



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90 - 10100
Telephone 061-2034712
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NYERI

NYERI COUNTY PUBLIC SERVICE BOARD

VACANCIES

The County Government of Nyeri wishes to recruit competent and qualified person to fill the following positions:

1. Director, County Alcoholic Drink Management and Control J.G 'R'- 1 post

Reporting to the Chief Officer, County Public Service & Administration, the officer will be responsible of the following:

- a) Ex-Official Member and Secretary to the County Alcoholics Drinks Regulation Committee
- b) Administration of the Alcoholics Drinks Control and Management Fund
- c) Supporting and facilitating County and Sub County Alcoholics Drinks Regulation Committee in carrying out the functions
- d) Facilitate and ensure Public Education on Alcoholics drinks Control in the county directly and in collaboration with other public or private bodies and institutions
- e) Facilitating citizen participation in matters related to Alcoholic Drinks Control in accordance with established laws
- f) Facilitating and promoting in collaboration with other county and National Government institutions the establishment of treatment and rehabilitation facilities and programmes
- g) Carrying out research directly or in collaboration with other institutions and serve as the repository of data and statistics related to Alcoholics Drinks Control
- h) Developing in collaboration with other relevant County and National Government departments strategies and plans for implementation of the County Alcoholic Drinks and Management Act
- i) Advising the Executive Member on the exercise on County Policy and laws to be adopted in regard to the production, manufacture, sale and consumption of alcoholic drinks

- j) In collaboration with other relevant county departments, prepare and submit reports as per requirements of applicable laws
- k) Monitoring and evaluating the implementation of this County Alcoholic Drinks and Management Act
- l) Carrying out such other roles as may be assigned by the Chief Officer.

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen.
- b) Be a holder of a Bachelor degree in Management, Administration or any other Social science in relevant field from a University recognized in Kenya.
- c) Have relevant experience of not less than **five (5)** in Public/Private/Senior Administration and Management.
- d) Satisfy the requirements of Chapter six (6) of the Constitution on Leadership and integrity.

A post graduate qualification in a relevant field and proven experience in a regulatory framework will be an added advantage.

Salary and benefits: As per Salaries and Remuneration Commission guidelines.

Terms: Contract 3 years renewable based on performance

Gratuity- 31% of basic salary

2. Director, Human Resource Management J.G 'R'-1 post

Reporting to the Chief Officer, the Director will be responsible for;

- a) Plan, organize, coordinate and administer all human resource activities within the county in accordance with the HR Legislations, Policies, Procedures, Public Service Values, Principles, Rules and Regulations;
- b) Ensure up to date staff establishment of the county, balanced placements and optimal utilization in service delivery by the human resource;

- c) Coordinate staff performance management, training and staff development functions as well as staff welfare initiatives;
- d) Analyze effectiveness of human resource policies, rules and regulations in the county;
- e) Ensure maintenance of good industrial relations among employees and various trade unions;
- f) Provide leadership and strategic direction on human resource issues and help develop and/or review human resource policies, strategies and procedures
- g) Ensure implementation of staff benefits plans
- h) Advisory role to the County Public Service Board through County Human Resource Advisory Committee
- i) To ensure operationalization and monitoring of county HR policies on day to day basis
- j) Oversee compliance with statutory reporting and filing requirements
- k) Oversee implementation of County Public Service Board decisions on appointments, promotions, re designation, discipline, transfers, terminations
- l) Plan and organize for monthly County Human Resource Advisory Committee meetings
- m) Managing Human Resource Information Systems in the county including government Human Resource Information System (GHRIS)
- n) Ensure high standards of discipline among staff and that disciplinary procedures are applied uniformly and fairly
- o) Participate in the process of conducting work environment and employee satisfaction surveys in order to identify areas of improvement.
- p) Oversee the management of staff medical, pension, welfare and insurance schemes
- q) Any other duties and responsibilities that may be assigned by the Chief Officer.

Requirements for appointment

- i. A bachelor degree in Social Sciences, Human Resource/ Personnel Management or any other relevant qualification from a University recognized in Kenya.
- ii. Associate member of institute of Human Resource Management

- iii. Have served for a period of not less than **five(5)** years in a senior position in a relevant field
Applicants with experience in Payroll Administration in the government will have an added advantage

Possession of a Masters in relevant field from a university recognized in Kenya will be an added advantage.

Salary and benefits: As per Salaries and Remuneration Commission guidelines.

Terms: Contract 3 years renewable based on performance

Gratuity- 31% of basic salary

NOTE

- (i) Applicants **MUST** attach their C.V together with **certified** copies of the following documents:
- Academic and Professional Certificates and other testimonials.
 - National Identity Card
 - Certificate of Good conduct from the Criminal Investigation Department (C.I.D).
 - A certificate from a recognized Credit Reference Bureau (C.R.B).
 - Clearance from the Higher Education Loans Board (H.E.L.B).
 - Clearance certificates from Ethics & Anti-Corruption Commission (E.A.CC).
 - Tax compliance certificate from Kenya Revenue Authority (K.R.A).
- (ii) The County Government of Nyeri is an equal opportunity employer.

HOW TO APPLY

Written applications, together with the required documents should be sent to:

**THE SECRETARY,
NYERI COUNTY PUBLIC SERVICE BOARD,**

KARSON'S PHOTO HOUSE KIMATHI STREET
P.O BOX 90-10100,
NYERI

All applications should reach the Secretary on or before **13th February 2018**

Via postal service, courier service or hand delivered

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