

REPUBLIC OF KENYA

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P.O. BOX 434-40500,  
NYAMIRA

COUNTY GOVERNMENT OF NYAMIRA  
DEPARTMENT OF PUBLIC ADMINISTRATION & COORDINATION OF  
DECENTRALISED UNITS

Our ref: NCG/PACDU/PSB/VOL. 1/45

24/06/2016

**RE: REQUISITION FOR THE RECRUITMENT OF STAFF IN THE DEPARTMENT**

This is reference to the above subject matter.

That department wishes to recruit staff to fill the following vacant positions:

<i>Position</i>	<i>Job group</i>	<i>No required</i>
Deputy Director, Compliance and Enforcement	Q	1
Director - Corporate Communication	R	1
Deputy Director – Human Resource Management	Q	1
Deputy Director Public Participation & Civic Education	Q	1
Deputy Directors - Legal Services	Q	1
Legal Counsels	P	2
Principal Human Resources Management Officer	N	1
Sub-County Compliance & Enforcement Coordinators	K	4
Legal Clerks	H	2
Human Resource Officers (Payroll)	K	5
Information Officers	H	2
Human Resource Assistants III	H	4
Total		25

Attached, find the detailed job descriptions and person specifications for each position.

The County Government of Nyamira wishes to recruit competent and qualified candidates to fill the following vacant positions as provided under Section 44 and 63, 65, 66 of the County Government Act No. 17 of 2012.

**DIRECTOR - CORPORATE COMMUNICATION, JOB GROUP R - (ONE POST)**

**The Director** – Corporate Communication will be responsible to the County Chief Officer, Public Administration & Coordination of Decentralized Units for the following:

**Duties and responsibilities:**

- Coordinate the formulation implementation and evaluation of the county Communication policies, strategy and infrastructure.
- Prepare press releases; react to media stories and proactive media reporting through the available channels.
- Planning and covering the County Government’s entities functions and activities in electronic and print for dissemination to the media and public.
- Overseeing drafting of speeches and talking notes for the senior officials of the County Government.
- Develop and review media strategy to guide the management of media relations program.
- Initiating research on various public communication issues and developing appropriate interventions.
- Developing standards and regulations in the management of public communication function;
- Preparing and organizing fora where county policies, projects and programs can be propagated and promoted
- Providing professional assistance in all areas of communication, Public Relations and Media Relations.
- Any other duty as may be assigned by the immediate supervisor

**Requirements for appointment**

- Be a Kenyan Citizen
- Be a holder of a Bachelor’s Degree in any of the following disciplines: Mass Communication, Journalism, Public Relation, Corporate Communications, or any other equivalent Degree from a University recognized in Kenya.
- Demonstrate an underrating of devolution the county development objectives and the vision 2030
- Have at least 10 years’ experience in the public sector or in the private sector at management level in managing and implementing communication services
- Have demonstrated excellent leadership, interpersonal and communication skills
- Satisfy the requirements of chapter six of the constitution.

## **DEPUTY DIRECTOR PUBLIC PARTICIPATION AND CIVIC EDUCATION: JOB GROUP “Q”**

Reporting to the Director, Public Participation and Civic Education, the officer will be responsible for guidance on County Public Participation and Civic Education.

### **Specific duties and responsibilities**

Responsible for guidance and promotion of County Public Participation and Civic Education programs:

Specifically the officer will:

- Assist the Director in the overall coordination, management and administration of public participation and civic education.
- Ensure that the broad principles of public participation are institutionalized in every process of county governance.
- Ensure timely access to information, data, documents and other information relevant or related to policy formulation, implementation and oversight to the public;
- Provide approved and authenticated official documents to the public for discussion.
- Ensure reasonable access to the process of formulating and implementing relevant policies, laws, and regulations including the approval of development proposals, projects and budgets, the granting of permits and the establishment of specific performance standards;
- Protect and promote the interest and rights of minorities, marginalized groups and communities and their access to relevant information;
- Institutionalize all the essential enablers of public participation;
- Provide multiple opportunities for public participation;
- Ensure reasonable balance in the roles and obligations of county governance and non-state actors in decision making processes partnership, and to provide complementary authority and oversight;
- Promote Public-Private Partnerships (PPPs), such as joint committees, technical teams and citizen committees to encourage direct dialogue and concerted action on sustainable development;
- Recognize and promote reciprocal roles of non-state actors’ participation and governmental facilitation and oversight; and
- Perform any other duty as may be assigned by the director

### **Requirements for employment**

- Be a Kenyan citizen
- Must have a first degree in social sciences from a university recognized in Kenya
- Master’s degree in the relevant area will be an added advantage
- Relevant working experience in the public service or NGO of not less than 10 years

- Demonstrate a high degree of organizational skills in the management of structured events or festivals of high scale
- Demonstrate thorough understanding of essential pillars of public participation and civic education
- Be conversant with policy formulation and implementation in Public Participation and Civic Education.
- Demonstrate perfect understanding of the content and mechanisms for Public Participation.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.
- Be computer literate.

### **PRINCIPAL HUMAN RESOURCES MANAGEMENT OFFICER (1 POSITION) – JOB GROUP ‘N’**

The job holder of the position will provide services under the direction of Deputy Director – Human Resource Management. She/he will be responsible for ensuring that key objectives relating to Human Resource Administration, Training & Development and discipline management are achieved. Duties will include:-

- Oversee implementation of HR policies
- Oversee coordination of training needs analysis
- Establish and manage the skill gaps analysis
- Handle the implementation checklists for HRD & training and disciplinary activities
- Ensure effective records are kept for HRD & training and disciplinary activities by initiating production of the respective documents
- Implement HRM & D program to ensure that planned activities are achieved within specified time;
- Make proposals to amend and/or improve the HR policies, procedures, rules & regulations.
- Take an active role in the budgeting processes
- Any other duties that will be assigned to him/her by the Assistant Director – HRM & Development

### **Requirements for appointment**

- Be a Kenyan Citizen
- A holder of a Bachelors degree in Social Sciences such as, Government, Sociology, Public/Business Administration, HR/Personnel Management, or any other relevant qualifications from a recognized University/Institution.
- Post graduate diploma from a recognized University/Institution.
- Must have attended and qualified in Senior Management Course lasting not less than four weeks from a recognized institution in Kenya.
- Must have served in the position of Chief Human Resources Management Officer for at least three years or 8 years experience in a similar position

## **HUMAN RESOURCE OFFICERS (PAYROLL): JOB GROUP “K” - 5 POSITIONS**

The officer will be answerable to the Director Human Resource Management for the following duties and responsibilities:

- To assist the Senior Payroll Officer with the development, maintenance and administration of the Payroll System
- To be responsible for manual calculation and preparation of payments to include supplementary payments.
- To verify third party deductions for payments to be raised.
- To organize the day to day payroll input, ensuring payroll deadlines are adhered to
- Assist the Senior Payroll Officer to prepare and maintain standard and ad hoc reports, respond to queries and conducting appropriate audits to ensure data integrity.

### **Requirements for the appointment**

- Must have a Bachelors degree in social sciences such as records management, sociology, Public/Business Administration, HR/Personnel Management, or any other relevant qualifications from a recognized university/institution
- Post graduate diploma from a recognized university/institution will be an added advantage
- Management course lasting four weeks
- Three years’ work experience in payroll management in job group H/J

## **HUMAN RESOURCE MANAGEMENT ASSISTANTS III- FOUR POSITIONS – JOB GROUP ‘H’**

### **Requirements**

- Must have attained a C plain and above in KCSE or O level equivalent
- Must be computer literate
- Must have knowledge/experience in Human Resource processes
- Must have a Diploma in Human Resource Management from a recognized Institution possession of a Degree is an added advantage
- Must be a team-player, willing to learn, adapt and work with minimum supervision
- Must have excellent communication and records management skills
- Must be compliant with the provisions of Chapter 6 of the constitution of Kenya 2010

### **Duties and responsibilities**

- Receiving, arranging, filing and processing employee records,
- Assisting in the processing of monthly or payroll by-products
- Management of the day to human resource processes
- Keeping records of all leave applications and filing away appropriately
- Management and updating of the county staff complement records
- Management of staff training and development registers,

- Processing of new employees records and ensuring compliance.
- Any other general office work as assigned by the management/legal department

**INFORMATION OFFICERS: 2 POSITIONS (VIDEOGRAPHER/ CAMERAMAN) – 1 POSITION AND NEWS REPORTER - 1 POSITION) JOB GROUP H**

**(a) Information Officer (Videographer/Cameraman) Position**

Reporting to the Principal Communication Officer, the information officer will be responsible for the following

- Documenting the County entities’ events through video, photographs and press cuttings
- Preparing and placement of radio and television infomercials
- Assisting in preparations of exhibitions and trade fairs
- Assisting in preparations of communications and media strategies
- Sourcing for appropriate avenues for the Governor to attend and disseminate information to the public
- Ensure proper setting of public address systems at official functions

**Requirements and qualifications**

- Be a Kenyan citizen
- Be a holder of at least a diploma in communications studies or related discipline
- Must possess evidence on excellent video and photo editing skills
- Satisfy requirements of Chapter six of the Constitution
- Have knowledge and distinguished career of not less than 3 years in relevant fields.

**(b) Information Officer (News Reporter Position)**

Reporting to the Principal Communication Officer, the information officer will be responsible for the following:

- Collecting and documenting the County entities’ program and project events for purposes of posting the same in the print media for wider circulation
- Preparing and placement of radio and television infomercials
- Assisting in preparations and reporting of exhibitions and trade fairs
- Assisting in preparations and reporting of communications and media strategies
- Sourcing for appropriate avenues for the Governor and other county officials to attend and disseminate information to the public by way of reporting in the relevant print media
- Reporting on county upcoming program/project events through relevant channels and/or forums.

**Requirements and qualifications**

- Be a Kenyan citizen

- Be a holder of at least a diploma in information studies or related discipline
- Must possess evidence on excellent information and reporting skills.
- Satisfy requirements of Chapter six of the Constitution
- Have knowledge and distinguished career of not less than 3 years in relevant fields.

## **DEPUTY DIRECTOR – COMPLIANCE & ENFORCEMENT: JOB GROUP “R” - ONE POST**

Reporting to the Director – Compliance and Enforcement, the officer will be responsible for inspection, compliance and enforcement of all County legislation and policies.

### **Specific Duties Responsibilities:**

Responsible for compliance and enforcement of the County policies and legislations:

Specifically the officer will:

- Overall coordination, management and administration of Enforcement and compliance of County legislation and policies.
- Inspection of enforcement and compliance of trade permits, and other related standards as prescribed from time to time
- Ensure Protection of county property and strategic installations, exit and entry barriers in the County
- Development, implementation and evaluation of compliance and enforcement strategies and policies in the county
- Mapping all areas in need of enforcement services;
- Enforce all County laws and other relevant legislation
- Facilitate prosecution and defense in liaison with relevant state organs
- Provide mutual aid and assistance to other law enforcement agencies as requested and/or circumstances dictate
- Conduct inspections in the County installations to ensure the assets are secure; collect and maintain evidence; write incident reports; respond and testify in court as may be required
- Promotion of national values, principles of good governance as outlined in Article 10 and 232 of the Constitution of Kenya; and
- Any other duty as may be assigned by County Chief Officer.

### **Requirements and qualifications**

- Be a Kenyan citizen.
- Must have a first degree in social sciences from a university recognized in Kenya.
- Master’s degree in the relevant discipline will be an added advantage
- Must have served as a senior superintendent of police in the Police Service, or its equivalent in the Military and/or Security Agency, or district commissioner, for not less than ten years (10) years.
- Demonstrate a high degree of professional and technical competence as reflected in work performance and results.
- Be conversant with policy formulation and implementation in security and enforcement

- Be a strategic thinker and result oriented
- Demonstrate a thorough understanding of devolution, County development objectives and Vision 2030.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.
- Be computer literate.

**SUB- COUNTY COMPLIANCE & ENFORCEMENT COORDINATORS: JOB GROUP “K” (4 POSITIONS)**

Reporting to the Deputy Director - Compliance and Enforcement, the Sub County Compliance and Enforcement Coordinators will be in charge of compliance and enforcement at the Sub - County level

The Officer will be responsible for the overall compliance and enforcement of County policies and legislation at the Sub County in undertaking the following duties and responsibilities. -

- Overall coordination management and administration of compliance and enforcement of transport and road safety in the designated areas
- Management and supervision of compliance and enforcement staff at the Sub County
- Ensuring compliance and enforcement of trade licensing and revenue collection
- Ensuring compliance and enforcement of land and physical development control regulations
- Undertaking routine operations/patrolling and/or guarding of access points and key county strategic areas.
- Coordinating detection of and reporting of unauthorized persons and vehicles
- Ensuring protection of County government property against theft and/or destruction.
- Coordinating security to County government offices, key installations and other property
- Ensuring entry and exit points are secure and accessible to the public
- Arranging for crowd controls in various functions, collecting information, and reporting on matters of security.
- Coordinating monitoring, surveillances and reporting of any incidences at the Sub County
- Coordinating frequent inspections
- Ensuring adherence to set standards and controls.
- Any other duties that will be assigned from time to time.

**Requirements and qualifications**

- Must be a Kenyan citizen.
- Must have a first degree in social sciences or its equivalent from a university/institution recognized in Kenya.
- Post graduate diploma in the relevant discipline will have an added advantage
- Relevant working experience in the Police Service, Military and or Security Agency, of not less than three years in the public service or in the private sector.
- Demonstrate a high degree of professional and technical competence as reflected in work performance and results.
- Computer literate



## **DEPUTY DIRECTOR-HUMAN RESOURCE MANAGEMENT, JOB GROUP Q - (1 POSTION)**

The Officer will maintain and enhance the County's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. The officer will be responsible to Director Human Resource Management & Development for the following duties and responsibilities.

- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Prepare employees for assignments by establishing and conducting orientation and training programs.
- Maintain a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintain employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records
- Be proficient in application of information communication technology (ICT). Previous experience with Oracle/HRIS is preferable
- Updating job requirements and job descriptions for all positions.
- Implementing decisions on appointments, promotions, transfers, deployment, discipline and exits.
- Carrying out of staff audits, identifying gaps and proposing optimal staffing levels in various Departments.
- Management of the payroll and staff records.
- Overseeing management of the staff medical scheme, pension scheme and statutory deductions.
- Coordinating the preparation of the Personal Emoluments budgets
- Perform any other duties that may be assigned from time to time by the immediate supervisor

### **Requirements and qualifications**

- Must be a Kenyan citizen.
- Bachelor's degree in Human resources management from a recognized University. Master's degree in the relevant field will be an added advantage.
- Have at least 5 years of consistent hands-on experience in human resources management. 2 years must be at senior management level in managing human resources in a competitive environment.

- Demonstrate a high degree of professional and technical competence as reflected in work performance and results.
- Computer literate
- Must have excellent communication and interpersonal skills.
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya
- Registered with IHRM

## **THE COUNTY ATTORNEY’S OFFICE**

### **DEPUTY DIRECTOR - LEGAL SERVICES, JOB GROUP Q**

#### **Duties and responsibilities:**

The Deputy Director will be answerable to the Director - Legal Services for the following duties

- Assist in instituting for and defending suits against the County Government and its entities
- Draw necessary court documents and ensure their proper processing
- Negotiate contracts
- Provide legal advice and or opinion
- Facilitate debt collection on behalf of the County Government
- Conduct legal research; write legal opinion and memoranda on matters relevant to the department or as required
- Prepare presentations and briefs as required from time to time
- Assist various departments of the County Government in drafting of legislative proposals,
- Provide legal support for drafting of policies, directives and/ or instructions
- Negotiate Contracts, Public Private Partnerships (PPPs) and memoranda of understanding (MoUs) and agreements generally,
- Draft and/or review agreements, contracts, and other formal arrangements
- Preparing and compiling and analyzing relevant information and documents.
- Undertake such other duty that may be assigned by the immediate supervisor

#### **Requirements and qualifications**

- Must have a Bachelor of Laws degree (LLB) from a recognized university;
- A Postgraduate Diploma in Legal Studies from the Council of Legal Education and be admitted as an advocate of the High Court of Kenya with a current practicing certificate
- A relevant Master’s degree from a recognized university will be an added advantage
- Served for at least 7 years at a senior management level in the legal field either in the public or private sector or be a practicing advocate of similar experience
- Demonstrated managerial, administrative and professional competence in work performance.
- Having strong interpersonal communication and presentation skills
- Knowledge in legislative drafting is an added advantage.

### **LEGAL COUNSELS, JOB GROUP ‘P’ - 2 POSITIONS**

## **Duties and responsibilities**

The Legal Counsels Principal will be answerable to the Deputy Director for the following duties:

- Assist in instituting for and defending suits against the County Government and its entities
- Draw necessary court documents and ensure their proper processing
- Negotiate contracts
- Provide legal advice and or opinion
- Facilitate debt collection on behalf of the County Government
- Conduct legal research; write legal opinion and memoranda on matters relevant to the department or as required
- Prepare presentations and briefs as required from time to time
- Assist various departments of the County Government in drafting of legislative proposals,
- Provide legal support for drafting of policies, directives and/ or instructions
- Negotiate Contracts, Public Private Partnerships (PPPs) and memoranda of understanding (MOUs) and agreements generally,
- Draft and/or review agreements, contracts, and other formal arrangements
- Preparing and compiling and analyzing relevant information and documents.
- Undertake such other duty that may be assigned by the immediate supervisor

## **Requirements and qualifications**

- Must have Bachelor's degree in law from a recognized university
- Master's degree in relevant discipline will be an added advantage
- Must be an advocate of the High Court of Kenya
- Having current practicing certificate
- Having at least 5 years respectively post admission experience in litigation and commercial law.
- Having strong interpersonal communication and presentation skills
- Able to work with minimum supervision
- Compliant with Chapter 6 of the Constitution of Kenya 2010.
- Knowledge in legislative drafting is an added advantage

## **LEGAL CLERKS- JOB GROUP H, 2 POSITIONS**

### **Requirements and qualifications**

- Must have attained a C plain and above in KCSE
- Must be computer literate
- Must have knowledge/experience in paralegal work
- Training in legal/paralegal work and possession of process server license is an added advantage

- Must be a team-player, willing to learn, adapt and work with minimum supervision
- Must have excellent communication skills
- Must be compliant with the provisions of Chapter 6 of the constitution of Kenya 2010

### **Duties and Responsibilities**

- Arranging, filing and service of court documents
- Receiving of court documents
- Management of the court diary
- Keeping records of all pending court cases
- Management of the county law office registry
- Any other general office work as assigned by the management/legal department.

### **How to Apply:**

All applications should be accompanied with a copy of National ID card, a detailed CV and copies of all relevant certificates and testimonials. They should be submitted in sealed envelopes clearly marked on the left side the position advertised to reach on or **1<sup>st</sup> September 2016** before and addressed to the undersigned.

**THE SECRETARY  
COUNTY PUBLIC SERVICE BOARD  
P.O BOX 434-40500  
NYAMIRA**

ALL applicants MUST attach photocopies of the following clearances:

- Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- Clearance Certificate from the Higher Education Loans Board (HELB)
- Clearance Certificate from the Ethics and Anti-corruption Authority (EACC) Certificate Good Conduct from the Criminal Investigation Department

### **NOTE:**

**County Government of Nyamira is an equal opportunity employer. All are encouraged to apply Including youth, women and physically challenged individuals.**

### **TERMS OF SERVICE:**

JOB GROUP “R” Basic Salary Kshs 109, 089 PM, House Allowance Kshs 20, 000  
Commuter Allowance

JOB GROUP “Q” Basic Salary Kshs 89,748 PM, House Allowance Kshs 16, 800  
Commuter Allowance

JOB GROUP “P” Basic Salary Kshs 77, 527 PM, House Allowance Kshs 15, 400  
Commuter Allowance

JOB GROUP “N” Basic Salary Kshs 48, 190 PM, House Allowance Kshs 13, 000  
Commuter Allowance

JOB GROUP “M” Basic Salary Kshs 41, 590 PM, House Allowance Kshs 13, 000  
Commuter Allowance

JOB GROUP “K” Basic Salary Kshs 31, 020PM, House Allowance Kshs 7,500  
Commuter Allowance

**Legal officers will be entitled to No Practicing Allowance**