

Deputy Director Human Resource Management at Kwale County Government

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Job Description

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Kwale County is located in south coast of Kenya, it borders the Republic of Tanzania to the South West

VACANCY 46//KCPSB DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT – JOB GROUP ‘Q’ – 1 Position

The Department of Public Service and Administration wishes to recruit a Deputy Director Human Resource Management. This position will be responsible to the Director Human Resource Management function.

Duties and responsibilities

Responsible to; –

Director Human Resource Management for planning, organizing, administration and control of activities in Human Resource Units;

Initiating formulation of Human Resource and Payroll Management Policies in liaison with the Director;

Preparation of the Division’s strategic/action plans;

Representing the Directorate of Personnel Management in meetings relating to Human Resource Management policies;

Analyzing the utilization of the human resource in the County and advising on proper

deployment;

Making proposals on human resource planning and succession management;

Analyzing staff performance and career progression and making appropriate recommendations;

Preparing a forecast of human resource development requirements in the County public service;

Ensuring correct interpretation and implementation of human resource management policies, rules and regulations including those relating to pensions, salary administration, labour laws and other statutes that impact on the human resource;

Preparing training and Human Resource Management budgets;

Reviewing human resource development policies for the public service and maintaining up-to-date human resource development statistics;

Co-coordinating all Human Resource Development matters in the County, such as coordinating training, coordinating technical assistance programmes, forecast of skills requirements;

Assisting in preparation of training projections and maintain up-to-date Human Resource Development statistics for the County;

Co-ordination and ensuring smooth running of all Human Resource Activities in the County Government departments;

Advising on succession management/human resource planning and utilization of human resources;

Maintain Up-to-date Human Resource Development statistics for County Departments.

Requirements for Appointment

For appointment to this grade, an officer must have: –

Served in the grade of Assistant Director Human Resource Management – Job Group 'P' or its equivalent for a minimum period of three years;

Bachelor's degree in Human Resource/Human Resource Management, Industrial Relations,

Public/Business Administration, Government or any other relevant qualification from a recognized institution

A Master's in Human Resource Management/ Industrial relations/Public or Business Administration, Government or any other relevant qualification from a recognized University/ institution is an added advantage

HR professional qualifications (CHRPK):

Registered member of the Institute of Human Resource Management (IHRM)and

Shown merit and ability as reflected in work performance and results.

Demonstrated high degree of administrative managerial and leadership capabilities; and

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