



**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 County Public Service Board, pursuant to Article 176 of the Constitution of Kenya and County Government's Act No.17 of 2012.

**1. KCPSB/2024/74: 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.

*James* [09/10/24]

*Christine*  
09/10/2024

## **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 23<sup>rd</sup> October 2024.**

### **Important:**

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

*Jama (09/10/24)*

*Chun 406  
09/10/2024*