



## THE COUNTY GOVERNMENT OF TAITA TAVETA

### COUNTY PUBLIC SERVICE BOARD

The Taita Taveta County Public Service Board invites applications from suitable and qualified Kenyan citizens to fill the following vacant positions:

a) **DEPARTMENT OF ADMINISTRATION AND DEVOLUTION**

**1. SUB-COUNTY ADMINISTRATOR II /ASSITANT DIRECTOR OF ADMINISTRATION Job Group 'P' (4 POSTS)**

**TERMS OF SERVICE: PERMANENT AND PENSIONABLE**

**Requirements for appointment**

- Be a Kenyan citizen;
- Served in the grade of Senior Ward Administrator/Principal Administrative Officer JG N for at least three (3) years; or its equivalent for not less than ten (10) years;
- A Master's Degree or Post Graduate Diploma in any social science from recognized institution;
- Attended a strategic Leadership Development Programme from a recognized institution ;
- Show Merit and ability as reflected in work performance and results Have qualifications and knowledge in administration or management; and
- Satisfy the requirements of Chapter Six of the Constitution
- Women and the physically challenged are encouraged to apply

**Duties and Responsibilities**

- Coordinating the management and supervision of general administrative functions
- Developing policies and plans
- Ensuring Effective Service Delivery
- Coordinating developmental activities to empower the community
- Providing and maintaining infrastructure and facilities of public services
- Maintaining the County Public Service
- Facilitating and coordinating officers participation in the development of policies and plans and delivery of service; and
- Exercising any functions and powers delegated by the County Public Service Board.
- Any other function delegated by the Sub-County Administrator

**2. TOWN ADMINISTRATOR/ASSISTANT DIRECTOR OF ADMINISTRATION Job Group 'P' (2 POSTS)**

**TERMS OF SERVICE: PERMANENT AND PENSIONABLE**

**Requirements for appointment**

- Be a Kenyan citizen;
- Served in the grade of Senior Ward Administrator/Principal Administrative Officer JG N for at least three (3) years; or its equivalent for not less than ten (10) years;
- A Master's Degree or Post Graduate Diploma in any social science from recognized institution;
- Attended a strategic Leadership Development Programme from a recognized institution ;
- Show Merit and ability as reflected in work performance and results Have qualifications and knowledge in administration or management; and
- Satisfy the requirements of Chapter Six of the Constitution
- A Master's degree will be an added advantage

**3. SENIOR WARD ADMINISTRATIVE OFFICER /PRINCIPAL ADMINISTRATIVE OFFICER, JOB GROUP 'N' (4 POSTS)**

**TERMS: PERMANENT AND PENSIONABLE**

**Duties and Responsibilities**

**Field Administration**

- An officer at this level will be deployed to head a busy Ward, or to assist in the Sub county Administrators office.
- Work at this level will involve management of the welfare, training and discipline of field staff in the area of deployment particularly, Ward Administrators and Village administrators.
- Additional duties will include management of public resources and assets; co-ordination of official and state functions; overseeing implementation of development projects; and facilitation of the provision of other Government services to the citizens.
- The officer will also serve as Secretary to Sub County Development committee

**Office Administration**

- At the County/Sub county headquarters, an officer at this level will assist in the co-ordination of Government business; interpretation, review, dissemination and implementation of Government policies; initiation and management of development projects and programmes; co-ordination of disaster management and emergency response activities;
- responding to customer care issues and Assembly business; preparation of briefs; assisting in coordination of Public Service Reforms; preparation of Departmental briefs, policies and memos; coordinate compilation of annual reports; coordinate performance management and follow-up action on Government decisions and directives specific to the department.

**Requirements for Appointment**

- Served in the grade of Ward Administrative Officer I/ Principal Administrative Officer for at least three (3) years; or its equivalent
- a Bachelor's Degree in any Social Science or its equivalent qualification from a recognized Institution;
- Attended a Senior Management Course from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities will include:**

- Implementing the decisions and functions of the board;
- Overseeing the affairs of the town;

- Developing and adopting policies, plans, strategies and programmes;
- Maintaining a comprehensive database and information system of the administration and providing public access thereto upon payment of a nominal fee to be determined by the committee;
- Ensuring preparation and submission of the town annual budget estimates to the relevant County Treasury for consideration and submission to the County Assembly for approval as part of the annual County Appropriation Bill.
- Establish, implement and monitor performance management systems; and
- Perform such other functions as may be delegated by the Town Committee.

#### **4. WARD ADMINISTRATORS (20 POSTS) Job Group ‘L, M’**

##### **i. WARD ADMINISTRATIVE OFFICER II/SENIOR ADMINISTRATIVE OFFICER, JOB GROUP ‘L’**

##### **TERMS OF SERVICE: PERMANENT AND PENSIONABLE**

##### **Duties and Responsibilities**

##### **Field Administration**

- An officer at this level will be deployed in a Ward. He or she will be involved in planning and organizing security initiatives; coordination and organization of Government functions; mitigating disaster; countering terrorism; peace building initiatives and implementation of Government projects.
- The officer will be expected to have acquired diverse administrative skills to handle conflict resolution and deal with public complaints and customer care issues.

##### **Office Administration**

- An officer at this level will be deployed in a Department and will be expected to work under minimal supervision. He or she will be involved in co-ordination of Departmental activities including mitigating HIV/AIDS; initial action on policy document position and concept papers;
- Response to Assembly business;
- Intra and inter communication between departments
- Ensuring integrity and ethical conduct within the Department, overseeing staff and undertaking training needs assessment for support staff;
- Supervision of office operations, coordinate compilation of annual reports and coordinate performance management

##### **Requirements for Appointment**

##### **For appointment to this grade, an officer must have: -**

- Served in the grade of Ward Administrative Officer III/Senior Administrative officer for a minimum of three (3) years; or its equivalent
- Bachelor’s Degree in any Social Science or its equivalent qualification from a recognized Institution; OR with a diploma in social sciences and served as an administrator for a minimum period of 3 years
- Attended a Supervisory Management Course
- Shown merit and ability as reflected in work performance and results

##### **(i) WARD ADMINISTRATIVE OFFICER I/ CHIEF ADMINISTRATIVE OFFICER, JOB GROUP ‘M’**

##### **Duties and Responsibilities**

##### **Field Administration**

- A Ward Administrative Officer I will be deployed to head a busy Ward with complex socio-economic and political activities and is expected to work with minimal supervision.

- The officer may also be deployed at the Sub county s Office.
- Planning and organizing security initiatives; coordination and organization of County Government functions; mitigating disaster; countering terrorism; peace building initiatives and implementation of Government projects.
- The officer will be expected to handle conflict resolution and deal with public complaints and customer care issues.

#### **Office Administration**

- An officer at this level may be deployed at the Department headquarters to undertake the following duties: co-ordination of departmental activities
- Response to assembly business;
- Inter and intra communication between departments
- Assist in ensuring integrity and ethical conduct within the ministry
- Undertaking training needs assessment for support staff and supervision of office operations.

#### **(b) Requirements for Appointment**

- served in the grade of Ward Administrative Officer II/ Senior Administrative Officer for at least three (3) years; or its equivalent a Bachelor's Degree in any Social Science or its equivalent qualification from a recognized Institution; ; OR a diploma in social sciences and served as a Ward Administrative Officer II/Senior Administrative Officer, JG 'L' for a minimum period of 3 years ; or its equivalent.
- attained a supervisory management course; and (proof of attendance of induction course
- Shown merit and ability as reflected in work performance and results.

### **5. SENIOR ASSISTANT OFFICE ADMINISTRATOR JG L (15 POSTS)**

#### **TERMS: PERMANENT AND PENSIONABLE**

#### **Duties and Responsibility**

- Taking oral dictation, managing e-office, word and data processing, Operating office equipment and maintaining office diary;
- Appointment and travel itineraries, attending to visitors /clients, ensuring security of office records, equipment and documents including classified materials
- Maintaining an up to date filing system in the office, establishing and monitoring procedures for record keeping of correspondence and file movements and preparing responses to simple routine correspondences;
- Managing petty cash, ensuring security, integrity and confidentiality of data

#### **Requirement for Appointment**

- Served in the grade of assistant office administrator 1 or senior office administrative assistant for a minimum period of three (3) years;
- Diploma in Secretarial from Kenya national examination council
- Or
- Business education single and group certificates (BES &GC) Stages 1, 11 and 111 from the Kenya national examinations council in the following subjects: Shorthand (minimum 110 p.m.), typing 111( 50 p.m.) computerised document processing 111, Business English 111/Communications 11, Office practise 11, Commerce 11, Office management 111/office administration and management 111 and Secretarial duties 11
- Certificate in public relations and customer care course lasting not less than two (2) weeks from the Kenya school of Government or any other recognized institution ;
- Certificate in computer Applications from a recognized institution; and
- Shown merit and ability as reflected in work performance and results

#### **b) DEPARTMENT OF TOURISM,ENVIRONMENT & NATURAL RESOURCES DEPARTMENT POSITIONS**

## **1. FORESTER 1 –JG J (4 Post)**

**TERM: 3 YEARS RENEWABLE CONTRACT**

### **Duties and Responsibilities**

- He/she will report to Principal Forest Officer and be responsible for forest conservation, protection and management which include :- Planning, budgeting and monitoring of all activities in the station, implementation of management plans of the stations, seedling production, planting and maintenance of plantations
- Maintenance of roads and other infrastructure
- Maintenance of station records, safety custody of equipment, stores and accountable documents
- Coordinating forest protection activities at the station level, revenue collection and management of human resource at the station level.

### **Requirement for Appointment**

- Served in the grade of forester 11 at JG H for at least three (3) years.
  - Diploma in any of the following disciplines, Environmental sciences; Geography and Natural Resource Management; Climate change and development, Earth Sciences; Environmental conservation and Natural Resource Management; Disaster management and sustainable development; Environmental Science; Natural Resource management; Integrated forest resource management; Agroforestry and rural development or any other relevant and equivalent qualification from a recognized university.
  - A forest manager's course lasting not less than two (2) weeks from a recognised institution.
  - Show merit and ability as reflected in work performance and results.
- OR
- Bachelor Degree in any of the following disciplines, Environmental sciences; Geography and Natural Resource Management; Climate change and development, Earth Sciences; Environmental conservation and Natural Resource Management; Disaster management and sustainable development; Environmental Science; Natural Resource management; Integrated forest resource management; Agroforestry and rural development or any other relevant and equivalent qualification from a recognized university.
  - Certificate in computer applications from a recognized institution.
  - Knowledge of relevant legislations and policies relating to Natural Resource Management
  - Proficient in statistical data analysis and processing software
  - Be conversant with constitution of Kenya and Devolution laws.
  - Certificate in computer applications from a recognized institution;
  - Shown merit and ability as reflected in work performance and results.

## **2. PRINCIPAL FOREST OFFICER, JG 'N' (1 Post)**

**TERMS: 3 YEARS RENEWABLE CONTRACT**

### **Duties and Responsibilities**

- Implementation and coordination of County forestry programs and projects at the sub-county level.
- Implementation and evaluation of strategic plans on forest management and conservation at the sub-county level.
- Offering advisory and farm extension services to community based forest associations at the sub-county level.
- Planning and supervision of forestry projects and programs at the sub-county level.
- Interpretation and implementation of National and County forest policies and laws at the sub-county level.
- Liaising with local and regional state and non-state agencies, research institutions and conservation organizations on County forestry concerns.

### **Requirements for appointment**

- Be a Kenyan citizen.

- Bachelor Degree in any of the following disciplines, Environmental sciences; Geography and Natural Resource Management; Climate change and development, Earth Sciences; Environmental conservation and Natural Resource Management; Disaster management and sustainable development; Environmental Science; Natural Resource management; Integrated forest resource management; Agroforestry and rural development or any other relevant and equivalent qualification from a recognized university.
- Must have served as a Chief Forest officer or in a comparable position of not less than four (3) years in the field relevant to the portfolio of the department of Natural Resources OR equivalent
- Good administration, organization and analytic skills.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.
- Certificate in Computer application from a recognised institution
- Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution

### **3. PRINCIPAL TOURISM OFFICER (1 POST), JG ‘N’ TERMS: PERMANENT AND PENSIONABLE**

#### **Duties and Responsibilities**

- Providing guidelines for tourism products development
- Providing advice for development of small and medium Tourism Enterprises (SMTE’S) and community based tourism projects
- Preparing proposals for tourism promotion and marketing, undertaking research and tourism intelligence surveys;
- Providing technical advice on issues related to tourism
- Supervising activities on domestic tourism promotion
- Liaising with tourism stakeholders on issues related to tourism; analysing reports on tourism facilities and service providers
- Implementing bilateral and multilateral agreements and protocols in tourism sector; and supervising placement of tourist signage’s.

#### **Requirement for Appointment**

- Served in the grade of Chief Tourism Officer, for a minimum period of three (3) years;
- Bachelor Degree in either Tourism Management; tourism and hospitality; Eco-tourism, Hotel and Institutional Management and Information Technology; Travel and Tour Operations Management; International Tourism Hospitality Management; Travel and Tourism Management; Hotel and Hospitality Management; Hotel and Hospitality Management; or its equivalent qualification from a recognised institution; and

Or

- Bachelor Degree in any of the following disciplines: - Environmental studies, sociology, Geography, Business Administration, Commerce (Marketing option), international Relations from a recognised institution.
- Certificate in senior management course lasting not less than four (4) weeks from a recognized institution;
- Certificate in computer applications from a recognized institution; and
- Show merit and ability as reflected in work performance and results

### **4. CLERICAL OFFICER I (1 POST), JOB GROUP ‘G’ TERMS: PERMANENT AND PENSIONABLE**

#### **Duties and Responsibilities**

- Duties and responsibilities at this level will entail compiling statistical records;
- Sorting out letters and filing them, dispatching letters and maintaining an efficient

- Filing system
- Processing appointments, promotions, discipline cases, transfers and
- Other related duties in human resource management;
- Preparing payment vouchers;
- Computation of financial or statistical records based on routine or special sources
- of information
- Compiling data and drafting simple letters.

### **Requirements for Appointment**

- Have served in the grade of Clerical Officer II for a minimum period of three (3) years;
- Have passed the Proficiency Examination for Clerical Officers; and
- Be proficient in computer applications

### **c) DEPARTMENT OF INDUSTRIALIZATION, ICT, ENERGY AND RESEARCH**

#### **1. INFORMATION COMMUNICATION TECHNOLOGY OFFICER III (5 POST), JOBGROUP 'H'**

**TERMS: PERMANENT AND PENSIONABLE**

#### **Duties and Responsibilities**

- This level will include writing and testing simple computer programs according
- Instructions and specifications
- Assisting in the implementation of the computer
- Systems
- Providing user support and training of users
- Repairs and maintenance of ICT
- Equipment and associated peripherals
- Monitoring the performance of ICT equipment's
- Reporting any faults for further action.

#### **(b) Requirements for Appointment**

- For appointment to this grade a candidates must have Kenya Certificate of Secondary Education mean grade C plain with at least C- In mathematics and English /Kiswahili or its approved equivalent
- Diploma in any of the following fields: Computer Science, Electrical/
  - Electronics engineering or its equivalent qualification from a recognised
  - Institution

#### **2. CLERICAL OFFICER I (1 POST), JOB GROUP 'G'**

**TERMS: PERMANENT AND PENSIONABLE**

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

- Compiling statistical records;
- Sorting out letters and filing them, dispatching letters and maintaining an efficient
- Filing system
- Processing appointments, promotions, discipline cases, transfers and other related duties in human resource management
- Preparing payment vouchers
- Computation of financial or statistical records based on routine or special sources
- of information
- Compiling data and drafting simple letters.

#### **(b) Requirements for Appointment**

- Have served in the grade of Clerical Officer II for a minimum period of

three (3) years;

- Have passed the Proficiency Examination for Clerical Officers; and
- Be proficient in computer applications

### **3. CHIEF ENERGY OFFICER JG M (1 POST)**

#### **TERMS: 3 YEARS RENEWABLE CONTRACT**

##### **a) Requirements for Appointment**

- Bachelor of Science Degree in any of the following disciplines: Energy, Chemistry, Biochemistry, Forestry, Agriculture, Environmental sciences OR Bachelor of Science/Bachelor of Technology Degree in Mechanical/Chemical/Electrical/Energy Engineering or equivalent qualifications from a recognized institution.
- Master's Degree in any of the above disciplines will be an added advantage
- Where applicable, Registration by Professional bodies and possession of a current practicing license
- Experience in the field of renewable energy development for a period of not less than 10 years
- Management course lasting not less than four (4) weeks from a recognized institution.

##### **b) Duties and Responsibilities.**

- Project liaison person for the KOSAP project during the project implementation. The Chief Renewable Energy officer will work under the guidance of the PCU Project Coordinator and the County Executive for Energy and will be responsible for organizing the county working group meetings.
- Defining, in consultation with the County Working group and the PCU Project Coordinator, the project areas based on technical and policy development priorities;
- Resolving in consultation with the County Working group and the PCU Project Coordinator, challenges requiring high level intervention facing the project;
- Monitoring the implementation of the Project in consultation the County Working group and the PCU Project Coordinator;
- Consolidating information on progress of implementation and evaluating the project.
- Promote the development, production, conservation and utilization of renewable energy;
- Monitoring, supervision and evaluation of renewable energy, energy efficiency and conservation projects
- Coordination of research in renewable energy
- Promotion of development of appropriate local capacity for the manufacture, installation, maintenance and operation of renewable technologies
- Development and promotion of off-grid and decentralized electrical systems and hybrids
- Coordination and administration of outreach and knowledge management on renewable energy technologies
- Promotion of Private Sector participation in development of renewable energy initiatives;

##### **d) DEPARTMENT OF LANDS AND MINING**

### **1. GEMOLOGIST OFFICER –AT JOB GROUP K (2 POSTS)**

#### **TERMS OF SERVICE – 2 YEARS RENEWABLE CONTRACT**

##### **Requirements**

- Post graduate professional diploma in gemmology or a related field.
- Possess a degree in mining engineering or a related field.
- MUST have served Job Group 'J' in the same capacity for a period of not less than one year.
- Strong computer skills.
- Excellent in written and verbal communications.



- MUST satisfy the requirements of chapter Six (6) of the constitution of Kenya.

#### **DUTIES AND RESPONSIBILITIES.**

- Advising on proper and safe mining methods and enforce laws on land reclamation measures.
- Gemstone testing and identification by their gemmological names at a fee.
- Collaborate with gemstone dealers and organize gem market days at a fee.
- Conducting county gem survey and identify gemstone potential areas in the county through geo mapping.
- Research on gem market overseas, brand our produce and lure international dealers.
- Supervision/monitoring of the county compressors, thermo analyser and other public equipment.
- Ensuring safety for equipment and other facilities provided, ensuring that they are in good working condition.
- Educate miners on sound mining practices and environmental conservation.
- Act as a link on the mining matters of Taita Taveta county to national government departments , local communities and NGOs
- Carryout an inventory of all mining activities in the county.
- Prepare a database of all mine sites and types of minerals sought.

### **2. ASSISTANT GEMOLOGIST OFFICER AT JOB GROUP J– (2 POSTS)**

#### **TERMS OF SERVICE – 2 YEARS RENEWABLE CONTRACT**

##### **Requirements**

- Professional diploma in gemmology or a related field.
- Possess a prior diploma in any engineering field.
- MUST have served Job Group ‘H’ in the same capacity for a period of not less than one year.
- Strong computer skills.
- Excellent in written and verbal communications.
- MUST satisfy the requirements of chapter Six (6) of the constitution of Kenya.

#### **DUTIES AND RESPONSIBILITIES.**

- Advising on the requirements and scrutinizing of those who are eligible for mining consents.
- Creating awareness of importance of mining licensing.
- Urge miners and all stakeholders in the mining industry to donate gem samples ready for the gemmology centre and gem cutting centre.
- Assisting in opening up of county gemstone show room and showcasing our lapidary work at business conferences.
- Educate the miners on sound mining practices and environmental conservation.
- Organize seminars, events, conferences and exhibitions related to mines and minerals.
- Take the lead in mobilizing and consolidating local groups and individuals in the region to facilitate their participation and contribution to the county.
- To build capacity to local miners and value add mineral products.
- To empower local artisans in mineral processing and marketing gemstones and other natural resources.
- To carry out an inventory in all mining activities in the county.
- To ensure proper, safe and healthy mining practices in the county.

### **e) DEPARTMENT OF FINANCE AND PLANNING**

#### **1. SUPPLY CHAIN MANAGEMENT OFFICER I, JOB GROUP ‘K’ (4 POSTS)**

##### **TERMS: PERMANENT AND PENSIONABLE**

##### **Duties and Responsibilities**

- Help oversee the Supply Chain Management function in Supply Chain Management unit within a Ministry/Department.

- Duties and Responsibilities will include processing of agenda for the tender committees and assisting in implementation of decisions.

### **Requirement for Appointment**

- served in the grade of Supply Chain Management Officer 11 or in a
- Comparable and relevant position in the Public Service for period
- Of three (3) years;
- A Bachelor's Degree in any of the following;-Commerce, Business
- Administration; Economics, Procurement and Supplies Management,
- Marketing or their equivalent qualification from a recognized institution; and
- Member of KISM
- Shown merit and ability as reflected in work performance and results.

## **2. DIRECTOR – ACCOUNTING SERVICES JG R**

### **TERMS: 3 YEARS CONTRACT CONTRACT**

#### **Duties and Responsibilities**

- Head a division where duties will entail reviewing the applications of accounting standards and systems including IFMIS and recommending changes and improvements; Attending Public Accounts Committee hearings as necessary
- Overseeing cash management and exchequer operations both for expenditure and revenue in liaison with the Central Bank of Kenya and other banks, Monitoring banking arrangements in the department under their division, drafting and revising regulations for new and existing funds respectively;
- Monitoring and ensuring timely production of management and stationary financial reports including the bi-annual accounts; monitoring data management for department under their division for IFMIS and other systems in liaison with Government Information Technology Services (GITS) Department, reviewing and investigating losses including making recommendations for write-offs requested by Department;
- Follow up with Heads of Accounting Units (HAU) on non-compliance with standards, circulars, financial regulations and procedures, letters and instructions;
- Ensure safe custody of government assets and records under him/her, supervision, training, development and deployment of accounts staff in the unit.
- In an Accounting Unit, an officer at this level will be responsible to the Accounting officer of the respective department for planning, organizing, coordinating and administration of all accounting activities within the accounting unit;
- Acting as liaison officer between the accounting unit and the Chief Officer Finance and Planning; provision of advisory services to the Accounting officer and other stakeholders on all financial and accounting Matters in an accounting unit;
- Ensuring proper interpretation and Implementation of financial regulations and procedures, treasury circulars, Letters and instructions; developing supplementary financial regulations and Procedures to enhance internal controls established through normal treasury Regulations and procedures;
- Provision of quality and timely accounting Services in the accounting unit including maintenance of accurate accounting
- Records and preparation of management and statutory financial reports
- Ensuring conformity to the law; participate fully in department committees'
- Especially tender, planning, audit, training, etc.
- Authorizing payments, sign, Cheques, identify suitable cheques signatories and set limits as appropriate;
- Maintain an inventory on all bank accounts in the accounting unit and their
- Approved signatories including all Units;
- ensuring safe custody of government assets and records; attending Public Accounts Committee hearings; and
- Supervision, training, development and deployment of accounts staff in the

- Unit.

**(d) Requirements for Appointment**

- Relevant working experience of ten (10) years in the Accounting, Audit or Financial field; or Served in the grade of Deputy Director, Job Group ‘Q’ or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- Passed Part III of Certified Public Accountant (CPA) Examination or its
- Recognized equivalent.
- Master’s degree in any of the following disciplines: - Accounting, Finance, Business Administration, Commerce or their relevant equivalent qualification from an approved institution.
- Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB)
- Must have attended a course in Strategic Leadership
- Shown merit and ability as reflected in work performance and results.
- In addition to the above requirements, an officer must have the following key

**RE-ADVERTISEMENT**

**3. POSITION: DIRECTOR OF BUDGET AND EXPENDITURE JOB GROUP ‘R’**

**NUMBER OF POSTS: ONE (1)**

**TERMS OF SERVICE: 3 YEARS RENEWABLE CONTRACT**

**Overall Responsibility**

The Officer will be the Head of County Budgeting Function Policy Unit and will be responsible to the Chief Officer Finance and Planning for the efficient management of Budget Policy Services at the County.

**Duties and Responsibilities will include:**

- Consolidating and prioritizing areas for allocation of public resources for the County.
- Identifying programmes at the County and consolidating programs at the sub-county level for inclusion in the programme based budget.
- Issuing guidelines of the budget process to be followed by all County Government Entities;
- Preparing and submitting the County Budget Fiscal Strategy Paper (CFSP) in line with the County objectives in the Budget Policy Strategy to the County Executive.
- Preparing and submitting the County Budget Review and Outlook Paper (CBROP)
- Publishing and publicizing the CFSP and CBROP
- Preparing and submitting the relevant draft bills to the County Assembly
- Ensuring the systems in place are adopted and used as required
- Coordinating allocation of resources among sectors through the sector process
- Providing leadership on budget management in the county
- Taking charge of matters pertaining to the budget including preparation, printing and submission of the estimates to County Assembly
- Undertaking capacity building of staff at the County level
- Advising the County Secretary on Budget Management, and
- Assessing the risks involved in new and existing budget policies

**Requirements for Appointment**

- Served in the grade of Deputy Director of Budget and Expenditure Job Group ‘Q’ for a minimum period of three (3) Years or comparable and relevant position in the Public Service or relevant working experience of not less than five years in a comparable relevant position in the private sector.
- Bachelor Degree in Finance, Accounting, Business Administration, Commerce, or in a relevant equivalent.
- Must be a holder of CPA (K)
- Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Association of Certified Fraud Examiners (IFE).
- A Master’s Degree with a bias in Accounting or Finance will be an added advantage

- Have very good Microsoft Excel and IFMIS management skill.
- Must have attended a course in Strategic Leadership

#### **RE-ADVERTISEMENT**

**4. POSITION: DIRECTOR OF SUPPLY CHAIN MANAGEMENT JOB GROUP `R`**

**NUMBER OF POSTS: ONE (1)**

**TERMS OF SERVICE: 3 YEARS RENEWABLE CONTRACT**

#### **Overall Responsibility:**

The Officer will head the Supply Chain Management unit and will be responsible to the Chief Officer Finance for the efficient management of Supply Chain Management Service

#### **Duties and Responsibilities will include:**

- Policy implementation and interpretation on supply chain management;
- Advising the Chief Officer Finance on matters of Supply Chain management policy and management;
- Providing guidance in overall supply chain management policy and management;
- Issuing administrative guidelines on implementation and interpretation of the Act, Regulations and other statutes;
- Introducing modern inventory management techniques and approaches;
- Implementing e-government procurement strategies;
- Interpreting international trade agreements/policies related to procurement;
- Providing overall guidance of framework and consortium buying; providing guidance on public private partnerships and concessioning in infrastructure and specialized services;
- Providing guidance on county government asset management;
- Implementing inventory management information system;
- Providing guidance on procurement policies and procedures;
- Liaising with other finance management functions on the issues of procurement;
- Providing overall guidance on contract design and management;
- Providing overall guidance on disposal of County government inventory and other assets;
- Undertake capacity building of staff at County level;
- Advising on quality assurance of goods, works and services
- Management, training in and development of County Supply Chain personnel;
- Representing the Chief Officer Finance in relevant procurement matters.
- Ensuring the attainment of the objectives outlined in the Public Procurement and Disposal Act, 2005, including promotion of local industry economic development;

#### **Requirements for Appointment**

- Served in the grade of Senior Assistant Director of Supply Chain Management Job Group `Q` for a minimum period of three (3) Years or comparable and relevant position in the Public Service or relevant working experience of not less than five years in a comparable relevant position in the Private sector.
- Have a Bachelor`s degree in, Procurement and Supplies Management, from a recognized university.
- Must be registered with the relevant professional body
- Must have attended a course in Strategic Leadership
- Have very good Microsoft Excel and IFMIS management skills.

#### **RE-ADVERTISEMENT**

**5. POSITION: DIRECTOR OF INTERNAL AUDIT JOB GROUP R**

**NUMBER OF POSTS: ONE (1)**

**TERMS OF SERVICE: 3 YEARS RENEWABLE CONTRACT**

### **Overall Responsibility**

The officer will be the head of Internal Audit and will be responsible to the Chief Officer Finance for the efficient management of Internal Audit Services in the County

**Duties and Responsibilities** will include:

- Planning, organizing, directing, coordinating and controlling of Internal Audit Services;
- Playing a key role in maintain a strong control environment and supporting initiatives that improve performance;
- Undertaking capacity building for staff at the County level;
- Establishing the risk based audit plans consistent with County objectives;
- Developing leading capabilities in terms of resources methodology and technology and
- Communicating plans of engagement and resource requirements for internal audit functions.

### **Requirements for Appointment**

- Served in the grade of Deputy Director of Audit Job Group `Q` for a minimum period of three (3) Years or comparable and relevant position in the Public Service or relevant working experience of not less than five years in a comparable relevant position in the Private sector.
- A Bachelor's Degree in Finance, Accounting, Business Administration, Commerce or in a relevant equivalent.
- Be a holder of CPA (K) or its recognized equivalent.
- Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Association of Certified Fraud Examiners (IFE).
- Must have attended a course in Strategic Leadership.
- A Master's Degree with a bias in Accounting or Finance will be an added advantage.
- Have very good Microsoft Excel and IFMIS management skills.

## **f) DEPARTMENT OF EDUCATION & LIBRARIES**

### **1. ECDE TEACHER I JG G (77 posts)**

**TERMS: PERMANENT AND PENSIONABLE**

#### **Requirements for Appointment**

- Be a Kenyan Citizen
- Be a holder of at least a certificate in Early Childhood Development and Education from a recognized institution.
- A diploma in the relevant field applied for will be an added advantage.
- Registered with TSC
- Satisfy the requirements of Chapter six of the Constitution.
- Have knowledge experience and a distinguished career related to ECDE of not less than three (3) years.

#### **Duties and Responsibilities.**

- Provide enabling environment for the child growth and development.
- Provide primary care, health and nutrition to children under their care.
- Manage the ECDE centres facilities and undertake enrolment of children in the centres.
- Use schemes of work, lesson plan and learning materials to ensure quality teaching and learning.
- Teach both academic and co-curriculum activities to ensure safety and welfare of children at the center.
- Provide early stimulation for future development of a child.
- Ensure early identification of disabilities, assessment and intervention.

### **2. ECDE TEACHER II JG F (200 posts)**

## **TERMS: PERMANENT AND PENSIONABLE**

### **Requirements for Appointment**

- Be a Kenyan Citizen
- Be a holder of at least a certificate in Early Childhood Development and Education/Montessori from a recognized institution.
- A diploma in the relevant field applied for will be an added advantage
- Registered with Teacher Service Commission (TSC)
- Must be working in the County Government as an ECDE teacher.
- Satisfy the requirements of Chapter six of the Constitution.
- Have knowledge experience and a distinguished career related to ECDE of not less than three (3) years.

### **Duties and Responsibilities**

- Provide enabling environment for the child growth and development.
- Provide primary care, health and nutrition to children under their care.
- Manage the ECDE centres facilities and undertake enrolment of children in the centres.
- Use schemes of work, lesson plan and learning materials to ensure quality teaching and learning.
- Teach both academic and co-curriculum activities to ensure safety and welfare of children at the center.
- Provide early stimulation for future development of a child.
- Ensure early identification of disabilities, assessment and intervention.

## **3. SENIOR YOUTH TRAINING OFFICER, JOB GROUP 'L' (2 posts)**

### **TERMS: PERMANENT AND PENSIONABLE**

#### **Duties and responsibilities.**

- Develop the capacity of BOG to provide effective management
- Coordinate and supervision of curriculum implementation
- Ensure appointment of BOG's is in line with laid regulations
- To establish framework for trainees to be attached in industries to gain hands on skills
- Initiate and monitor IGAS progress
- Initiate and coordinate co-curricular activities
- Ensuring County selection of youth polytechnics trainees
- Engineer development of youth polytechnic fee structure
- Collection ,compiling and developing monthly reports
- Create community mobilization, awareness and sensitization
- Appraise youth polytechnic managers

#### **Requirement for appointment**

- Be a Kenyan Citizen
- Served in the grade of youth Training Officer for a period of three (3) years
- Be a holder of bachelor's degree in any of the following disciplines: Education or Technology Education from a recognized institution, OR Bachelor's degree in Science /Arts with a post Graduate Diploma in Education from a recognized institution from a recognized institute
- Satisfy the requirements of Chapter six of the Constitution.
- Demonstrated a high degree of administrative and professional competence.
- Certificate in computer application from a recognized institution.
- Any other related course will be an added advantage

## **4. CHIEF YOUTH TRAINING OFFICER, JOB GROUP 'M' (1 POST)**

### **TERMS: PERMANENT AND PENSIONABLE**

### **Duties and responsibilities.**

- Develop the capacity of BOG to provide effective management
- Coordinate and supervision of curriculum implementation
- Ensure appointment of BOG's is in line with laid regulations
- To establish framework for trainees to be attached in industries to gain hands on skills
- Initiate and monitor IGAS progress
- Initiate and coordinate co-curricular activities
- Ensuring County selection of youth polytechnics trainees
- Engineer development of youth polytechnic fee structure
- Collection ,compiling and developing monthly reports
- Create community mobilization, awareness and sensitization
- Appraise youth polytechnic managers

### **b) Requirement for appointment**

- Be a Kenyan Citizen
- Served in the grade of Senior youth Training Officer for a period of three (3) years
- Be a holder of bachelor's degree in any of the following disciplines: Education or Technology Education from a recognized institution, OR Bachelor's degree in Science /Arts with a post Graduate Diploma in Education from a recognized institution in any trade area
- Satisfy the requirements of Chapter six of the Constitution.
- Demonstrated a high degree of administrative and professional competence.
- Certificate in computer application from a recognized institution.
- Any other related course will be an added advantage

## **5. CHIEF ECDE OFFICER/SENIOR PROGRAMME OFFICER JG N (1 POST) TERMS: PERMANENT AND PENSIONABLE**

### **Requirements for Appointment**

- Be a Kenyan Citizen
- Be a holder of a Degree in Early Childhood Development and Education.
- Satisfy the requirements of Chapter six of the Constitution.
- Served in the grade of programme officer 1 job group M for minimum period of three years.
- Show exemplary leadership and management skills in ECDE programmes
- Previous experience in similar work is an added advantage.
- Any other relevant course will be an added advantage.

### **Duties and Responsibilities.**

- designing and developing play/learning materials and facilitating play/learning activities that will enable children enjoy living and learning through play in ECDE Centers;
- Mobilizing the community, education fraternity, and other government and non-government organizations on ECDE programmes.
- Coordinating workshops, seminars and general meetings for ECDE teachers in respective Sub counties with other stake holders.
- Participating in ECDE curricula and materials development panels in conjunction with KIE maintaining professional records
- coordinating of the feeding programme for the holistic development of the ECDE children in the county
- Participating in standards assessment in conjunction with Quality Assurance section on the implementation of ECDE curricula in schools.
- Conducting awareness meetings on the importance of the welfare of the staff
- Coordinating and ensuring participation of ECDE children in co-curricular activities for their holistic development.

## **6. ECDE CAREGIVER JG E (83 POSTS)**

### **TERM: PERMANENT AND PENSIONABLE**

#### **Requirements for Appointment**

- Be a Kenyan Citizen
- Be a holder of certificate of Primary Education (CPE) OR Kenya Certificate of Primary Education (KCPE)
- Must be working in the County Government as ECDE caregivers.

#### **Duties and Responsibilities.**

- Provide enabling environment for the child growth and development.
- Provide primary care, health and nutrition to children under their care.
- Manage the ECDE centres facilities and undertake enrolment of children in the centres.
- Use schemes of work, lesson plan and learning materials to ensure quality teaching and learning.
- Teach both academic and co-curriculum activities to ensure safety and welfare of children at the center.
- Provide early stimulation for future development of a child.
- Ensure early identification of disabilities, assessment and intervention.

## **g) DEPARTMENT OF HEALTH SERVICES**

### **RE-ADVERTISEMENT**

#### **1. HEALTH ADMINISTRATIVE OFFICER JG K (2 POSTS)**

### **PERMANENT AND PENSIONABLE**

#### **REQUIREMENT**

- Kenyan citizen
- Served in the grade of a health administrative office 11 or in a comparable position for a minimum period of three (3) years
- Bachelor degree in any of the following social sciences : -  
Government, Anthropology, Sociology, Public Administration, Business Administration, Commerce, Economics or Law from a recognized university
- Show merit and ability as reflected in work performance and results

#### **Duties and Responsibility**

- Overseeing procurement
- Provision and maintenance of facilities
- Preparation of budgets and sound management of budgetary allocation
- Revenue collection
- Overseeing welfare of staff and patients and ensuring their security
- General upkeep of the hospital

### **RE-ADVERTISEMENT**

#### **2. SUPPLY CHAIN MANAGEMENT ASSISTANT 111 JG H (3 POST)**

### **PERMANENT AND PENSIONABLE**



### **Duties and Responsibility**

- Issuing and receiving Stores
- Assisting in stock taking
- Reconciliation
- Preparation and maintenance of records
- .

### **REQUIREMENT**

- Must be a Kenyan citizen
- Kenya Certificate of Secondary Education (KCSE) mean. Grade C- (minus) with a minimum of C- in -Mathematics. And English or Kiswahili or its equivalent qualification from a recognized Institution: and
- A Diploma in Supplies Management from a recognized institute or Dip in (CIPS) in supply management OR equivalent
- Member of KISM

### **RE-ADVERTISEMENT**

#### **3. REGISTERED CLINICAL OFFICER – ANAESTHESIA JG L (3 POSTS)**

### **PERMANENT AND PENSIONABLE**

### **Duties and Responsibility**

- Preventive, Curative and promotive activities at all levels of the health facilities that includes counselling, History taking, examination, diagnosing and treatment of patients/Clients
- Conducting anaesthetic duties and attending to emergencies
- Implementation of community health care activities in liaison with other health workers
- Collecting and compiling clinical data and referrals of patients/clients

### **REQUIREMENT**

- Must be a Kenyan citizen
- Diploma/Bachelors in clinical medicine and surgery, clinical medicine and community health from a recognized institute
- In addition, Higher National Diploma in Anaesthesia
- A minimum of 1 years' experience in a busy hospital.
- Satisfy the requirements of chapter six of the Constitution of Kenya
- Certificate of registration from clinical officers' council
- Satisfy the requirements of chapter six of the constitution of Kenya

Note: Applicants are required to obtain the following documents from the relevant institutions to meet requirements of chapter six of the Constitution of Kenya

- Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- Clearance Certificate from Higher Education Loans Board (HELB)
- Clearance Certificate from Ethics and Anti – Corruption Commission (EACC)
- Certificate of Good Conduct from Criminal Investigation Department (CID)
- Credit Reference Bureau clearance (CRB)

Copies of the clearance certificates **must** be attached to the applications.

Those who are currently working with county government and are interested are encouraged to apply. Canvassing will lead to automatic disqualification. The County Government is an equal opportunity employer. Youth, women and persons living with disabilities are encouraged to apply

#### **HOW TO APPLY**

All applications together with copies of detailed curriculum vitae, Academic and Professional certificates, testimonials and references, National Identity Card or Passport and clearance certificates should be submitted in a sealed envelope clearly marked on the left side the position you are applying and addressed to:

**The Secretary,  
County Public Service Board,  
Private Bag,  
Voi.**

#### **Important information to all Candidates**

- The applications should reach the Board Secretary on or before **3<sup>rd</sup> October,2017**
- Only shortlisted candidates will be contacted
- Shortlisted candidates shall be required to produce their Originals of National Identity Cards, Certificates, Testimonials and **CHAPTER SIX** requirement during interview.

**SECRETARY/CEO  
COUNTY PUBLIC SERVICE BOARD**

**Dated Tuesday 19<sup>th</sup> September 2017**