



REPUBLIC OF KENYA

COUNTY GOVERNMENT OF NYAMIRA COUNTY PUBLIC SERVICE BOARD

P.O Box 434-40500, NYAMIRA



ADVERTISEMENT FOR VACANCIES

Nyamira County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the constitution of Kenya 2010 under Articles 176 and County Government Act No.17 of 2012.

DEPARTMENT OF FINANCE, ICT AND ECONOMIC PLANNING

1. CHAIRPERSON – COUNTY AUDIT COMMITTEE: ONE (1) POST

Terms of service: Three (3) year **contract** on part time basis, renewable once, subject to performance

Allowances and benefits shall be as guided by the Salaries and Remuneration Commission of Kenya.

Requirements for Appointment:-

- Be a citizen of Kenya;
- Possess at least an undergraduate degree from a recognized university in the field in which she or he has been practicing;
- Satisfies the requirements of Chapter six of the Constitution;
- Not a past or present employee of the entity, and shall not have served as an employee or agent of a business organization which has carried out any business with Nyamira County in the last three (3) years;
- Have at least ten (10) years of experience in a senior management position, where their scope of work covered the entire organization they were working with;
- Be a member in good standing of a professional body such as: IIA, ICPAK, ICPSK, IAK, APSEA, ACFE, LSK, KISM or any other relevant professional body;



- Be independent and proactive leader with confidence and high integrity;
- Demonstrate a knowledge and understanding of the object, principles and functions of the Government of Nyamira County;
- Demonstrate competence in leadership and business management;
- Possess a good understanding of government operations, financial reporting and auditing;
- Possess excellent working knowledge of audit committees functions and risks management framework;
- Possess strong interpersonal skills and time available to develop and monitor the committee agenda; and
- Not a holder of a political office.

Duties and Responsibilities:-

- Set agenda for each meeting with the Committee members;
- Provide oversight on risk management, controls and governance processes and audit affairs of the County Government and make appropriate recommendations to the County Executive Committee regarding internal control and audit matters;
- Follow up on the implementation of the recommendations of internal and external auditors;
- Arrange for periodic reviews of the effectiveness of the Audit Committee alongside its mandate;
- Demonstrate independence and impartiality in decision making which accord with the legal constitutional and policy requirement; and
- Provide clarification to members on the Audit Committee's responsibilities.

2.MEMBER – COUNTY AUDIT COMMITTEE:- THREE (3) POSTS

Terms of service: Three (3) year **contract** on part time basis, renewable once, subject to performance

Allowances and benefits shall be as guided by the Salaries and Remuneration Commission of Kenya.

Requirements for Appointment:-

- Be a citizen of Kenya;
- Be a member in good standing of a professional body such as: IIA, ICPAK, ICPSK, IAK, APSEA, ACFE, LSK,KISM or any other relevant professional body;



- Possess at least an undergraduate degree from a recognized university in the field in which she or he has been practicing;
- One shall not be a past or present employee of the entity, and shall not have served as an employee or agent of a business organization which has carried out any business with Nyamira County in the last three (3) years;
- Have at least five (5) years of experience in a senior management position, where their scope of work covered the entire organization they were working with;
- Demonstrate a knowledge and understanding of the object, principles and functions of the Government of Nyamira County;
- Demonstrate competence in leadership and business management;
- Possess a good understanding of government operations, financial reporting and auditing;
- Not a holder of a political office.

Duties and Responsibilities:-

- Provide oversight on risk management, controls and governance processes and audit affairs of the County Government and make appropriate recommendations to the County Executive Committee regarding internal control and audit matters; and
- Follow up on the implementation of the recommendations of internal and external auditors.

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3. ASSISTANT DIRECTOR INFORMATION COMMUNICATION TECHNOLOGY : ONE (1) POST

Terms of Service: P&P
 Job Group CPSB 05
 Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment to this grade, an officer must have: -

Requirements for Appointment:-

- Bachelor's Degree in any of the following fields: Computer Science/Information Communication Technology;



- Served in the grade of Principal Information Communication Technology or in an equivalent and relevant position in the Public Service or private sector for a minimum period of three (3) years;
- A masters in Computer Science or any other ICT related discipline from a recognized Institution; and
- Demonstrated professional ability, initiative and competence in organizing and directing work.

Duties and Responsibilities:-

- Planning, monitoring and evaluating program activities;
- Ensuring ICT goals and objectives are met;
- Approving of ICT standards for application;
- Liaising with users to ensure that information processing needs are met;
- Reviewing and evaluating feasibility studies and reports for implementation;
- Management and coordination of the unit;
- Supervising ICT officers;
- Providing assistance in the development of ICT strategic plans;
- Ensuring that ICT projects are completed within the planned time and budget;
- Ensuring that procedures and standards are adhered to;
- Liaising with heads of departments in developing and implementing change management initiatives;
- Ensuring that officers are adequately trained;
- Drawing up the budget for the ICT unit and
- Procurement of ICT equipment's and services.

DEPARTMENT OF PUBLIC SERVICE MANAGEMENT

4. PRINCIPAL HUMAN RESOURCE MANAGEMENT & DEVELOPMENT : ONE (1) POST

Terms of Service: P&P
 Job Group CPSB 06
 Salary as per Salaries & Remuneration Commission of Kenya.



Requirements for Appointment:-

Requirements for Appointment to this grade, an officer must have: -

- Served in the grade of Chief Human Resource Management and Development Officer for a minimum period of three (3) years;
- Bachelor's Degree in any of the following fields:- Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant social Science from a recognized institution;
- Higher Diploma in any of the following fields:- Human Resource Management, Human Resource Development, Industrial Relations, Labor relations or its equivalent from a recognized institution;
- Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- Membership registration to a relevant professional body (IHRM);
- Certificate in computer applications skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities:-

- Coordinating human resource services in such areas as appointment, promotion, payroll management;
- Discipline, pensions, establishment and complement control;
- Analyzing the staffing levels and making proposals for succession planning;
- Analyzing utilization of human resources and advising on proper deployment;
- Analyzing staff progression and making proposals for career development;
- Ensuring the correct interpretation and implementation of human resource management and development regulations, labour laws and other statutes;



- Managing the human resource information systems;
- Preparing and compiling reports on the implementation of performance Management systems including performance appraisal systems;
- Developing training projections and plans;
- Coordinating the preparation and processing of cases for the County Human Resource Management Advisory committee;
- Organizing, coordinating, monitoring and evaluating training programmes;
- Facilitating the nomination of officers for scholarship;
- Taking custody of Human Resource Development records; and
- Supervising training needs assessment and development.

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5. DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT & DEVELOPMENT: ONE (1) POST

Terms of Service: P&P
 Job Group CPSB 04
 Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for appointment:-

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

- Served as an Assistant Director of Human Resource Management for a minimum period of three (3) years;
- Bachelor's Degree in any of the following fields:- Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant social Science from a recognized institution;
- A Master's degree in Human Resource/Human Resource Management, Industrial Relations, Public/Business Administration, Political Science /Government or any other relevant qualification from a recognized institution;
- Membership registration to a relevant professional body (IHRM);



- 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;
- Be familiar with the Government policies and regulations relating to human resources management; and
- Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities:-

An officer at this level will either be responsible to the Deputy Director of Human Resource Management in a big Ministry/Department or will head a Human Resource Management Division/Unit in a smaller Ministry/Department. In the Human Resource Management unit, the officer will be the liaison officer between the Ministry and the Directorate of Personnel Management and the Public Service Commission.

Specific duties will include:-

- Implementation of human resource management policies, rules and regulations and ensuring adherence to the laid down procedures, rules and regulations;
- analyzing the impact of the human resource management policies, rules and regulations on the staff in the Ministries/Department;
- advising the authorized officer on the delegated powers and ensuring proper implementation and scope of advising the authorized officer on the professional human management standards and ensuring that the standards are maintained in the Ministry/Department;
- Advising the Ministry/Department on succession management, human resource planning/utilization of human resources;
- Career development and initiating development and review of schemes of service;
- Advising state corporations under the Ministries on the General Government policies on human resource management; and
- Interpretation of Labour Laws and other statutes that impact on Human Resource Management in the Ministry/Department.



6. ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT & DEVELOPMENT: ONE (1) POST

Terms of Service: P&P
Job Group CPSB 05
Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for appointment:-

- Served in the grade of Principal Human Resource Management and Development Officer for a minimum period of three (3) years;
- Bachelor's Degree in any of the following fields:- Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Sociology, Political Science/ Government, Anthropology or any other relevant social Science from a recognized institution;
- A masters degree in any of the following fields:- Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Public Administration, Business Administration, Counselling Psychology or any other relevant qualification from a recognized institution;
- Membership registration to a relevant professional body (IHRM);
- Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized Institution;
- Certificate in computer application skills from a recognized institution; and
- Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities:-

- An officer at this level will be responsible to a Deputy Director of Human Resource Management for planning, organizing, administration and control of the activities in Human Resource units;
- Specific duties will include analyzing the utilization of the human resource in the Ministry and advising on proper deployment;
- Making proposals on human resource planning and succession management;



- Analyzing staff performance and career progression and making appropriate recommendations; and
- Ensuring correct interpretation and implementation of human resource management policies, rules and regulations including those relating to pensions, salary administration, labour laws and other statutes that impact on the human resource.

HOW TO APPLY

Interested and qualified persons willing to apply are requested to submit their applications online via www.cpsb.nyamira.go.ke accompanied by a copy of National Identity Card, a detailed C.V, copies of all relevant Certificates and testimonials, and copies of clearance certificates, to reach Nyamira County Public Service Board on or before close of business on **27th December, 2023**, midnight (East African time).

Nyamira County Public Service Board,
P.O. Box 434-40500,
Nyamira.

