REPUBLIC OF KENYA

PSC-9/2018/5861

THE PRESIDENCY

MINISTRY OF PUBLIC SERVICE, YOUTH AND GENDER AFFAIRS
STATE DEPARTMENT OF PUBLIC SERVICE AND YOUTH

Telegraphic address: "Personnel", Nairobi
Telephone: Nairobi 2227411
Telex: 23125
Fax: 243620
When Replying please quote

P.O. BOX 30050 – 00100
NAIROBI
KENYA

11th September, 2018

Ref: **No. MPYG/HRMS/CON/2/VOL.VI (63)**

All Cabinet Secretaries
The Secretary/CEO, PSC (K)
All County Public Service Boards
Council of Governors
All County Commissioners
The Solicitor General & Department of Justice
The Comptroller of State House
The Inspector General National Police Service

REF: VACANCIES IN THE MINISTRY OF INTERIOR AND CO-ORDINATION OF NATIONAL GOVERNMENT

Applications are invited from suitably qualified serving officers in the Public Service for the post of Senior Human Resource Management and Development Officer, Job Group 'L'.

Interested and qualified persons are requested to make their applications by completing ONE application form PSC (Revised 2016). The form may be downloaded from Public Service Commission website www.publicservice.go.ke.

Completed application form, together with certified copies of certificates should reach the **Principal Secretary, Ministry of Public Service, Youth and Gender Affairs, State Department for Public Service and Youth, P. O. Box 30050 – 00100 NAIROBI or hand delivered to Uchumi House, DPSM Registry 16th Floor - Room 1601 on or before 9th October, 2018.**

Advert No. 12/2018 – Senior Human Resource Management and Development Officer, J/G 'L', Forty Seven (47) posts - (**For deployment at County Level)**

Salary Scale: Ksh.40, 410 – Ksh.50, 810 p.m.

Salary:	**Ksh. 40,410**
House Allowance:	**depends with the region deployed**
Commuter Allowance:	**Ksh. 8,000**

Terms of Service: Permanent and Pensionable

(a) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served in the grade of Human Resource Management and Development Officer I, Job Group 'K' for a minimum period of three (3) years, or in a relevant and comparable position in the Public Service;

(ii) A Bachelors degree in Human Resource Management/Development, or equivalent qualification from a recognized institution;

OR

A Bachelors degree in Social Sciences and Diploma in Human Resource Management/Development, Industrial Relations, Labour Relations , or its equivalent from a recognized institution **or** Part II of the Certified Public Secretaries Examination or its equivalent ;

(iii) Certificate in computer application skills from a recognized institution ; and

(iv) Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail:

(i) Supervising human resource services in such areas as appointment, promotion, discipline and complement;

(ii) Preparing and processing cases for the Ministerial Human Resource Management Advisory Committee;

(iii) Implementing human resource management decisions within existing rules, regulations and procedures;

(iv) Preparing and compiling reports on the implementation of Performance Management and Performance Appraisal Systems;

(v) Assessing training needs for all cadres of staff I in a Ministry/State Department;

(vi) Identifying appropriate courses, seminars, workshops and other relevant staff development programmes;

(vii) Preparing training plans;

(viii) Preparing and processing cases for Departmental Training Committee meetings;

(ix) Implementing the Training Committee decisions within existing rules, regulation and procedures; and

(x) Developing, updating and maintaining human resource development database and records.

Dr. F. O. Owino, PhD.
FOR: CABINET SECRETARY