

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Email: cpsb@vihiga.go.ke

"Transforming Public Service"

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 & ICT.

1.Assistant Director Human Resource Management Job Group P - (1Post)

Duties and responsibilities

- i. Ensure operationalizing and monitoring of County Human Resource policies on day-to-day basis. The position holder will be responsible for analyzing, interpreting, correct and effective implementation of human resource policies, regulations and rules in the County;
- ii. Implement performance management systems and propose performance improvement strategies that are adaptive to the changing environment and technology;
- iii. Overseeing complement control and effective administration of the staff establishment;
- iv. Facilitate training and staff development function as well as staff welfare initiatives;
- v. Maintaining Human Resource Database for all County employees, facilitate computerizing of employee records and ensure timely input of accurate data in the Human Resource Management Information System (HRMIS);

- vi. Ensure balanced staff placements and optional utilization of the human resources in service delivery;
- vii. Ensure timely communication to staff on key policy and regulatory matters including issuance of relevant notices;
- viii. Assist in carrying out staff audits, identifying gaps and proposing optimal staffing levels in the County;
- ix. Communicate any changes to prevailing Human Resource Policies to all affected departments;
- x. Facilitate maintenance of good industrial relations among employees and various Trade Unions;
- xi. Perform Human Resource Management related functions in liaison with the County Public Service Board, Director Human Resource Management and other stakeholders.

Requirements for appointment

For appointment to this grade, an officer must have;

- i. Served in the grade of Chief Human Resource Management Officer I for a minimum period of three (3) years or at least six years post- degree hands on experience handling comparable work;
- ii. A degree in Human Resource/Human Resource Management, Industrial Relations, Public/Business Administration, Government or any other relevant qualification from a recognized institution and;
- iii. Shown merit and ability as reflected in work performance and results;
- iv. Certificate in computer application skills from a recognized institution;
- v. Demonstrated a high degree of professional competence and administrative capability and;
- vi. Member of IHRM and in good standing.

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: Permanent and Pensionable.

How to Apply

Interested and qualified candidate should download the application for employment form VCPSB/APP.0 1A-2018" on the official County website, fill and submit it together with copies of their National Identity/passport, Academic & Professional certificates and comply with Chapter Six requirements. The applications to reach the undersigned on or before **15th day of March 2024**.

Please take note that:

1. County Government of Vihiga is an equal opportunity employer.
2. **Youth, Women and Persons Living with Disabilities, Marginalized and Minority** Communities are encouraged to apply.
3. **Canvassing in any form will lead to automatic disqualification.**
4. Please be informed that Vihiga County Public Service Board **DOES NOT USE AGENTS** nor **CHARGE ANY FEE** for its services.

ONLY Short listed candidates will be contacted and they shall be required to produce originals of their National Identity Card, Academic and Professional certificates, Transcripts and Clearance certificates (Directorate of Criminal Investigations (Certificate of Good Conduct), Kenya Revenue Authority, Higher Education Loans Board, Credit Reference Bureau, Clearance certificate from Commission for University Education (for holders of degrees from foreign Universities) and any other relevant documents during interviews



SECRETARY/CEO



VIHIGA COUNTY PUBLIC SERVICE BOARD

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