



THE COUNTY GOVERNMENT OF TAITA TAVETA

COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT

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

VACANCIES IN THE COUNTY DEPARTMENT OF TRADE, CO-OPERATIVE DEVELOPMENT, GENDER & SOCIAL SERVICES

1. CPSB/TTC/093/2018

POSITION: DIRECTOR TRADE JOB GROUP R

Number of Posts: One (1)

Terms of Service: Four (4) Years Contract

Remuneration: As per the Salaries & Remunerations Commission Guidelines

Requirements for appointment

- Must be a Kenyan citizen
- Served in the grade of a Deputy Director of Trade Job Group Q for at least 3 years, or have relevant knowledge /experience and a distinguished career in trade of not less than 7 years, of which 3 years should be at a Senior Managerial position.
- Be a holder of a Bachelor's Degree in the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Business Management, Business and Information Technology Entrepreneurship, Trade Law, Economics or international Trade/ Business/ Relations from recognized institution.
- Master's degree in any of the following disciplines, Commerce, Marketing, Business Administration, Business and Information Technology Entrepreneurship, Trade Law, Economics or international Trade/ Business/Relations from a recognised institution.
- Certificate in Strategic Leadership Development programme lasting not less than six weeks from a recognised institution or a comparable Managerial Training from a recognized institution.
- Demonstrate a thorough understanding of national goals policies and development objectives and ability to translate them into trade development programmes/projects.
- Certificate in computer applications from a recognized institution.
- Satisfy the requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

Duties and responsibilities:

An officer at this level will be deployed at the County Department Headquarter.
Duties and responsibilities at this level will entail:

- Formulating and overseeing implementation of domestic policies, assessing the impact of regional and multilateral policies on trade and investment activities.
- Analysing trade policy and the impact or regulatory instruments on the business environment,
- Overseeing trade and investment promotions activities through trade fairs and exhibitions.
- Facilitating the growth, development and graduation of Micro Small and Medium Enterprises (MSEMs) directing policies, strategies and programmes on E-commerce, and overseeing the establishment of business information and solution centres.
- Participating and organizing trade interactive forums, promoting entrepreneurial venture creation and growth, facilitating the growth and development of small and medium enterprises (MSME's)

2. CPSB/TTC/094/2018

POSITION: DIRECTOR EQUALITY, GENDER & SOCIAL SERVICES JOB GROUP R

Number of Posts: One (1)

Terms of Service: Four (4) Years Contract

Remuneration: As per the Salaries & Remunerations Commission Guidelines

Requirements for appointments

- Be a Kenyan Citizen
- Bachelor's Degree in either Social Work/Community Development or relevant field.
- Have relevant knowledge /experience and a distinguished career in Gender and Youth Affairs of not less than seven (7) Years, three (3) years of which should be at a Senior Managerial position in the Public Service or equivalent in the private sector.
- A relevant Master's Degree will be an added advantage
- Attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution or a comparable Managerial Training from a recognized institution.
- A Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognised institution will be an added advantage.
- Certificate in Computer Applications from a recognized institution.
- Demonstrated general administrative ability required for direction, control and implementation of gender matters.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity and use of Computer should be proven.

Duties and Responsibilities:

An officer at this level will be deployed at the County Department Headquarters. The duties will entail

- Implementing policy and legislation framework for gender development in the County.
- Integrate Gender and Social Development issues in programs, capacity building of communities to participate in development projects and involves Women and Vulnerable Groups.
- Coordinates and Monitor the 30% Affirmative Action on Gender Representation and in Socio Economic Development.
- To coordinate the provision of alternative support through other funding sources like Women Enterprise Fund (WEF).
- Coordinates and monitor the promotion of awareness on harmful Cultural Practices such as Female Genital Mutilations (FGM) and Gender Based Violence (GBV).
- Plan and implement the programme related to Gender and Social Development affairs.
- Maintain records and lists of all Gender, Marginalized Group and Social Development related activities within the County.
- Promotes Community Participation and Inter-County Gender and Social Development related activities.
- Craft presentation and other outreach activities within the County on Gender and Social Development.
- Any other duties that may be assigned from time to time.

3. CPSB/TTC/095/2018

POSITION: SENIOR TRADE DEVELOPMENT OFFICER JOB GROUP L

Number of Posts: One (1)

Terms of Service: Four (4) Years Contract

Remuneration: As per the Salary & Remunerations Commission Guidelines

Requirements for Appointment

- i. Be a Kenyan citizen
- ii. Served in the grade of Trade Development Officer I for at least 3 years or a comparable relevant position in the private sector.
- iii. Be a holder of a Bachelor's Degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics or International Trade/Business/Relations from a recognized institution;
- iv. Certificate in Computer Applications;
- v. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010 on Leadership Integrity.

Duties and Responsibilities will include:

An officer at this level will be deployed at the Headquarters on County Level.

- Collecting, compiling and analysing economics and trade related data, disseminating business information, and facilitating trade promotion activities;
- Participating and organizing Trade Interactive Forums, Promoting Entrepreneurial Venture Creation and Growth, facilitating the Growth and Development of Small and Medium Enterprises (MSME's);
- Undertaking Market Intelligence for Domestic Trade Development and Providing Business Counselling, Training and Extension Services on Trade matters;
- Preparing background papers and briefs on trade issues, conducting surveys and mapping of various business community on sources of credit available to Micro, Small and Medium Enterprises (MSME's);
- Recover loans owed to the Joint Loans Board (JLB) maintaining JLB books of accounts, participating in management of business information and solution centres and mobilizing the business community to participate in Trade Fairs and Exhibition.

4. CPSB/TTC/096/2018

POSITION: TRADE DEVELOPMENT OFFICER I JOB GROUP K

Number of Posts: Two (2)

Terms of Service: Four (4) Years Contract

Remuneration: As per the Salaries & Remunerations Commission Guidelines

Requirements for Appointment

- Be a Kenyan citizen;
- Served in the grade of Trade Development Officer II for at least 3 years or a comparable relevant position
- Be a holder of a Bachelor's Degree in any of the following disciplines:- Commerce, Marketing, Business Administration, Business, Management, Entrepreneurship, Economics or International Trade/Business/Relations from a recognized institution;
- Shown merit and ability as reflected in work performance and results;
- Must be Computer literate;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.

Duties and responsibilities will include:

- Collecting, compiling and analysing economic and trade related data, disseminating business information, and facilitation trade promotion activities.
- Participating and organizing Trade Interactive Forums, Conduct Business Counselling Sessions, Conducting Surveys of Various Business Activities, Vetting of Joint Loan Boards (JLB) applicants;
- Sensitizing the Business Community on sources of credit available to Micro, small and medium enterprises (MSME's);
- Compiling and analysing data on recovery of loans owed to the Joint Loans Board (JLB) and creating venture creation;
- Facilitating the growth and development of Micro, Small and Medium Enterprises (MSME's) ;
- Participating in management of business information and solution centres;

CPSB/TTC/097/2018

POSITION: TRADE DEVELOPMENT OFFICER II/LICENSING OFFICER - JOB GROUP J

Number of Posts: Four (4)

Terms of Service: Four (4) Years Contract

Remuneration: As per the Salaries & Remunerations Commission Guidelines

Requirements for Appointment

For appointments to this grade, a candidate must have:

- Bachelor's Degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, International Trade/Business/Relations or its equivalent from a recognised institution;
- Certificate in Computer Applications from a recognised institution;
- Demonstrated a high degree of professional competence, managerial capabilities and initiatives in organization and management as reflected in work performance and results;
- Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities will entail:

- Collecting and compiling economic and trade related data.
- Disseminating trade information
- compiling data on recovery of loans owed to the Joint Loans Board (JLB),
- facilitating trade promotion activities and
- Participating in the implementation of trade related development.

CPSB/TTC/098/2018

POSITION: CHIEF CLERICAL OFFICER – JOB GROUP J

Number of Posts: Two (2)

Terms of Service: Four (4) Years Contract

Remuneration: As per the Salaries & Remunerations Commission Guidelines

Requirements for Appointment

- Have served in this grade of senior clerical officer for at least two (2) years.
- Possess a certificate in the following disciplines Human Resource Management, Business Administrator, or Kenya Accounts Technician Certificate (KATC), Kenya Administrator and Management Examination (KAME) or any other approved equivalent qualification from a recognized Institution.
- Be in a possession of an ICT Certificate and be proficient in word processor, spreadsheets, presentation and database.
- Have shown merit and ability as reflected in work performance and results.

Duties and Responsibilities will include:

An officer at this level will handle complex clerical's tasks of this diverse nature and maybe deployed to be in charge of clerical officers within a section or deployed as a caretaker.

- Specific duties and responsibilities will involve coordination of clerical work in a section,
- Maintenance of general cleanliness and security of buildings and equipment
- Planning of officer's accommodation and layout processing of documents for issue of license or certificate and relevant acts.
- In addition the officer will induct new clerical staffs working under him/her.

CPSB/TTC/099/2018

POSITION: SENIOR CLERICAL OFFICER – JOB GROUP H

Number of Posts: Two (2)

Terms of Service: Four (4) Years Contract

Remuneration: As per the Salaries & Remunerations Commission Guidelines

Requirements for Appointments

- Have served in this grade of clerical officer I for at least two (2) years.
- Have passed the proficiency examination for clerical officers I
- Possess a certificate in the following disciplines: Human Resource Management, Business Administration or Kenya Accounts Technician Certificate (KATC), Kenya Administrator and Management Examination (KAME) or any other approved equivalent qualifications from a recognised institution.

- Be in a possession of an ICT Certificate and be proficient in word processor, spreadsheets, presentation and database.
- Have shown merits and ability as reflected in work performance and results.
- At this level will entail sorting out letters and filing them, dispatching letters and maintaining the filing system processing appointments, promotion, discipline cases, transfer related duties in HR management preparing payments computation of financial of statistical records based on routine or specific information, compiling data and drafting simple letters.

Duties and Responsibilities will include:

An officer of this level will supervise and provide guidance to officers working under him/her.

Special duties and responsibilities will include

- verifying complied statistical records for accuracy,
- processing of human resource statistics, preparation of indents processing of pension documents, ensuring implementation of public service board and county human resource management and advisory committee (CHRAC) preparation of agenda for CHRAC and DTC meetings maintenance of stores, records and equipment,
- inventory preparation of estimates of expenditure for general officer service
- Assisting in office accommodation and layout safe custody of invoices and other records processing of documents for issued of licence or certificate under relevant acts. Preparation and maintenance of records and ensure proper maintenance of filing system.

CPSB/TTC/100/2018

POSITION: SENIOR CLERICAL OFFICER I- JOB GROUP G

Number of Posts: One (1)

Terms of Service: Four (4) Years Contract

Remuneration: As per the Salaries & Remunerations Commission Guidelines

Requirements for appointment

- Have served in the grade of clerical officer II for at least two (2) years
- Have passed the proficiency examination for clerical officer and
- Be proficient in computer applications.

Duties and Responsibilities will include:

Duties and responsibilities at this level will entail compiling statistical reports, sorting out letters and filing them, dispatching letters and maintaining an E-filing system processing appointment, promotions, discipline cases, transfers and other related duties in HRM. Preparing payments schedules, computation of financial or statistical records based on routine or specific information, compiling data and drafting simple letters.

VACANCIES IN THE COUNTY DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE

CPSB/TTC/101/2018

POSITION: SUPERITENDENT ENGINEER (ROADS) - JOB GROUP M

Number of Posts: One (1)

Terms of Service: Four (4) Years Contract

Remuneration: As per the Salaries & Remunerations Commission Guidelines

Requirements for Appointment

- Be a Kenyan citizen;
- Must have served in the grade of Assistant Engineer I (Roads/Material) or comparable and relevant position in the Public Service for at least three (3) years or its equivalent in the private sector.
- Have a Bachelor's Degree in Civil Engineering or its equivalent from a recognised institution in Kenya.
- Must be registered by Engineers Registration Board of Kenya;
- Must have valid annual Practising Licence from the Engineers Registration Board of Kenya;
- Have Corporate Membership with Institute of Engineers of Kenya(IEK);
- Must have attended a Project Development and Management Course/ lasting not less than four (4) weeks from a recognized institution; or Senior Management Course Lasting not less than 4 weeks.
- Show merit and ability as reflected in work performance;
- Satisfy the requirements of Chapter Six of the Constitution.

Duties and Responsibilities

- Detailed design, supervision of construction and maintenance of classified and unclassified roads;
- Design of bridges and drainage structures;
- Preparation of tender documents.

CPSB/TTC/102/2018

POSITION: ASSISTANT QUANTITY SURVEYOR I - JOB GROUP L

Number of Posts: One (1)

Terms of Service: Four (4) Years Contract

Remuneration: As per the Salaries & Remunerations Commission Guidelines

Requirements for Appointment

- Be a Kenyan Citizen;
- Must have served in the grade of Assistant Quantity Surveyor II for 3 Years or comparable and relevant position in the Public Service /Private Sector for at least three(3) years;
- Have a Bachelor's degree in Building Economics/Quantity Surveying or its equivalent and relevant qualification from a recognized institution;
- Must be registered as a Graduate member of either the Architectural Association of Kenya(AAK) or Institute of Quantity Surveyors of Kenya;
- Must have attended a Management Course lasting not less than four(4) weeks from a recognized institution;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya.

Duties and Responsibilities

The Officer will work under the supervision and guidance of a Senior Officer. Duties and responsibilities entail:

- Preparation of cost estimates,
- Preparation of bills of quantities,
- monthly valuations on site,
- site re-measurements,
- Preparation of variation orders and final accounts.

CPSB/TTC/103/2018

POSITION: ASSISTANT ARCHITECT- JOB GROUP L

Number of Posts: One (1)

Terms of Service: Four (4) Years Contract

Remuneration: As per the Salaries & Remunerations Commission Guidelines

Requirements for Appointment

- Be a Kenyan Citizen;
- Have a Bachelor's degree in Architecture or its equivalent and relevant qualification from a recognized institution;
- Must have membership with architectural Association of Kenya(AAK);
- Must have attended a Management Course lasting not less than four(4) weeks from a recognized institution;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya.

Duties and Responsibilities

This is an entry and training grade to the cadre. The officer will work under the supervision and guidance of an experienced officer.

- Preparation of sketch/scheme designs and production of drawings;
- Interpretation of client's requirements;
- Post contract administration.

CPSB/TTC/104/2018

POSITION: INSPECTOR (BUILDINGS) - JOB GROUP H

Number of Posts: One (1)

Terms of Service: Four (4) Years Contract

Remuneration: As per the Salaries & Remunerations Commission Guidelines

Requirements for Appointment

- Be a Kenyan Citizen;
- Have a Diploma in any of the following fields:
 - Building and Civil Engineering
 - Construction Technician Part III or its equivalent and relevant qualification from a recognized institution
- Satisfy the requirements of Chapter Six of the Constitution of Kenya.

Duties and Responsibilities

This is the entry and training grade to the cadre. The Officer will be deployed on construction sites for both the job training under the guidance of a senior officer.

- Interpretation of Architectural and Engineering drawings;
- Checking minor repairs and alteration of existing buildings.

CPSB/TTC/105/2018

POSITION: ARTISAN I - JOB GROUP G

Number of Posts: Two (2)

Terms of Service: Four (4) Years Contract

Remuneration: As per the Salaries & Remunerations Commission Guidelines

Duties and Responsibilities

An Officer at this level will work under minimal supervision and duties will include improvement of works, more complex repairs and maintenance works and routine checks in line with their area of specialization (carpentry, masonry, welding, painting and plumbing)

Requirements for Appointment

- Be a Kenyan Citizen;
- Must have served in the grade of Artisan II or in a comparable and relevant position in the Public Service for at least three(3) years;
- Government Grade trade test certificate Grade III in the relevant trade area (carpentry, masonry, welding, painting and plumbing)
- Shown merit and ability in work performance and results.

CPSB/TTC/106/2018

POSITION: ARTISAN III - JOB GROUP D

Number of Posts: One (1)

Terms of Service: Four (4) Years Contract

Remuneration: As per the Salaries & Remunerations Commission Guidelines

Requirements for Appointment

- Be a Kenyan Citizen;
- Must have served in the grade of Artisan for three(3) years;
- Government Grade trade test certificate Grade III in the relevant trade area (carpentry, masonry, welding, painting and plumbing)
- Show merit and ability in work performance and results.

Duties and Responsibilities

Work at this level will involve undertaking improvement works, repair works and maintenance of Government buildings and facilities in their areas of specialization (carpentry, masonry, welding, painting and plumbing)

CPSB/TTC/107/2018

POSITION: CLERICAL OFFICER II - JOB GROUP F

Number of Posts: One (1)

Terms of Service: Four (4) Years Contract

Remuneration: As per the Salaries & Remunerations Commission Guidelines

Requirements for Appointment

- Be a Kenyan Citizen;
- Have Kenya Certificate of Secondary Education (KCSE) Mean grade C Plain or its equivalent;
- Proficiency in Computer applications;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya.

Duties and Responsibilities

This is the entry and training grade to the cadre. The officer will work under the guidance of a senior officer and will be subject to regular checks and verification.

Specific duties will include:

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

INTERNAL ADVERTISEMENT

POSITION: SENIOR SUPERINTENDENT ENGINEER (ROADS) – JOB GROUP N

Number of Posts: One (1)

Terms of Service: Four (4) Years Contract

Remuneration: As per the Salaries & Remunerations Commission Guidelines

Requirements for Appointment

- a) Be a Kenyan citizen;
- b) Must have served in the grade of Superintendent Engineer (Roads/Materials) Job Group M or comparable and relevant position in the Public Service for at least three(3) years;
- c) Have a Bachelor's Degree in Civil Engineering or its equivalent and relevant qualification from a recognized institution;
- d) Must be registered by Engineers Registration Board of Kenya;
- e) Must have valid annual practicing licence from the Engineers of Kenya(IEK);
- f) Must have attended a Management Course lasting not less than four(4) weeks from a recognized institution;
- g) Demonstrate general administrative ability required for direction, control and implementation of civil engineering programmes;
- h) Satisfy the requirements of Chapter Six of the Constitution.

Duties and Responsibilities

- a) Detailed design, supervision of construction, rehabilitation and maintenance of classified and unclassified roads;
- b) Design of bridges and drainage structures;
- c) Preparation of tender documents;
- d) Formulation and review of specifications for roads equipment;
- e) Monitoring the execution of roads development projects;
- f) Supervision and training of engineers and technical staff.

NB: The above position of Senior Superintendent Engineer (Roads) Job Group N is to be filled internally. It targets serving officers at Job Groups `M` and below or within the County Government Establishment

HOW TO APPLY

All applications should be submitted in a sealed envelope addressed to:

**The Secretary/CEO
County Public Service Board
Private Bag
Voi**

OR

Hand delivered at the Voi Sub county Office (Former Municipal Council offices) as from 2nd January 2019

Important information

- Candidates must attach a clear copy of their national identity card or valid passport.
- Candidates **MUST** satisfy the requirements of chapter 6 by obtaining Clearance from HELB, DCI, KRA, CRB and EACC.
- The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **Friday 18th January 2019**.
- Only shortlisted candidates will be contacted.
- Youth, women and persons with special needs are encouraged to apply.
- Candidates found canvassing will automatically be disqualified.

**SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
Dated Friday 28th December 2018**