

**COUNTY GOVERNMENT OF VIHIGA**



**COUNTY PUBLIC SERVICE BOARD**

**P O BOX 880 -50300**

**MARAGOLI**

*Email: [cpsb@vihiga.gc.ke](mailto:cpsb@vihiga.gc.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 positions in the department of Public Service Administration and ICT.

**1. CHIEF INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GROUP 'M' (1 POSITION),**

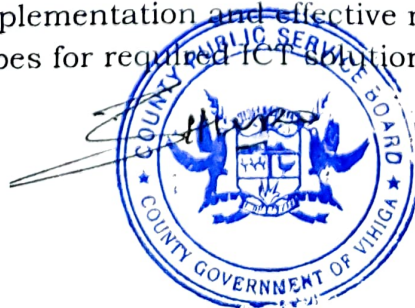
Terms of service: Permanent and Pensionable

Overall job responsibility:

The position is responsible for development of applications; reviewing and completing the existing HRMIS project that is aimed at developing, maintaining and introducing a variety of datasets/parameters and ensuring such applications and systems are structured, designed and maintained according to departmental standards, procedures and guidelines. The position also contributes to the configuration and maintenance of relevant system applications and web servers that support divisional applications within the County.

**A. Duties and Responsibilities:**

- i. Coordinating systems analysis, design and programme specifications;
- ii. Ensuring timely implementation and effective maintenance of systems
- iii. Developing prototypes for required ICT solutions;



- iv. Develop code, update and maintain software solutions, packages or reports to fulfil user requirements;
- v. Maintain applications, debug or enhance existing programs to increase operating efficiency or adapt to new requirements;
- vi. Conduct unit and integration tests for solutions developed;
- vii. Draft, contribute to instructions or manuals to guide end users;
- viii. Spearhead application changes with version control and making sure that release management is kept;
- ix. Coordinate specialist trainings that relate to supported applications and areas, study operations and user manuals, requests specialist trainings;
- x. Designing local area network (LAN) and Wide area network (WAN);
- xi. Introducing new technology; maintaining links; creating responsive web applications and templates;
- xii. Team up with legal and project managers to shape software contracts ensuring contracts address architecture and economic value goals of software systems;
- xiii. Supervise the configuration and deployment of software solutions;
- xiv. Implement program support for computer operators or system analysts to define and resolve problems in running computer programs;
- xv. Spearhead such other duties as may be reasonably required and which are consistent with the level of responsibility of this job.

## **B. Minimum Academic, Professional Qualifications and Experience**

- i. A degree in any of the following fields; Computer science/ Information
- ii. Communication Technology or Electronics/Electrical Engineering from a recognized institution
- iii. A Higher Diploma in Computer Science; Information Communication Technology, Management of Information Systems, Software Engineering or its equivalent from a recognized institution;
- iv. Proficiency in Database Management
- v. Experience with a variety of programming languages.
- vi. Have exposure in integration of business, mobile money payments, user interfacing and deployment of ERP systems;
- vii. Attended a strategic leadership development programme or supervisory or management course lasting not less than 4 weeks;
- viii. Membership to a relevant professional body;
- ix. Demonstrated a high degree of competence in identifying, designing and monitoring information technology projects;
- x. Experience in a busy corporate organization with over 9 years with proven support for HR department and other core business departments. At least



- three (3) years' of working experience in applications development and database operations;
- xi. Experience with Cloud Computing and emerging technologies in the industry;

## **2. DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT AND MANAGEMENT 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/Human Resource Management, Industrial Relations, Public/Business Administration, Government or any other relevant qualification from a recognized institution
- ii. Masters' degree in Human Resource/Human Resource Management, Industrial Relations, Public/Business Administration, Government or any other relevant qualification from a recognized institution
- iii. Member of the Institute of Human Resource Management (IHRM)
- iv. Served as an Assistant Director of Human Resource Management for a minimum period of three (3) years;
- v. 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;
- vi. Be familiar with the Government policies and regulations relating to human resources management.
- vii. Show merit and ability as reflected in work performance and results.

### **3. ASSISTANT DIRECTOR OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT, JOB GROUP 'P' (1 POSITION),**

Terms of service: 3 years contract

The officer will co-ordinate, direct and control payroll preparation, processing and ensuring proper payroll administration.

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

- i. Supervise and co-ordinate activities of payroll staff as well as manage performance, training and development of the payroll staff.
- ii. Formulate, review and improve payroll policies and procedures in alignment with existing laws.
- iii. Ensure all payroll information and records are maintained in accordance with statutory reporting and filing requirements.
- iv. Ensure payroll is processed in an accurate, compliant and timely manner.
- v. Effect statutory deductions and to maintain an updated record of the same.
- vi. Compile accurate payslips and ensure accurate distribution of the same (including upload to Government Human Resource Information system (GHRIS))
- vii. Prepare relevant weekly, monthly, quarterly and year-end and statutory reports.



- viii. Support all internal and external audits related to payroll
- ix. Process payroll and administer benefit plans for executive staff.
- x. Manage and resolve issues relating to payroll production, processing and reconciliations and carry out periodic system data-cleaning.
- xi. Manage government payroll email address on behalf of the county public service.

### **Requirements for Appointment**

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

- i. Bachelors' degree in Human Resource/Human Resource Management, Industrial Relations, Public/Business Administration, Government or any other relevant qualification from a recognized institution; and
- ii. Masters' degree in Human Resource/Human Resource Management, Industrial Relations, Public/Business Administration, Government or any other relevant qualification from a recognized institution; and
- iii. Membership to the relevant professional body (IHRM)
- iv. Attended a Senior Management course lasting not less than four (4) weeks;
- v. Served as a Chief Human Resource Management Officer I for a minimum period of three (3) years with at least 3 years' experience in payroll Management.
- vi. Shown 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 these positions will be as determined by the Salaries and Remuneration Commission and other recognized CBAs as applicable.

**Terms of Service:** All the above posts shall be on a 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 & Professional certificates and current Chapter Six compliance certificates to the undersigned on or before

**13<sup>th</sup> day of June, 2023**

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

**P.O BOX 880-50300**

**MARAGOLI.**

