

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KILIFI

COUNTY PUBLIC SERVICE BOARD

VACANCIES ANNOUNCEMENT

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

Department of Devolution, Public Service and Disaster Management

1. Head of Human Resources J/G 'R' (1 Post) REF: CG/KLF/CPSB/ADVRT/01/01/18

The Officer will be responsible to the relevant Executive Officer for planning, coordinating and administration of human resource activities.

Duties and responsibilities

- Establishing and operationalizing the human resource management function;
- Carrying out staff audits; identifying gaps and purposing optimal staffing level in the County
- Preparing the Budget for the HRM Function;
- Ensuring correct interpretation of human resource policies, rules, regulations, labour laws and other relevant statutes;
- Establishing performance management systems;
- Ensuing compliances with public service values and principle in counties;
- Establishing records, management systems; and organizing for transfer of all human resource record from both national and local authorities;
- Preparation of Human resource transition reports; and
- Performing any other duties as assigned.

Requirements for Appointment

- Have a Bachelor's degree in any of the following: Commerce (Human Resource option), Social Sciences or any other relevant and comparable qualification from a recognized university.

- Masters degree in Human Resource/Human Resource Management, Industrial Relations, Public/Business Administration, Government or any other relevant qualification from a recognized institution.
- Relevant working experience of not less than five years.
- Shown merit and ability as reflected in work performance and results.
- Demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of the human resource and a thorough understanding of the human resource issues and emerging human resource management practices/ techniques.

Terms of service: Permanent

Salary Scale: 115,290 – 153,170 p.m.

Other Allowances are as issued by SRC from time to time.

2. Director Disaster Management J/G 'R' (1 Post) REF: CG/KLF/CPSB/ADVRT/02/01/18

The Officer will report to the Chief Officer Devolution, Public Service and Disaster Management.

Duties and Responsibilities

- Responding to disasters and emergencies within the County
- Design Disaster Management Policy which stresses on the paradigm shift to Disaster Risk Reduction (DRR) Approach including the Early Warning Systems (EWS) preparedness, prevention and mitigation
- Ensure public-private partnership in all matters disasters
- Ensure inter-agency coordination on disaster management inclined programs
- Coordinate cross- cutting departmental disaster issues
- Ensure and facilitate food security assessments within the County
- Conduct regular visits to NGOs, project implementation sites and maintain close coordination mechanisms
- Ensure promotion of continuous stakeholder consultations with relevant line departments.
- Ensure maintained work coordination with local key partners to ensure the successful implementation of the County Disaster Management Plan
- Maintain register of all NGOs operating in the county, with their precise sectors, affiliations and location of their activities
- Embrace and Ensure adherence to the Humanitarian Code of Conduct in Disaster Response Programmes undertaken by all NGOs/stakeholders working in the county
- Ensure coordination and management of matters concerning alcohol, drugs and substance abuse in the County

Requirements for Appointment

- Be a Kenyan Citizen
- Bachelors' degree in Social Sciences from a recognized university in Kenya with a minimum of 5 years of proven experience in special programs of disaster management/ emergency services.
- Masters in Disaster Management / Humanitarian Assistance/ Sustainable Development will be an added advantage.
- Proven communication, computer and report writing skills
- Fluency in local languages

Terms of service: Permanent

Salary Scale: 115,290 – 153,170 p.m

Other Allowances are as issued by SRC from time to time.

All applicants **MUST** use the Application for Employment Form (KCPSB 001)

The form can either be;

- Obtained from the Kilifi County Public Service Board Offices **OR**
- Downloaded from the Kilifi County website

Applicants can choose to;

- Deliver the form to the Office of the Secretary; County Public Service Board at the Kilifi Complex Centre, Tusky's Building 2nd Floor
- Address it to;-

**THE SECRETARY, COUNTY PUBLIC SERVICE BOARD
KILIFI COUNTY GOVERNMENT
P.O BOX 491-80108
KILIFI**

All applications in hard copy or email (www.kilifipsb.go.ke) stating the post applied for should be received not later than 5.00pm on 5th day of February, 2017.