

## COUNTY GOVERNMENT OF VIHIGA



### COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Email: [cpsb@vihiga.ge.ke](mailto:cpsb@vihiga.ge.ke)

***“Transforming Public Service”***

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### CAREER OPPORTUNITIES

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 Constitutional and Legal provisions, Vihiga County Public Service Board invites applications from qualified persons for the following position in the department of Public Service Management and ICT.

#### **DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT J.G 'Q (1 POSITION)**

##### **Terms of service: 3 years contract**

The Deputy Director Human Resource Management will be responsible for establishing and operationalizing the Human Resource (HR) function by planning, developing and administering HR policies, programmes, rules and regulations in the county for effective staff performance and productivity.

##### **Duties and Responsibilities**

- i. Analysing the Human Resource Management structures and systems, determining and proposing strategies of handling Human Resource Management function;

- ii. Initiating, developing, Human Resource Management Policies geared towards instilling the right attitude, values and culture in line with the overall county mission and vision;
- iii. Proposing performance improvement strategies that are adaptive to the changing environment and technology;
- iv. Maintaining Human Resource data base for all County employees, ensure balanced staff placements and optimal utilization of the human resources in service delivery;
- v. Researching on regulations and standards related to the Human Resource Management function and industrial relations;
- vi. The officer will be expected to co-ordinate development of strategic/ action plans for the Human Resource Management Division;
- vii. Coordinating performance management, training and staff development functions as well as staff welfare initiatives;
- viii. Ensure operationalization and monitoring of county HR policies on day-to-day basis and perform other HR-related duties in liaison with the public service board.

### **Requirements for Appointment**

For appointment to this grade, an officer must have;

- i. Bachelors' degree in Human Resource Management, Industrial Relations, Public/ Business Administration, Government or any other relevant and equivalent qualification from a recognized institution;
- ii. Masters degree in Human Resource/ Human Resource Management, Industrial Relations, Public/ Business Administration, Government or any other relevant and equivalent qualification from a recognized institution will be an added advantage;
- iii. Member of the Institute of Human Resource Management (IHRM);
- iv. Served as an Assistant Director of Human Resource Management or similar position for a minimum period of three (3) years;

- v. Post graduate Diploma in Human Resource Management will be considered;
- vi. Demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of human resources and a thorough understanding of the human resource management policies, regulations and employee relations, Labour Laws and other statutes that impact on the human resource;
- vii. Be familiar with the Government policies and regulations relating to human resources management;
- viii. Show merit and ability as reflected in work performance and results.

**All applicants** Must fulfill Chapter Six of the constitution requirement.

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

**Terms of Service:** Three (3) year contract term renewable based on satisfactory performance.

### **How to Apply**

Interested and qualified candidates should submit their application with copies of their National Identity/passport, Academic and professional certificates and current Chapter Six compliance certificates to the undersigned on or before

**10<sup>th</sup> day of November,2023.**

**SECRETARY /CEO VIHIGA COUNTY PUBLIC SERVICE BOARD**

**P.O BOX 880- 50300,**

**MARAGOLI.**