

# MURANG'A COUNTY PUBLIC SERVICE BOARD



## ANNOUNCEMENT OF VACANCIES – OCTOBER 2026 INTERNAL ADVERTISEMENT

### 1. DRIVER II JOB GROUP 'E' TEN (10) POSTS

#### **Duties and Responsibilities**

- Driving a motor vehicle as authorized,
- Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tire pressure, e.t.c.
- Detecting and reporting malfunctioning of vehicle systems;
- Maintenance of work tickets for vehicles assigned;
- Ensuring security and safety for the vehicle on and off the road, safety of the passengers and/or goods therein;
- Maintaining cleanliness of the vehicle.

#### **Requirements for Appointment**

- Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized Institution,
- A valid driving license free from any current endorsement(s) for class (es) of vehicle(s) an officer is required to drive;
- Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- Passed Suitability Test for Driver Grade III;
- Passed Practical Test for Drivers conducted by the respective Ministry/Department;
- A valid Certificate of Good Conduct from the Kenya Police; and
- At least two (2) years driving experience.

### 2. DIRECTOR HUMAN RESOURCE MANAGEMENT JG "R" ONE (1) POST

#### **Duties and responsibilities**

- Develop, review, and ensure implementation of guidelines on the establishment and abolition of offices/posts in the Public Service;
- Develop, review, and ensure implementation of guidelines on the design of organizational structures in the Public Service;
- Carry out work load analysis to determine optimal staffing levels;
- Monitoring the implementation of organizational structures in the Public Service;
- Develop and harmonize the grading structures and nomenclatures in the Public Service;
- Establishment, maintenance and updating of Staff Establishment Database;
- Develop, review, interpret and ensure implementation of policies, rules, regulations, procedures and strategies on human resource management and development in the Public Service;
- Develop and implement a Human Resource Management and Development master plan for the Public Service;
- Oversee the development and training of Human resources in the Public Service;
- Management of the Public Service Internship Programme
- Promote harmonious industrial relations;

- Advise on terms and conditions including retirement benefits in the Public Service
- Initiate and coordinate research on market labour trends for the Public Service;
- Initiate research and develop strategies for best practices in human resource management and development;
- Establishing systems for hearing and determining appeals from County Government;
- Ensuring standards for the development and review of career progression guidelines are set and maintained;
- Making recommendations in respect of qualifications of officers in the Public Service;
- Advising on transition issues and relationships between the National and County governments;
- Advising on capacity building needs for County Governments;
- Develop, implement and review policy framework on uniform norms and Standards for the County Government.
- Develop and implement the Directorates annual work plans, budgets, and performance contract targets and staff performance appraisal.

### **Qualifications for appointment to this position**

- Master's degree in Human Resources Management, Business Management (HR Option), Labour relations, Industrial Relations, Public Administration, or other related fields;
- Bachelor's degree in Human Resource/Human Resource Management, Industrial Relations, Labour relations, Business Administration (HR option) or any other relevant qualification from a recognized institution;
- Higher National Diploma in Human Resources Management
- Certificate in Strategic Leadership Development Programme lasting not less than six weeks from a recognized institution;
- Should have Certified Human Resource Management Professionals (CHRP-K) Certificate
- Should be a Member of the Institute of Human Resource Management (IHRM).
- Certificate in computer application

### **Skills and Competencies**

- Proven leadership and management skills;
- Ability to think strategically;
- Attention to detail and accuracy;
- Communication, analytical and report writing skills;
- Networking and team management skills;
- Sound judgment and decision-making skills; and
- Creative and innovative skills.

### **Eligibility and how to apply**

- Details of the vacancies can be accessed at our website [www.muranga.go.ke](http://www.muranga.go.ke)
- Applicants should apply online using the link <https://psb.muranga.go.ke> on or before **4<sup>th</sup> November, 2026**.
- **ONLY** officers serving in Murang'a County Government are allowed to apply
- Any Form of Canvassing Shall Lead to Automatic Disqualification.
- Shortlisted candidates will be required to produce their Original Identity Cards, academic and professional certificates, testimonials and other relevant documents in Support of their applications.
- INCOMPLETE applications will not be considered.
- Only short-listed candidates will be contacted.

***“Murang'a County Government is an equal opportunity employer”***

