



COUNCIL OF GOVERNORS

JOB OPPORTUNITY

Committee Clerk - Human Resources, Labour & Social Welfare

The Council of Governors (CoG) is established under Section 19 of the Intergovernmental Relations Act 2012 with the mandate to provide a mechanism for consultation amongst County Governments, share information on performance of the counties in execution of their functions, facilitate capacity building for governors, and consider reports from other intergovernmental forums on national and county interests amongst other functions (Section 20).

To enable the Council achieve its mandate and vision, the Council wishes to recruit results oriented individual with drive, vision and creativity to fill the following position:

Committee Clerk - Human Resources, Labour & Social Welfare

Reporting to the Head of Health and Human Resources, Labour & Social Welfare committees, the clerks duties and responsibilities will be as follows:

- Review and monitor policy and legislation on matters relating County Human Resources matters.
- To advise the Council on Legislative amendments and intervention areas therein on all sectoral matters.
- To advise County Governments on matters of policy and legislation with respect to County functions such as recruitment and personnel management.
- To coordinate and harmonize the Council's position on matters of Human Resources relations between the two levels of government.
- Guiding and supervising the implementation of Government policies, strategies and programs on Human Resources, labour and Social Welfare.
- Undertake research and prepare advisories to the Human Resources, labour and Social Welfare committee of the Council of Govenros.
- Coordinating planning and Administration of Human Resources, labour and Social Welfare function of the Council of Governors.
- Consult with County Governments on issues related to the Sector
- Coordinate the Intergovernmental Issues related to the sector

- Attend to correspondents relating to the Sector
- In addition the Officer will be required to coordinate the preparation of COG work plans, setting of performance targets and budget estimates;
- Any other duty assigned from time to time

Requirement for Appointment

For appointment to this grade, a candidate must have the following qualifications: -

- Bachelor's degree from a recognized university in a specialized discipline including Economics, Agriculture; Environmental quality, Sociology, Political science, international trade/commerce and other Science related fields;
- A thorough knowledge and understanding of the concepts and techniques of
- Professional research, with particular emphasis on public policy analysis, and an ability to write, edit in a clear, concise and understandable manner; and
- Satisfactorily served as a Research Officer in a reputable research institution and have at least three (3) years continuous work experience.
- Demonstrated knowledge and understanding of the workforce in Kenya
- Proven ability to successfully liaise with external stakeholders, including GOK, public service Commission, SRC among others.
- Familiarity with public Sector HR issues will be highly desirable
- Knowledge of relevant employment and labor laws applicable in Kenya
- Strong interpersonal and communication skills
- Good project management and coordination skills
- Solid computer skills to include proficiency using e-mails, word and spreadsheet applications.
- Understanding of Principles, practices of public administration

Working conditions / physical requirements

- Willingness and ability to work independently with all stakeholders.
- Willingness to accept additional responsibilities.
- Willingness to work overtime as required.
- Willingness to travel throughout Kenya to work with partners and key stakeholders

Duration

The contract duration is one (3) years renewable annually subject to performance and availability of Resources.

How to Apply

Interested persons should download and duly fill the **COG APPLICATION FOR EMPLOYMENT FORM** and send the duly completed form, CV, cover letter, copies of ID, certificates,

testimonials, current and expected remuneration, names and addresses of three referees to hrcog@cog.go.ke on or before 31st July 2017 and indicate the name of the position you are applying for in the subject of the email.

Council of Governors is an equal opportunity Employer. Persons living with disabilities and Persons from marginalized areas are encouraged to apply. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification