

- Analysing staff progression and making proposals for career development;
- Ensuring correct interpretation and implementation of human resource regulations related to pensions, salary administration, labour laws and other statutes that impact on human resource; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment:-

- Be a Kenyan citizen;
- Have a Bachelor's Degree in Human Resource Development/Human Resource Management or Industrial Relations/Labour Studies;
- Have served as a Chief Human Resource Management Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- Have attended a Management Course lasting not less than four (4) weeks; and
- Shown merit and ability as reflected in work performance and results.

3. CHIEF HUMAN RESOURCE MANAGEMENT OFFICER II - JG 'M' (2 POSTS)

An Officer at this level will be responsible to an Assistant Director of Human Resource Management.

Duties and Responsibilities:-

- Planning, controlling and coordinating human resource management activities of recruitment, employee relations; discipline and reward management;
- Implementation of policies and regulations;
- Supervision, training and development of officers working under one; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment:-

- Be a Kenyan citizen;
- Have served as a Senior Human Resource Management Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- Have a Bachelor's Degree in Social Sciences and Part II of CPS or Diploma in Personnel Management/ Human Resource Management or Industrial Relations from a recognized university/institution; and
- Shown merit and ability as reflected in work performance and results.

4. HUMAN RESOURCE MANAGEMENT OFFICER I - JG 'K' (15 POSTS)

An Officer at this level may be deployed to oversee the Human Resource Management function at the Sub-County or within the Human Resource Management Division at the Headquarters.

Duties and Responsibilities:-

- Verification of information relating to recruitment, appointment, transfers, Human Resource Management records and complement control;
- Processing cases for the County Human Resource Management Advisory Committee and assisting in the implementation of the decisions thereof;
- Supervising and guiding clerical staff in the Division/Section; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment:-

- Be a Kenyan citizen;
- Have served as a Human Resource Management Officer II for a minimum period of three (3) years; or its comparable position;
- Have a Degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized university/institution; and
- Shown merit and ability as reflected in work performance and results.

5. HUMAN RESOURCE MANAGEMENT OFFICER II - JG 'J' (5 POSTS)

This is the entry and training grade for the Human Resource Management officers' cadre. An Officer at this grade will perform a variety of Human Resource Management duties of limited scope and complexity under the guidance and supervision of a more Senior officer in a section within the Human Resource Division.

Duties and Responsibilities:-

- Verification of information relating to recruitment, appointment, transfers, Human Resource Management records and complement control;
- Processing cases for the County Human Resource Management Advisory Committee and assisting in the implementation of the decisions thereof;
- Supervising and guiding clerical staff in the Division/Section; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment:-

- Be a Kenyan citizen; and
- Have a Degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized university/institution.

6. ASSISTANT DIRECTOR OF HUMAN RESOURCE DEVELOPMENT - JG 'P' (1 POST)

The Officer will be responsible to the Director of Human Resource Management and will normally head the Human Resource Development unit.

Duties and Responsibilities:-

- Co-ordinating all Human Resource Development matters in the County;
- Co-ordinating training and technical assistance programmes;
- Forecast of skills requirements;
- Co-ordinating the preparation of training projections by the Ministries/Departments and maintaining up-to-date Human Resource records;
- Development of statistics for staff in the County; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment:-

- Be a Kenyan citizen;
- Have served in the grade of Principal Human Resource Development Officer I, for a minimum period of three (3) years; or served in a comparable position in any other organization;
- Have a Master's Degree in the relevant field from a recognized university; and
- Shown merit and ability as reflected in work performance and results.

7. HUMAN RESOURCE DEVELOPMENT OFFICER II, JOB GROUP 'J' (2 POSTS)

This will be the entry and training grade for the Human Resource Development Officers cadre. An Officer at this level will be deployed at the County Headquarters and will work under the direction and guidance of a more Senior officer.

Duties and Responsibilities:-

- Assisting Departments in the County in the assessment of training needs for all cadres of staff;
- Preparation of training projections;
- Identifying and designing appropriate courses, seminars, workshops and other relevant staff development programmes;
- Developing training materials and manuals;
- Servicing Ministerial Training Committees;
- Co-ordinating training programmes;
- Evaluating training programmes; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment:-

- Be a Kenyan citizen; and
- Have a Degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized university/institution.

8. RECORDS MANAGEMENT OFFICER I - JG 'K' (4 POSTS)

An officer at this level may be deployed to the headquarters to head a records unit i.e. confidential and open sections. The officer will guide and supervise staff working under him or her.

Duties and Responsibilities:-

- Ensuring that letters are appropriately filed and marked to action officers;
- Controlling and opening of files and updating file index;
- Ensuring security of information/files in the registry;
- Up-dating and maintaining up-to-date file movement records;
- Ascertaining the general cleanliness of the registry; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment:-

- Be a Kenyan citizen;
- Have served in the grade of Records Management Officer II or in a relevant and comparable position in the Public Service for a minimum of three (3) years;
- A Degree or Diploma in any of the following: Records/Information Management, Information/Library Science or any equivalent qualifications from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

9. RECORDS MANAGEMENT OFFICER II - JG 'J' (13 POSTS)

An Officer at this level may be deployed in a Ministry/Department and Sub-County Records Management units.

Duties and Responsibilities:-

- Be in charge of the respective records unit in the Sub-County;
- Ensuring security of files and documents;
- Renewing file covers;

- Ensuring proper handling of documents, pending correspondence and bring-ups;
- Receiving and dispatching letters and maintaining related registers; and
- Preparing disposal schedules and disposing dead files in accordance with relevant Government regulations; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen; and
- Have a Bachelor's Degree in Information Science/Records Management or any of the Social Sciences from a recognized institution.

OR

- Have served in the grade of Records Management Officer III or in a comparable and relevant position in the Public Service for a minimum of three (3) years;
- Have a Degree/Diploma in any of the following: Records/Information Management, Information/Library Science or any equivalent qualifications from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

DEPARTMENT OF LANDS, HOUSING, URBAN AREAS AND PHYSICAL PLANNING

10. LAND VALUER - JG 'K' (2 POSTS)

This is the basic entry grade in the Valuers' cadre. An Officer at this level will be responsible for performing a variety of valuation duties under guidance of a more Senior officer.

Duties and Responsibilities:-

- Valuation and assessment of property for stamp duty;
- Apportionment of rents following sub-divisions;
- Inspections of land for compensation;
- Assessment and inspection of land; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment:-

- Be a Kenyan citizen;
- Have a Bachelor of Arts Degree/Diploma in Land Economics or its equivalent qualifications from a recognized university; and
- Certificate in Computer Applications

NOTE: APPLICANTS FOR THE ABOVE POSITIONS ARE REQUIRED TO GET CLEARANCE FROM THE FOLLOWING INSTITUTIONS TO MEET REQUIREMENTS OF CHAPTER SIX:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

Copies of these clearances **MUST** be attached to the applications.

How to Apply

All applicants should submit their applications together with copies of their detailed curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and any other supporting documents. The positions applied for should be indicated on top of the envelope.

Kakamega County residents will be required to indicate their **Constituency** of origin.

Applications should be submitted to: **SECRETARY
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 458-50100
KAKAMEGA**

Hand delivered applications can be submitted at County Public Service Board's Reception located at former Provincial Headquarters, Block 'B' 2nd Floor.

All applications should reach this office **on or before 19th May 2015**.

County Government of Kakamega is an equal opportunity employer, all are encouraged to apply.

Canvassing will lead to automatic disqualification.

II. SHORTLISTED CANDIDATES

The following candidates have been shortlisted for the position of Chief Revenue Administrator as indicated hereunder and are requested to appear for interviews at the County Public Service Board's Boardroom, located at former Provincial Headquarters Offices, Block B, 2nd Floor, on the date and time indicated against each name. Candidates should come 30 minutes before the indicated time and carry with them valid and original ID, Academic and Professional certificates and testimonials, clearance certificates from the Ethics and Anticorruption Commission (EACC), Higher Education Loans Board (HELB), Kenya Revenue Authority (KRA) and Criminal Investigation Department (CID).

KAKAMEGA TAX COLLECTION AGENCY

POSITION: CHIEF REVENUE ADMINISTRATOR

No.	Name	Sex	Academic Qualifications	County/ Constituency	Date	Time
1	Joseph Wangila Welimo	M	MBA. Financial Management B.Com. Finance CPA (K)	Likuyani	18.05.2015	9.00 a.m.
2	Lucy Mugadukha Anangwe	F	MBA. Financial Management B.Ed. Economics & Business CPA (K)	Vihiga	18.05.2015	9.45 a.m.
3	Michael Lusinde Mbwavi	M	MBA. Financial Management B.Com. Accounting CPA	Lurambi	18.05.2015	10.30 a.m.
4	Joab Mbakaya	M	MBA. Accounting BBM. Accounting CPA (K)	Butere	18.05.2015	11.30 a.m.

**SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD**