

COUNTY GOVERNMENT OF ISIOLO



COUNTY PUBLIC SERVICE BOARD

The Isiolo County Public Service Board invites applications for the following job vacancy:

ICPSB/2019/03: ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT (PAYROLL) J/G “P” (1) POST

Terms of Service: 3 Year Contract (Renewable)

Duties and Responsibilities

An officer at this level will be deployed at the payroll unit within the department of public service management. Specific duties and responsibilities:-

- i. Oversee and direct payroll procedures
- ii. Ensure compliance with applicable laws and payroll tax obligations
- iii. Supervise and coach payroll team
- iv. Develop systems to process payroll account transaction (e.g. salaries, benefits, deductions, taxes and third party payments).
- v. Coordinate timekeeping and payroll systems
- vi. Oversee processing of payroll changes (e.g. new hires, terminations) and system upgrades.
- vii. Ensure compliance with relevant laws and internal policies.
- viii. Liaise with auditors and manage payroll tax audit
- ix. Maintain accurate records and prepare reports.
- x. Resolve issues and answer payroll related questions.

REQUIREMENTS FOR APPOINTMENT

- i. Be in a possession of a bachelor’s degree in human resource management or in any of social science with a higher diploma in human resource management from recognized institution.
- ii. Master’s degree in human resource management.

- iii. Served for a minimum period of five (5) years in payroll management or in a comparable and relevant position in the public service.
- iv. Management course lasting not less than four (4) weeks.
- v. Be a member of the institute of human resource management.
- vi. Experience in integrated payroll and personnel database (IPPD) system is a must.

Other requirements:

Applicants must attach their CV and copies of the following documents:

- a. Academic and professional certificates and other testimonials
- b. Copy of national identity card
- c. Certificate of good conduct from CID
- d. Certificate from credit reference bureau
- e. Clearance from HELB
- f. Clearance from EACC
- g. Tax compliance certificate from KRA

How to Apply

Prospective candidates should download and fill a job application form provided on the website: www.icpsb.or.ke. Attach copies of updated CV, National Identity card, academic and professional certificates and other relevant testimonials to:

**The Secretary/CEO
County Public Service Board
P.O Box 224-60300
ISIOLO**

OR

Online application to: www.icpsb.or.ke

Applications **MUST** be received on or before **6th May 2019**. Only shortlisted candidates will be contacted.

County Government of Isiolo is an equal opportunity employer.