



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD
P.O BOX 2870-20100



Email: cpsb@nakuru.go.ke

VACANT POSITION IN NAKURU COUNTY PUBLIC SERVICE

Pursuant to the provisions of Article 235 of the Constitution of Kenya and Section 59 of the County Governments Act chapter 265 of the laws of Kenya, Nakuru County Public Service Board invites applications from qualified Kenyan citizens to fill the following vacant position

**DEPARTMENT OF PUBLIC SERVICE, DEVOLUTION, CITIZEN
ENGAGEMENT, DISASTER MANAGEMENT AND HUMANITARIAN
ASSISTANCE – ADVERT NO. 15/2024**

**DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT -
ONE (1) POSITION**

Basic Salary Scale: Kshs. **124,630 – 172,350** p.m. **Job Group CPSB 03 (R)**
Allowances as per the SRC circulars attached to the position.

Terms of Service: Five (5) year contract

Requirements for appointment

- i. Served for a minimum period of fifteen (15) years, three (3) of which should be in the grade of Principal Human Resource Management and Development Officer, Job Group 'N' and above;

OR

Must have Served for a minimum period of fifteen (15) years, three (3) of which should be at Senior Management Level in the field of Human Resource Management and Development in the wider public service or the Private Sector;

- ii. A Master's degree in any of the following fields; Human Resource Management/Development or Industrial Relations from a recognized institution;

- iii. A Bachelor's degree in the following fields; Human Resource Management/Development or Industrial Relations from a recognized institution;

OR

A Bachelor's degree in Social Sciences such as, Sociology, Public/Business Administration, or any other relevant Bachelor's Degree from a recognized university and a postgraduate Diploma in Human Resource Management

- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Must be a Certified Human Resource Professional (CHRP-K)
- vi. Must be a Member of the Institute of Human Resource Management (IHRM) and in good standing;
- vii. Have a Certificate in computer application from a recognized institution; and
- viii. Should demonstrate merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Recommending systems and management practices that facilitate efficient and effective management of the human resource management and development function;
- ii. Providing guidance on execution and implementation of human resource management and development strategies and policies;
- iii. Designing, planning and ensuring implementation of training guidelines for enhancing skills on human resources;
- iv. Recommending performance improvement strategies that are adaptive to the changing environment and technology;
- v. Carrying out research on human resource management best practices;
- vi. Aligning the human resource management and development strategy to the county strategy;
- vii. Providing guidance on the implementation of human resource management and development policies, guidelines and regulations as issued by the County Public Service Board from time to time;

- viii. Overseeing management and monitoring of employee relations, welfare and occupational health and safety policies to build a conducive work environment;
- ix. In liaison with County Public Service Board, develop staffing norms, organization culture and modelling for optimal use of human resource;
- x. Monitoring implementation of Pay and Benefits Policy and suggesting areas of review;
- xi. Management of the County Integrated Personnel Payroll Data (IPPD);
- xii. Ensuring maintenance of an up-to-date human resource development database;
- xiii. Forecasting human resource development requirements for the public service through periodic training needs assessments and human resource surveys;
- xiv. Liaising with the national government on technical assistance programmes and scholarship opportunities for the County Public Service;
- xv. Monitoring and evaluating the impact of human resource training and development programmes in the County Public Service;
- xvi. Secretary to the County Human Resource Management Advisory Committee (CHRMAC); and
- xvii. Forecasting skill and competency requirements and devising strategies for bridging the gaps.

HOW TO APPLY

Interested and qualified candidates are required to make applications by downloading and completing an **Employment Application Form** from the County Government of Nakuru website www.nakuru.go.ke

A duly filled employment application form and **certified copies of National ID, KCSE, Diploma/Degree/Masters Certificates and Professional registration certificates** should be sent through the **POST OFFICE** or

COURIER SERVICES in a sealed envelope **on or before 5th December, 2024** at 5.00 p.m. **(No hand delivered applications will be accepted).**

Clearly indicate the Advert number and position applied for on top of the envelope and address to;

The Secretary
Nakuru County Public Service Board
Public Works Building- Prisons Road
P.O Box 2870-20100
NAKURU

County Government of Nakuru is an equal opportunity employer. **Youth, Women and Persons Living with Disabilities, Marginalized and Minority communities** are encouraged to apply.

Shortlisted candidates must present their original academic and professional documents and chapter six clearance documents as listed;

1. Clearance from Higher Education Loans Board (HELB)
2. Clearance from Directorate of Criminal Investigations (DCI)
3. Clearance from Ethics and Anti-Corruption Commission (EACC)
4. Clearance from Kenya Revenue Authority (KRA)
5. Clearance from Credit Reference Bureau (CRB)

Only shortlisted candidates will be contacted.

The Board and the County Government of Nakuru is committed to Zero Tolerance to Corruption. We caution applicants not to fall victim of fraudsters and impersonators who solicit for money with a promise of influencing the outcome. **The Board shall bear no responsibility for any personal loss arising from such unlawful dealings.** Such cases should be reported to the Police and other relevant Law Enforcement Agencies.

Any communication from the County Public Service Board SHALL be through the above address and official cellphone number: **0796848192.**

Canvassing in any form will lead to automatic disqualification

Secretary/CEO
Nakuru County Public Service Board