



## **COUNCIL OF GOVERNORS**

### **JOB OPPORTUNITY**

#### **HEAD OF HUMAN RESOURCE**

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:

#### **HEAD OF HUMAN RESOURCE**

The Officer will report to the Director Finance and Administration on all matters relating to Human resource Management. Duties and responsibilities will include: planning, directing, controlling and co-coordinating the operations of the Human Resource Management and Development of the Council of Governors.

#### **(a) Duties and Responsibilities**

The specific duties and responsibilities will include:

- Developing and setting up organizational structures and staff establishment for the Council of Governors
- Advising the CEO on all matters pertaining to Human Resource Management and Development in the Council of Governors;
- Providing guidance on the overall Government policy direction on human resource management;
- Issuing administrative guidelines on the interpretation and implementation of labour laws and other human resource related statutes and their relation with the public service;
- Co-ordinating policy monitoring and evaluation;
- Advising on collective bargaining and negotiation agreements with Trade Unions;
- Providing guidance on performance Management;
- Evaluation of staff performance;
- Work will entail innovation and design of Human Resource strategies and translating them into policies;

- Introducing systems/management practices that will facilitate effective and efficient management of the human resource
- Enlarging and enriching human resource management function in the COG;
- Developing terms and conditions of service for employees of the Council of Governors
- Providing guidance on human resource management policy matters to Council of Governors and in some case County Government where applicable;
- Developing a regulatory framework and standards which will promote understanding and commitment to positive values and developing rules and regulations and adapting them to the changing environment including the related statutes and management structures;
- Setting and managing performance standards;
- Analyzing staffing levels for cadres managed by the other departments in the Council of Governors;
- Identifying training needs, designing, planning and ensuring implementation of training for enhancing skills on human resource;

**(b) Requirements for Appointment**

For appointments to this grade the Applicant must have:-

- i. Served for a minimum period of eighteen (8) years, three (3) years of which should have been at the grade of Senior HRM officer;
- ii. A Bachelor's degree in any Social Sciences and a 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 from a recognized institution;
- iii. A Master's degree in Human Resource Management/Industrial Relations, Public/Business Administration or other relevant will be an added advantage;
- iv. Been a current member of the Institute of Human Resource Management (IHRM);
- v. Demonstrated professional competence, administrative capabilities and initiative in the general organization and management of human resource management and development function; and
- vi. A thorough understanding of relevant legislation best practices and emerging issues in Human Resource Management and Development practices/techniques.
- vii. Be a Kenyan citizen
- viii. Must have good understanding of devolution
- ix. Must have knowledge of labour laws

## **Desirable Competencies:**

- **Accountability** – takes responsibility for action and manages constructive criticisms;
- **Client Orientation** – works effectively well with CoG clients and stakeholders;
- **Continuous Learning** – promotes continuous learning for self and others;
- **Communication** – listens and communicates clearly, adapting delivery to the audience;
- **Creativity and Initiative** – actively seeks new ways of improving programmes or services;
- **Leadership and Negotiation** – develops effective partnerships with internal and external stakeholders;
- **Performance Management** – identify ways and implements actions to improve performance of self and others;
- **Planning and Organizing** - plans work, anticipates risks, and sets goals within area of responsibility;
- **Professionalism** - displays mastery of subject matter;
- **Teamwork** – contributes to a collegial team environment; incorporates gender related needs, perspectives, and concerns and promotes equal gender participation;
- **Technological Awareness** - displays awareness of relevant technological solutions;

## **Contract Duration**

The contract duration is for three 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](mailto:hrcog@cog.go.ke) on or before 31<sup>st</sup> 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.