

**HUMAN RESOURCE MANAGEMENT OFFICER II, JOB GROUP 'J'- 1 Post - REF:
NO MCG/PSB/2018/021**

Requirements for Appointment

- 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 Institution;
- Certificate in computer applications from a recognized Institution.
- Be registered with IHRM.

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;
- Assisting in the implementation of the decisions thereof;
- Supervising and guiding clerical staff in the department.