



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: INTERNAL ADVERTISEMENT: SENIOR HUMAN RESOURCE OFFICER, JOB GROUP 'L- 1 POST

Applications are invited from suitably qualified serving officers in the County Government of Nyeri for the position shown herein in the Nyeri County Public Service Board.

Eligible applicants are requested to fill the Employment Form which can be downloaded from the County Website, www.nyeri.go.ke

The completed application form together with the Head of Department Recommendation, Staff Performance Appraisal Report for 2016/2017, letter of appointment/promotion to the current substantive grade and certified copies of academic and professional certificates should be sent or delivered 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 **6th April 2018**

The position is as follows:

1. Senior Human Resource Officer, Job Group 'L'- 1 Posts

Reporting to the Deputy Director, HRM, the officer will be responsible for the following duties and responsibilities:

- i.** Providing technical guidance and advice on human resource matters at the Board.
- ii.** Assist in co-ordination of human resource management activities in areas of recruitment, appointments, placements, promotions and disciplinary matters;
- iii.** Assist in preparation of Board papers in areas of HRM matters;
- iv.** Supervision, guidance, counseling, mentoring, training and development of staff under him/her.
- v.** Assist in administrative tasks at the Board Secretariat
- vi.** Any other duties as may be assigned from time to time;

a) Requirements for Appointment

- i)** A Bachelor's degree in Human Resource Management **OR** Bachelor's degree in Social Sciences **plus** a Diploma in Human Resource Management.
- ii)** Officers must have served in a comparable and relevant position in the County Public Service of Nyeri for at least three (3) years;
- iii)** Registered with Institute of Human Resource Management (IHRM)