate and participate in the implementation and maintenance of GHRIS;
- xxv. Coordinate and participate in the monitoring and evaluation on the implementation and maintenance of Human Resource Information Systems in the Kericho County Public Service.

b) Requirements for Appointment

- i. A Bachelors degree in Human Resource Management or Social Sciences and Part II of CPS or Diploma in Personnel Management/ Human Resource Management or Industrial Relations from a recognized university/institution in Kenya;
- ii. Master's in Human Resource Management or Social Sciences and Part II of CPS or Diploma in Personnel Management/ Human Resource Management or Industrial Relations from a recognized university/institution in Kenya;
- iii. Have relevant working experience of not less than eight (8) years and must have served in the grade of Deputy Director, Human Resource Management and Development, JG 'Q' for a minimum period of three (3) years;
- iv. Certificate in Strategic Leadership Development Programme course lasting not less than six (6) weeks from a recognized institution.

2. KCPSB/2024/20: SUB-COUNTY ADMINISTRATOR, JOB GROUP 'Q' (1 POST)

a) Duties and responsibilities

- i. Ensuring service delivering in the area of jurisdiction;
- ii. Facilitating mobilization and ensuring prudent utilization of resources;
- iii. Facilitating citizen participation in the development of policies, plans and delivery of services in the area of jurisdiction;
- iv. Overseeing safe custody of government assets in the area of jurisdiction;
- v. Ensuring compliance with legal, statutory and regulatory requirements in the area of jurisdiction;
- vi. Identifying development projects;
- vii. Disseminating information to the public; and
- viii. Providing linkage between the office and the community.

b) Requirements for Appointment

- i. Bachelor's degree in any of the following disciplines:-Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- ii. Master's degree in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iii. Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- iv. Served in the grade of Ward Administrator for a minimum period of seven (7) years;
- v. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- vi. Demonstrated managerial, administrative and professional competence in work performance and results.

**3. KCPSB/2024/21: PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER,
JOB GROUP 'N' (1 POST)**

a) Duties and Responsibilities

- i. Design and innovation of human resource strategies and translating them into policies;
- ii. Introducing systems/management practices that will facilitate effective and efficient management of human resource functions;
- iii. Developing terms and conditions of service;
- iv. Provide guidance on human resource management policy matters;
- v. Develop regulatory framework and standards which will promote understanding and commitment to positive values;
- vi. Initiating issues related to collective bargain and negotiating agreements with trade unions;
- vii. Analyzing the Human Resource Management structures and systems;
- viii. Determining and proposing methods/strategies of handling Human Resource Management function;
- ix. Co-ordinate development of strategic/action plans for the Human Resource Management Directorate;
- x. Implementation of human resource management policies, rules and regulations and ensuring adherence to the laid down procedures, rules and regulations;
- xi. Advising Departments on succession management, human resource planning/utilization of human resources;
- xii. Developing of schemes of services/career progression guidelines;
- xiii. Ensuring proper deployment and utilization of human resource in the County.

b) Requirements for Appointment

- i. A Bachelors degree in Human Resource Management or Social Sciences and Part II of CPS or Diploma in Personnel Management/ Human Resource Management or Industrial Relations from a recognized university/institution in Kenya;
- ii. Have relevant working experience of not less than three (3) years;
- iii. Have attended a senior management course lasting not less than one (1) month from a recognized institution;
- iv. Be in good standing as a current member of a relevant professional body;
- v. Have demonstrated a thorough understanding of National goals, policies and development objectives and ability to transform them into Human Resource Management and Development policies and programmes; and
- vi. Have demonstrated a thorough understanding of relevant legislation, best practices and emerging issues in Human Resource Management and Development.

4. KCPSB/2024/22: CHIEF HUMAN RESOURCE MANAGEMENT OFFICER, JOB GROUP 'M'(1 POST)

a) Duties and Responsibilities

- i. Collecting, collating and analyzing Human Resource Management data from departments;
- ii. Making appropriate recommendations thereof; analyzing Human Resource Management issues emanating from departments and initiating appropriate action;
- iii. Monitoring the implementation of the impact of existing Human Resource Management policies, guidelines and procedures;
- iv. Controlling and co-ordinating all human resource management activities in such areas as recruitment, appointment, employee relations, discipline, remuneration and staff welfare within the framework of existing human resource management objectives, policies and regulations; and supervision, training and development of officers under him/her.

b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. A Bachelors degree in Human Resource Management or Social Sciences and Part II of CPS or Diploma in Personnel Management/ Human Resource Management or Industrial Relations from a recognized university/institution; and
- ii. Served as a Senior Human Resource Management Officer for a minimum period of three (3) years;
- iii. Shown merit and ability as reflected in work performance and results.

How to apply:

- Applications should be made **online** through:
<https://internaladvert.psbkericho.co.ke/vacancies>.
- Details of the qualifications and requirements can be obtained from:
<https://internaladvert.psbkericho.co.ke/download>.
- Only County Government of Kericho employees are eligible to apply and are required to register first through:
<https://internaladvert.psbkericho.co.ke/register>.
- Applicants **MUST** attach letter of Appointment/last promotion
- Applicants **MUST** attach **original** scanned: National Identity cards/passport, Appointment/promotion letters, curriculum vitae, testimonials, academic and professional certificates other testimonials **on or before Tuesday 30th July 2024.**

Important:

- Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.
- Only shortlisted applicants will be contacted.

Josiah 16/07/2024

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