

REPUBLIC OF KENYA



NYAMIRA COUNTY GOVERNMENT OFFICE OF THE COUNTY PUBLIC SERVICE BOARD P.O. BOX 434-40500, NYAMIRA

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.

1. DIRECTOR CORPORATE COMMUNICATION (1 POST) JOB GROUP “R”

The Director 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.

Requirement 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 understanding of devolution the county development objectives and the vision 2030,
- Have at least ten (10) years experience in the public sector or in the private sector at senior management level in managing and implementing communication services,
- Have demonstrated excellent leadership, interpersonal and communication skills, and
- Satisfy the requirements of chapter six of the constitution of Kenya.

2. DIRECTOR ENFORCEMENT & COMPLIANCE: (1 POST) JOB GROUP "R"

Specific Duties & Responsibilities:

Responsible for the enforcement and ensuring compliance of County legislation and policies. 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 enforcement and compliance 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 maintains evidence, writes incident reports; responds and testifies 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.

Requirement for Appointment

- 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 or Security Agency, or District Commissioner for not less than ten (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.

3. DEPUTY DIRECTOR-HUMAN RESOURCE MANAGEMENT (1 POST) (JOB GROUP “Q”)

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, and
- Perform any other duties that may be assigned from time to time by the immediate supervisor.

Requirements for appointment:

- 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 senior management course,
- Have at least five (5) years of consistent hands-on experience in human resources management,
- Must have served for at least two (2) years 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,
- Be proficient in application of information communication technology (ICT). Previous experience with Oracle/HRIS is preferable,
- Must have excellent communication and interpersonal skills,
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya,
- Registered with IHRM.

4. PRINCIPAL HUMAN RESOURCES MANAGEMENT OFFICER (1 POST), JG 'N'

PRINCIPAL HUMAN RESOURCES MANAGEMENT OFFICER (1 POSITION), JG '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 the Coordination of training needs analysis,
- Oversee implementation of HR policies,
- 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 programs to make sure that planned activities are achieved within specified time,
- Make proposal to amend the HR policies, procedure, rules & regulations Involved in budgeting processes, and
- Any other duty assigned by the Assistant Director – HRM & Development.

Requirements for appointment:-

- Be a Kenyan Citizen,
- A holder of a Bachelor's 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,
- Must have served in the position of Chief Human Resources Management Officer for at least three (3) years or eight (8) years experience in a similar position,

- Must be a member of the Institute of Human Resource Management (IHRM),
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya.

5. CHIEF HUMAN RESOURCES MANAGEMENT OFFICER (2 POSTS, JG “M”)

The job holder of the position will provide services under the direction of Principal Human Resource Management Officer. 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:

Duties and responsibilities:

- Oversee the Implementation of HR policies,
- Oversee the 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 make sure that planned activities are achieved within specified time,
- Make proposal to amend the HR policies, procedure, rules& regulations Involved in budgeting processes, and
- Any other duty assigned to him/her by the Asst Director – HRM & Development.

Requirements for appointment:-

- Be a Kenyan Citizen,
- Be a holder of Bachelors degree in Social Sciences such as Government, Sociology, Public/BusinessAdministration, HR/Personnel Management, or any other relevant qualifications from a recognized University/Institution,
- Post graduate diploma from a recognized university/institution Supervisory Management course lasting not less than four weeks,
- Must have qualified in supervisory management course lasting not less than four weeks,
- Must have served in the position of Senior Human Resources Management Officer for at least five (5) years in the Public service or five (5) years experience in a similar position in the private sector,
- Must be a member of the Institute of Human Resource Management (IHRM), and
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya

6. PRINCIPAL INFORMATION OFFICER (1 POST) JOB GROUP “N”.

This Officer will be answerable to Director Corporate Communication

Duties and Responsibilities

- Development and distribution of press releases and other materials to the media,
- Coordinating and organizing press teams for prompt and effective coverage of the County functions,

- Drafting, taking notes for County Officers,
- Gathering information on programmes, significant events from County departments,
- Assisting in the development of communication and media strategy,
- Editing stories on various special issues before release to the press,
- Organizing events and providing publicity,
- Disseminating information concerning county entities programmes and activities, and
- Assist in the preparation of exhibitions.

Requirement for Appointment

- Be a Kenyan citizen,
- Be a holder of at least a Bachelor degree in any of the following discipline:- Mass Communication, Journalism, Public Relations, Corporate Communications, Communication Studies, Media Studies/Sciences or any other relevant and equivalent qualifications from a from a University recognized in Kenya,
- Have knowledge, experience and a distinguished career of not less than five (5) years in public communication; and
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya,

7. INFORMATION OFFICER (VIDEOGRAPHY AND PHOTOGRAPHY) (1 POST) JG “H

Reporting to the principal communication officer the officer will be responsible for the following:-

(a)Information Officer (Videographer/Cameraman) (1 post)

Duties and responsibilities

- 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, and
- Ensure proper setting of public address systems at the Governor and Deputy Governors 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 excellent video and photo editing skills,
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya,
- Have knowledge and distinguished career of not less than three (3) years.

b) Information Officer (News Reporter) (1 Post)

Reporting to the principal communication officer the officer will be responsible for the following:-

Duties and responsibilities

- 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 of exhibitions and trade fairs,
- Assisting in preparations 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 excellent information and reporting skills,
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya,
- Have knowledge and distinguished career of not less than three (3) years in relevant fields.

Directorate of Administration Public Participation and Civic Education

8. DEPUTY DIRECTOR PUBLIC PARTICIPATION AND CIVIC EDUCATION: (1 POST) JG “Q”

Reporting to the Director of Administration, 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:

- Lead 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 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.

Requirement for Appointment

- 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 ten (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,
- 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, and
- Be computer literate.

9. SUB COUNTY ENFORCEMENT AND COMPLIANCE COORDINATORS: JOB GROUP "K" (6 POSTS)

Reporting to the Deputy Director, Enforcement and Compliance, the Sub County Enforcement and Compliance Officers will be in charge of Enforcement and Compliance at the sub county level

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

- Overall coordination management and administration of Enforcement and compliance of transport and road safety in the designated areas,
- Management and supervision of enforcement staff at the Sub County,
- Ensuring Enforcement of trade licensing and revenue collection,
- Ensuring compliance 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 destruction,
- Coordinating security to County government offices, and key installations and property,
- Ensuring entry and exit points are secure and accessible to the public,
- Arranging for the control crowds, collect information, and report on matters of security,

- Coordinating Monitoring, surveillances and reporting of any incidences at the sub county,
- Coordinating frequent inspection Ensuring adherence to set standards and controls, and
- Any other duties that will be assigned from time to time.

Requirement for Appointment

- 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 at the rank of inspector or equivalent,
- Demonstrate a high degree of professional and technical competence as reflected in work performance and results, and
- Computer literate.
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya,

THE COUNTY ATTORNEY’S OFFICE

10. ASSISTANT DIRECTOR LEGAL SERVICES (2 POSTS) JOB GROUP “P”

Duties and responsibilities:

The Assistant 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, compiling and analyzing relevant information and documents, and
- Undertake such other duty that may be assigned by the immediate supervisor.

Requirements

- Must have a Bachelor of Laws degree (LLB) from a recognized university,
- LLM will be an added advantage.
- 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,
- Served for at least seven (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, and
- Knowledge in legislative drafting is an added advantage, and
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya.

11. PRINCIPAL LEGAL OFFICERS – (2 POSTS) JOB GROUP “N”

Duties and responsibilities:

The Principal legal Officer Legal Services 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, and
- Undertake such other duty that may be assigned by the immediate supervisor.

Requirements

- 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,
- Have current practicing certificate,
- Have at least five (5) years respectively post admission experience in litigation and commercial law,
- Have strong interpersonal, communication and presentation skills,
- Able to work with minimum supervision,
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya, and
- Knowledge in legislative drafting is an added advantage.

12. LEGAL CLERKS- (2 POSTS) (JG “H”)

Requirements

- Must have attained a C plain and above in O level / 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, and
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya.

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, and
- Any other general office work as assigned by the management/legal department.

13.HUMAN RESOURCE OFFICERS (PAYROLL): JOB GROUP “K” (4 POSTS)

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 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, and
- Assist the Senior Payroll Officer to prepare and maintain standard and ad hoc reports, queries, and conducting appropriate audits to ensure data integrity.

Requirements for Appointment

- Must have Bachelor 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 (3) years work experience in payroll management in job group H/J,
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya.

14. RECORD MANAGEMENT OFFICER I - JG ‘K’ (2 POSTS)

The officer will be answerable to the Director Human Resource Management responsible for record management in registry unit.

Duties and Responsibilities:-

- ensuring that letters are appropriately filed and marked to action officers,
- Controlling and opening of files and updating file index,
- Ensuring security of information/files in the registry,
- Up-dating and maintaining up-to-date file movement records,
- Ascertaining the general cleanliness of the registry; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen,
- Have served in the grade of Records Management Officer II or in a relevant and comparable position in the Public Service for a minimum of three (3) years,
- A Degree or Diploma in any of the following: Records/Information Management, Information/Library Science or any equivalent qualifications from a recognized institution, and
- Shown merit and ability as reflected in work performance and results.
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya,

15. HUMAN RESOURCE MANAGEMENT ASSISTANTS III- FOUR POSTS ('H')

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, and
- Any other general office work as assigned by the management/legal department.

Requirements

- Must have attained a C plain and above in O level / KCSE,
- 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, and
- Must be compliance with the provisions of Chapter 6 of the constitution of Kenya.

16. RECORDS MANAGEMENT ASSISTANTS III - 4 POSTS (JOB GROUP "H")

Requirements

- Must have attained a C plain and above in O level / KCSE,
- Must be computer literate,
- Must have knowledge/experience in records management,
- Training in records management is an added advantage,
- Must be a team-player, willing to learn, adapt and work with minimum supervision,
- Must have excellent communication skills, and
- Must be compliance with the provisions of Chapter 6 of the constitution of Kenya.

Duties and Responsibilities

- Arranging, filing and maintaining the county registries,
- Receiving and forwarding of all mail,
- Management of the County General Registry,
- Keeping records of all Human Resource document processes, and
- Management of the H.R. Open Registry.

ALL applicants **MUST** attach photocopies of the following clearances:-

- KRA certificate on tax compliance
- Clearance from the Ethics and Anti-Corruption Commission
- Clearance from HELB
- Credit Bureau
- Certificate of good conduct

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 before 26th August 2016 addressed to the undersigned.

NB: Please quote reference number when applying.

THE SECRETARY

COUNTY PUBLIC SERVICE BOARD

P.O BOX 434-40500

NYAMIRA

NB: Nyamira County Public Service Board does not solicit for payments or recruit staff through agents/agencies. Any person purporting to undertake the recruitment exercise for a fee and/ or on behalf of the County Public Service is a fraudster.