

**REPUBLIC OF KENYA
COUNTY GOVERNMENT OF TAITA TAVETA**



**COUNTY ASSEMBLY OF TAITA TAVETA
OFFICE OF THE CLERK**

**P.O. Box 1142-80304
WUNDANYI**

**Telephone: 0718703359/0732604811
Email: clerk@taitatavetaassembly.go.ke**

10th July, 2023

DECLARATION OF VACANCY

The County Assembly Service Board of Taita Taveta invite applications from suitable qualified persons for the position indicated below:

PRINCIPAL HUMAN RESOURCE OFFICER CASB 4 – ONE POSITION

TERMS: PERMANENT AND PENSIONABLE

a) Responsibilities include:

- a. Formulate, implement, interpret and review appropriate human resource management policies, rules, regulations and procedures.
- b. Plan, design, develop and evaluate human resource-related initiatives that support organizational strategic goals.
- c. Design human resource planning and strategies.
- d. Coordinate recruitment, placement, promotion, training and development of staff.
- e. Coordinate Performance Management and Performance Appraisal.
- f. Receive and handle discipline issues.
- g. Manage employee, labour and industrial relations.
- h. Administer salary and manage the payroll.
- i. Plan and implement staff welfare issues and benefits including pension and insurance covers.
- j. Ensure compliance with statutory human resource legislation, rules, regulations, conventions, policies, procedures and industry practices.
- k. Manage human resource records and general registries.
- l. Provide consultation and advice to management on strategic HR matters.
- m. Ensure compliance with health and safety.
- n. Mainstream key service policies e.g. HIV/AIDS, gender and disability issues.
- o. Plan and execute ward offices and partisan staff management.
- p. Contract management for Human Resource and administration activities.
- q. Provide supervision to staff and the department and issue report regarding implementation of policies and procedures.

For appointment to this grade, one must have;

- a. Be a Kenyan Citizen.
- b. Have vast and relevant work experience of not less than seven (7) years in Human Resource Management in public or private sector.
- c. Have a Bachelor's degree in Human Resource Management or other Social Sciences from a recognized University.
- d. Be a registered Member of Institute of Human Resource Management and in good standing.
- e. Have attended a Senior Management course lasting not less than 4 weeks from a recognized institution or its equivalent.
- f. Be proficient in Human Resource Information Systems.
- g. Certified Human Resource Professionals (CHRP-K) holder will be an added advantage.
- h. Satisfy chapter 6 of the Constitution of Kenya.

How to apply:

Interested and qualified candidates should forward their application with copies of:

- 1) National Identification Card (ID).
- 2) Academic & Professional certificates and Testimonials.
- 3) Detailed curriculum vitae

Please note that:

- Only shortlisted and successful candidates will be contacted
- Canvassing in any form will lead to automatic disqualification
- Taita Taveta County Assembly Service Board is an Equal Opportunity Employer.

All applications should be addressed to:

The Secretary,
County Assembly Service Board,
County Assembly of Taita Taveta,
P.O. Box 1142-80304,
Wundanyi.

Or be hand delivered to the Clerk's office, County Assembly precincts, Wundanyi, to be received on or before Monday, 31st July, 2023 at 4.00 p.m.



CPA. GADIEL M. MAGANGA
CLERK, COUNTY ASSEMBLY OF TAITA TAVETA