

REPUBLIC OF KENYA



NYAMIRA COUNTY GOVERNMENT

COUNTY PUBLIC SERVICE BOARD

RE- ADVERTISEMENT

VACANCIES

The 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 Cap 11 and section 235, and the County Government Act 2012 SECTIONS 45, 50, 51 and 58

1. Director LEGAL, ETHICS, GOVERNANCE and COMPLIANCE- (1 POST) JOB GROUP "R"

Duties and responsibilities:

The Director Legal, Ethics, Governance and Compliance will be answerable to the CEO for the following duties

- Develop acceptable norms of behavior and communication in the Board.
- Reviewing and designing employee code of ethics and in various managerial controls, policies and procedures that Govern employee behavior.
- Enforcing ethics controls.
- Ensure Legal compliance and acceptable norms of behavior and good governance.
- Assist in the development of the Public Service Code of Conduct.
- Assist in the drafting of the code of regulations for staff.
- Public Officers Ethics act
- Proactively guide and advice the Board on all legal matters affecting its functions and all new legislation.
- Dealing with public complaints and assist the Board in enhancing its Corporate Governance policy and ensuring compliance throughout the County.

- Conduct legal research; write legal opinion and memoranda on matters relevant to the Board or as required,
- Prepare presentations and briefs as required from time to time,
- Assist the Board 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,
- Prepares briefs on disciplinary cases, appeals and applications for review to be considered by the Board.
- Where decisions in the disciplinary cases are contested in court the officer appears as the lawyer for the Board.
- Promote values and principals referred to in article 10 & 232 of the constitution.
- Prepare briefs on disciplinary cases received in the County for decision making by the Board.
- Prepare briefs on appeals and applications for review to be considered by the Board

Requirements

- Must have Bachelor's degree in law from a recognized university,
- LLM, or Master's degree in Governance or relevant discipline will be an added advantage,
- Must be an advocate of the High Court of Kenya,
- Have current practicing certificate,
- Have at least ten (10) years respectively post admission experience in litigation and constitutional law or labor laws,
- Have strong interpersonal, communication and presentation skills,
- Able to work with minimum supervision,
- Proficiency in relevant computer Applications.
- Ability to work for long hours.
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya.
 - ✓ Tax compliance certificate from KRA.
 - ✓ EACC clearance certificate.
 - ✓ Good conduct certificate.

- ✓ HELB.
- ✓ CRB.

2. CHIEF HUMAN RESOURCE MANAGEMENT OFFICER TRAINING (1 POST) JOB GROUP "M"

An officer at this level will be deployed at the County Public Service Board and/or at the Human Resource Management Unit.

Duties and Responsibilities:

- Assisting departments to prepare comprehensive human resource training plans.
- Identifying and developing suitable training programs.
- Evaluating the effectiveness of training and staff development programmes.
- Implementing policies on technical assistance in training programs.
- Assist in vetting and approving nomination of scholarships and organizing in service training and workshops for human Resource Management.
- Supervising staff under him/her.

Qualifications

Minimum Requirements

- Degree in HR or Postgraduate Diploma in HR.
- Served in the grade of senior Human resource Development Officer or a comparable and relevant position in the public or private Service for minimum period of (6) years.
- Must be registered with the Institute of Human Resource Management (IHRM)
- Proficiency in relevant computer Applications.
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya.
 - ✓ Tax compliance certificate from KRA.
 - ✓ EACC clearance certificate.
 - ✓ Good conduct certificate.
 - ✓ HELB.
 - ✓ CRB.

3. OFFICE ADMINISTRATIVE ASSISTANT 1 (1 POST) JOB GROUP "J"

Duties and Responsibilities:

- Typing from manuscripts, processing data, operating office equipments.
- Ensuring security of office equipment, documents and records,
- Attending visitors/clients,

- Handling telephone calls and appointments and undertaking any other secretarial duties that may be assigned,
- Ensuring security of office equipment, documents and records,
- The officer may be required to work for more than one office or may be deployed in typing pool.

Requirements:

- Be a Kenyan citizen.
- A minimum of KCSE grade C- or its equivalent, with at least C (plain) in English language.
- Served in the Grade of secretarial assistant I or any other relevant and comparable position in the public service for a minimum period of three (3) years,
- The following qualifications from Kenya National Examinations Council
 - Typewriting III(minimum 50 W.P.M) computerized / document Processing III
 - Business English III/Communication II,
 - Office Practice II
 - Secretarial duties II
 - Office Management III/Office Administration & Management III
 - Commerce II and
 - Certificate in Computer applications from a recognized institution.
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya.
 - ✓ Tax compliance certificate from KRA.
 - ✓ EACC clearance certificate.
 - ✓ Good conduct certificate.
 - ✓ CRB.

4. HUMAN RESOURCE OFFICER (1 POST) JOB GROUP “K”

Duties and Responsibilities:

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

- Assist with day to day operations of the HR functions and duties.
- Provide clerical and administrative support to Human Resources Executives.
- Compile and update employee record (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities.
- Coordinate HR programs.

- Deal with employee requests regarding human resources issues, rules, and regulations.
- Assist in payroll preparation by providing relevant data.
- Properly handle complaints and grievance procedures.
- Assist in orientation programmes.

Requirements for Appointment

- Must have a degree in HR/ post graduate Diploma in HR from a recognized university/Institution.
- Must be registered with the institute of Human Resource Management (IHRM).
- Proficiency in relevant computer Applications is a MUST.
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya.
 - ✓ Tax compliance certificate from KRA.
 - ✓ EACC clearance certificate.
 - ✓ Good conduct certificate.
 - ✓ CRB.
 - ✓ HELB.

5. DRIVER (1 POST) JOB GROUP "E"

Duties and Responsibilities:

- Driving a motor vehicle as authorized/maintenance of work tickets for vehicles assigned,
- Carrying out routine checks on the vehicles cooling, oil, electrical and brake systems, type pressure, etc.
- Detecting and reporting malfunctioning of vehicles systems,
- Ensuring security and safety for the vehicle on and off the road,
- Maintain cleanliness of the vehicle,
- Guide and advice junior drivers.
- Ensure the M/V is serviced regularly and without delay.
- Advice on any updates on new traffic regulations.

Requirements:

- A valid driving license for class E without any endorsement,
- A minimum of KCSE grade D+ or its equivalent,
- Suitability test for drivers from ministry of Public Works,
- Shown merit and ability as reflected in work performance and results,

- Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution may be an added advantage.
- First Aid Certificate from a recognized institution (First Aid)
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya.
 - ✓ Tax compliance certificate from KRA.
 - ✓ EACC clearance certificate.
 - ✓ Good conduct certificate.
 - ✓ CRB.

6. Liaison Officer / Diaspora Office (Job Group 'K')

The officer will be responsible to the County Secretary/County Chief Officer for the general administration and management of intergovernmental and diaspora affairs

- Provide an integral link between the county and the respective stakeholders and other Relevant offices at the national level
- Coordinate donor and diaspora engagement meetings.
- Coordinate logistics and accommodation arrangements of County officers and relevant Stakeholders/investors on official duties
- Plan the use of materials and human resources; and carry out general office management Chores;
- Set and oversee internal operating rules and regulations;
- Establish an efficient record, filing and tracking system for all office inventory, mails and file, monitor their movement and effective correspondence and relay the same to the County
- Maintain an update inventory of office assets and ensure their timely maintenance
- Attend regular intergovernmental and sectorial meetings as delegated by the County Secretary.
- Conduct periodic research of thematic areas from time to time and provide balanced analysis and assessment to inform Nyamira County Government

Requirements and competencies for appointment:

- A degree in international relations & Diplomacy.
- Must demonstrate strategic planning skills and ability to design and implement short term, medium and long term plans.
- Demonstrate understanding and commitment to the values and principles as outlined in

articles 10 and 232 of the Constitution of Kenya.

- Ability to handle multiple tasks, set priorities, meets deadlines and develop innovative recommendations and solutions to problems.
- Must possess strong verbal and written communication skills.
- Must be organized, motivated and a team player.
- Computer literacy with all aspects of Microsoft Windows network; experience with data base management a plus.
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya.
 - ✓ Tax compliance certificate from KRA.
 - ✓ EACC clearance certificate.
 - ✓ Good conduct certificate.
 - ✓ HELB.
 - ✓ CRB.

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 **23rd March 2017** before and addressed to the undersigned.

THE SECRETARY

COUNTY PUBLIC SERVICE BOARD

P.O BOX 434-40500

NYAMIRA