

Director of Human Resource Management at Kakamega County

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Job Description

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Kakamega County is one of the 47 counties in the Republic of Kenya. It borders Vihiga County to the south, Siaya County to the West, Bungoma County to the North and Nandi County to the East. The county covers an area of .3 Km² (Kakamega CDP,). The altitude of the county is between 1, metres and 2, metres above sea level.

Duties and Responsibilities.

The Director of Human Resource Management will be in charge of the overall coordination of County

Human Resource function and will report to the Chief Officer.

Implement policies, guidelines on designed Organizational Structures and Staff Establishment in the County Public Service;

Management of human resource services to ensure that staff are properly facilitated with a view to maintaining high motivation for effective performance and high productivity;

Lead in Human Resource functions which include recruitment, communication, change management, performance management, discipline, remuneration, staff welfare, human resource planning and staff development;

In consultation with authorized officer, determine optimal staffing levels and utilization of human resource in the County Public Service;

Initiate and coordinate research on market labour trends and develop strategies for best practices in human resource management and development;

In liaison with the County Public Service Board develop staffing norms, organization culture and modeling for optimal use of human resource;

Advise the Chief Officer on human resource matters;

In consultation with CPSB, prepare and review Schemes of Service and career progression guidelines;

As an assistant to the Secretary of the County Human Resource Committee ensure timely deliberation on HR implementation issues; and

Any other lawful duties as may be assigned from time to time.

Requirement for Appointment

For appointment to this grade, a candidate must have:-

Served for a minimum period of three years, in the grade of Deputy Director, Human Resource Management, Job Group CPSB 04/'Q' or in a comparable and equivalent position in the Public Service or Private Sector;

Bachelor's degree in Human Resource Management or any Social Science Degree from a university recognized in Kenya;

Master's degree in any of the following fields: Human Resource Management, Business Administration, Public Administration or its equivalent from a university recognized in Kenya;

Attended a Strategic Leadership Development Programme course lasting not less than six weeks from recognized institution;

Current Membership to IHRM (K) or an equivalent professional body;

Demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of Human Resource and a thorough understanding of HR issues and emerging HRM practices & techniques; and

Demonstrated a thorough understanding of national goals, principles and development goals

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