

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

VACANCY RE-ADVERTISEMENT

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

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 Associate 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 Thursday, 28th September, 2023 at 4.00 p.m.

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