

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Email: Cpsbvihiga@yahoo.com

“Transforming Public Service”

CAREER OPPORTUNITY

Vihiga County Public Service Board is a Body Corporate established under section 57 of the County Government Act 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Government Act 2012 outlines the functions of the Board. Pursuant to the Constitutional and Legal provisions, Vihiga County Public Service Board invites applications from qualified persons to fill the position of;

DIRECTOR OF HUMAN RESOURCE MANAGEMENT, JOB GROUP ‘R’/CPSB 03 (1 POST)

Terms of Service: Three (3) years contract renewable subject to satisfactory performance.

Salary Scale: The salary, allowances and other benefits attached to these positions will be as determined by the Salaries and Remuneration Commission and other recognized CBAs as applicable.

Duties and Responsibilities.

The Director of Human Resource Management will be in charge of the overall coordination of County Human Resource functions and will report to the Chief Officer, Public Service & Coordination of County Affairs. The officer shall/will;

- i. Implement policies, guidelines on designed Organizational Structures and Staff Establishment in the County Public Service;
- ii. Management of human resource services to ensure that staff are properly facilitated with a view to maintaining high motivation for effective performance and high productivity;
- iii. Lead in Human Resource functions which include recruitment, communication, change management, performance management, discipline, remuneration, staff welfare, human resource planning and staff development;
- iv. In consultation with authorized officers, determine optimal staffing levels and utilization of human resource in the County Public Service;
- v. Initiate and coordinate research on market labour trends and develop strategies for best practices in human resource management and development;
- vi. In liaison with the County Public Service Board develop staffing norms, organizational culture and modelling for optimal use of human resource;
- vii. Advise the Chief Officer on human resource matters;
- viii. In consultation with CPSB, prepare and review Schemes of Service and career progression guidelines; and
- ix. Any other duties as may be assigned from time to time.

Requirement for Appointment

For appointment to this grade, a candidate must have:-

- i. Bachelor's degree in Human Resource Management or any Social Science from a university recognized in Kenya;
- ii. Master's degree in any of the following fields: Human resource planning, Human resource Management, Human Resource Development, Business Administration, Public Administration or its equivalent from a recognized University;
- iii. Serving officers who have served for at least 3 years in the grade of Deputy Director Job Group 'Q';

- iv. Have knowledge and work experience of not less than ten (10) years, five (5) of which must be in Senior Management level in the Public Service or Private Sector;
- v. Current Membership to IHRM (K) or an equivalent professional body;
- vi. Certificate in Strategic Leadership Development Programme from a recognized institution will be an added advantage;
- vii. Meet the requirements of Chapter Six of the Constitution on Leadership and Integrity;
- viii. Demonstrated a high degree of professional competence, administrative capabilities and initiatives in the general organization and management of Human Resource and a thorough understanding of HR issues and emerging HRM practices & techniques; and
- ix. Demonstrate thorough understanding of national goals, principles and development goals.

How to Apply

All applications should be sent or hand-delivered to the County Public Service Board Office located at Queens Arcade along Kisumu – Kakamega Road, Mbale Town (adjacent to Hekima Nursery School) on or before **Thursday, 6th May, 2021 5:00 p.m.** in a plain and sealed envelope addressed to the Secretary/CEO.

Only qualified candidates will be contacted.

SECRETARY/CEO

VIHIGA COUNTY PUBLIC SERVICE BOARD

P.O BOX 880-50300

MARAGOLI.

Please Note

- Applicants must attach copies of their National Identity/passport, Academic & Professional certificates and current Chapter Six compliance certificates,
- County Government of Vihiga is an equal opportunity employer and encourages People Living with Disabilities, Youth and Women to apply.
- County Public Service Board does not charge any recruitment fee whatsoever.
- Canvassing will lead to automatic disqualification
- Those with certificates from foreign institutions must have them certified by the relevant authority.