

## **1. SENIOR HUMAN RESOURCE DEVELOPMENT OFFICER, JOB GROUP 'L'**

An officer at this level will be responsible to the Chief Human Resource Development Officer II

### **Duties and Responsibilities**

- Assisting Ministries 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 County Human Resource Training Committee;
- Co-coordinating and evaluating training programmes;
- Vetting of training nominations before approval;
- Guidance and supervision of staff under him/her; and
- Any other duties as may be assigned from time to time.

### **Requirements for Appointment**

- Be a Kenyan Citizen;
- 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;
- Diploma in Human Resource Management;
- Served in the grade of Human Resource Development Officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- Shown merit and ability as reflected in work performance and results.

## **II. RE-ADVERTISEMENT**

### **LEGAL SERVICES UNIT**

#### **1. COUNTY ATTORNEY JG 'R' (1 POST)**

The County Attorney will report to the County Secretary and will be responsible for the management and coordination of legal matters in the County Legal Department.

### **Duties and Responsibilities**

- Providing legal advice to the County Government;
- Interpreting relevant legislation and their implication to the County Government;
- Providing legal guidance and facilitating the necessary gazettelement;
- Providing legislative support to the County Secretary including the preparation of briefs on legislation and amendments where appropriate;
- Drafting contracts, lease agreements and memorandum of understanding between the county government and its collaborators;
- Enforcing contracts and leases;
- Articulating county position in meetings, seminars, negotiations, conventions;
- Ensuring accountability and prudent management of resources and assets;
- Ensuring compliance with principles and values of governance, human rights, transparency, accountability, ethics and integrity within the county;
- Ensuring implementation and realization of strategic plans and objectives in respect of the legal function; and
- Any other duties as may be assigned from time to time.

