

## **POSITION: Director-County Human Resource Management**

### **Duties and responsibilities**

The Officer will be responsible to the County Secretary to the County Government of Garissa for planning, organization, co-ordination and administration of all human resource activities within the County

- ii. Performing liaison duties with the County Secretary and the County Public Service Board on implementation of human resource management policies, rules and regulations
- iii. Analyzing the effectiveness of the human resource policies, rules and regulations.
- iv. Advising the authorized officer on the delegated powers and ensuring their implementation;
- v. Maintaining professional human resource management standards in the County;
- vi. Advising on succession management/human resource planning and utilization of human resources;
- vii. Advising on career development; advising the County Government on general Government policies on human resource management; and
- viii. Interpretation of Labour Laws and other statutes that impact on the human resource in a Department.
- ix. Secretary to the County Human Resource Advisory Committee (CHRAC) meeting
- x. Review work processes with a view to enhancing efficiency and effectiveness in service delivery.
- xi. Take leadership in the development and implementation of Human Resource Planning and Training and Capacity building for the county.
- xii. Manage the on-boarding/employee orientation process for new employees.
- xiii. Undertake regular skills auditing and maintain a skills inventory for the County.
- xiv. Develop a frame work for handling disciplinary matters.
- xv. Facilitate, coordinate and monitor the implementation of performance management systems.
- xvi. Secretary to the County Human Resource Advisory Committee (CHRAC) meetings
- xvii. Any other duties as may be assigned from time to time by the County Secretary

### **Requirements for Appointment**

- A Bachelor's degree in Social Sciences/Human Resources/Public Administration
- Have at least 8 years' experience in Human Resource Management, Management Consultancy Organization Development, Public Administration and 3 years of which should have been at senior management position
- Possess a practicing license from the Institute of Human Resource Management Kenya or its equivalent
- Be proficient in the application of information communication technology.
- Proficiency in Integrated Payroll and Personnel Database (IPPD) will be an added advantage.

## **POSITION: Deputy Director-County Human Resource Management**

### **Duties and responsibilities**

Reporting to the County Director of Human Resource Management the candidate will be responsible for;

- i. In liaison with the County Director of Human Resource Management the Deputy Director will coordinate training, staff development and capacity-building function in the County;
- ii. Prepare human resource departmental training budget;
- iii. Establish policy guidelines, interpreting them and providing advice on human resource development issues;
- iv. Review, design and interpretation of human resource development policies;
- v. Facilitate communication of any changes to prevailing HR development policies to all affected county departments;
- vi. Facilitate in-house training to ensure employees understand the rationale underpinning policy change and monitor its successful implementation;
- vii. Advise on proper staff complement utilization, making proposals on human capital optimization and succession management;
- viii. Provide technical advice to County Training Committees (CTCs), establish linkages and liaise with public training institutions/providers for staff training.
- ix. Conduct Training Needs Analysis (TNA) for county staff and plan for individual and group trainings;
- x. Analyse staff performance and career progression trends and factors and make appropriate recommendations ensuring compliance to agreed career plans;
- xi. Ensure correct interpretation and implementation of human resource development policies, rules and regulations including those relating to training an individual after he/she is first hired, providing opportunities to learn new skills, distributing resources that are beneficial for the employee's tasks and any other developmental activities;
- xii. Supervise, guide, counsel, mentor and ensure development of staff.
- xiii. Assist in the implementation of training evaluation mechanisms and systems;
- xiv. Supervise staff in the unit for effective work performance;
- xv. Facilitate the audit of HR development activities in the County.
- xvi. Assist in budgeting for human resource management function.
- xvii. Perform other duties as assigned by the County Director HRM

### **Requirements for Appointment**

- A Bachelor's degree in Social Sciences/Human Resources/Public Administration
- Be a member of, and in good standing with a relevant professional HRM body.
- Have at least 5 years' experience in Human Resource Management, Management Consultancy Organization Development, Public Administration and 1 year of which should have been at senior management position in the Public Service or equivalent experience in the private sector.
- Be proficient in the application of information communication technology.
- Proficiency in Integrated Payroll and Personnel Database (IPPD) will be an added advantage.