COUNTY GOVERNMENT OF TAITA TAVETA
COUNTY PUBLIC SERVICE BOARD

Telephone: 0710988455 **P.O. Box Private Bag**
Email: taitacpsb@gmail.com /cpsb@taitataveta.go.ke **VOI**

VACANT POSITIONS IN THE COUNTY PUBLIC SERVICE

The Taita Taveta County Public Service Board invites applications from suitable and qualified Kenyan citizens to fill the following positions in the County Government of Taita Taveta.

Vacancies in the Department of Devolution, Public Service and Administration				
No.	**Position**	**Job Group**	**Terms of Service**	**No. of Posts**
1.	Sub- County Administrator	CPSB 06	Permanent	Three (3)
2.	Ward Administrators	CPSB 09	Permanent	Nine (9)
Vacancy in the Department of Youth ,Sports, Gender & Social Services				
No.	**Position**	**Job Group**	**Terms of Service**	**No. of Posts**
1.	Assistant Director – Gender & Social Services	CPSB 05	Permanent	One (1)
Vacancies in the Department of Lands, Physical Planning, Mining and Urban Development				
No.	**Position**	**Job Group**	**Terms of Service**	**No. of Posts**
1.	Director – Lands and Physical Planning	CPSB 03	Contract	One (1)
2.	Senior Administrative Office Assistance	CPSB 09	Permanent	One (1)
Vacancies in the Department of Water, Environment, Sanitation, Climate Change and Natural Resources				
No.	**Position**	**Job Group**	**Terms of Service**	**No. of Posts**
1.	Forest Officer II	CPSB 11	Permanent	Two (2)
	Total			Seventeen (17)

HOW TO APPLY

All applications should be addressed and delivered to:

The Secretary/CEO
County Public Service Board
Private Bag
VOI

OR

Hand delivered at the County Public Service Board offices in Voi; located opposite Voi Prison.

The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **Friday, 14th March 2025.**

Taita Taveta County Public Service Board is an equal opportunity employer therefore Youth Women and persons with special needs are encouraged to apply.

WARNING: Beware of fraudsters! The Taita Taveta County Public Service Board does not charge any fees for purposes of processing applications or facilitating interviews. In case of people soliciting for bribes, the same should be reported to the nearest police station.

The Boards official telephone number remains **0710988455.**

SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD

Dated Thursday 20th February 2025

VACANCIES IN THE DEPARTMENT OF DEVOLUTION, PUBLIC SERVICE AND ADMINISTRATION

1. Ref No. CPSB/TTC/01/2025

POSITION: SUB COUNTY ADMINISTRATOR JOB GROUP CPSB 06

Number of Posts: Three (3) Posts
Terms of Service: Permanent
Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and responsibilities

1. Development of policies and plans.
2. Coordination of service delivery at the Sub County.
3. Developmental activities to empower the community.
4. Provision and maintenance of infrastructure and facilities of public services.
5. Exercise any functions and powers delegated by the County Public Service Board under section 86 of the County Government Act
6. Facilitate and coordinate citizen participation in the development of policies and plans and delivery of services.
7. Facilitating and coordinating citizen participation in development of policies, plans and delivery of services.
8. Preparing progress reports for management in accordance with approved reporting formats and ensuring timely submission.
9. Ensure timely, efficient communication and coordination of all Sub-County activities.
10. Participating in development of annual work plan budget and policies, ensuring strict compliance with the relevant statutes.
11. Ensuring compliance with National Values and Principles of Good Governance as outlined in Article 10 and 232 of the constitution of Kenya 2012.
12. Ensuring operationalization of service delivery in all the devolved units in the Sub – County.
13. Ensuring efficient management of resources and co-ordination of County Government resources.

Requirements for Appointment

1. Be a Kenyan Citizen.
2. Have a Bachelor's degree in any of the following disciplines; - Public Administration, Business Administration/Management, Community Development or any other social Science from a recognized institution.
3. A Master's degree in the relevant field will be an added advantage.
4. Have the relevant knowledge, experience and a distinguished career of not less than Five (5) years, three (3) years of which should be at a senior relevant

administrative position or in a relevant and comparable position in the Public Service or Private sector.

5. Certificate in computer application skills from a recognized institution.

2. Ref No. CPSB/TTC/02/2025

POSITION: WARD ADMINISTRATOR JOB GROUP CPSB 09

Number of Posts: Nine (9) Posts
Terms of Service: Permanent
Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and responsibilities

The Ward Administrator shall coordinate, manage and supervise the general administrative functions in the Ward unit including; -

1. Development of policies and plans.
2. Developmental activities to empower the community.
3. Provision and maintenance of infrastructure and facilities of the county public service.
4. Facilitating meetings, conferences and other special events.
5. Handling public concerns and issues.
6. Managing county government assets.
7. Coordination and facilitation of citizen participation in the development of policies and plans and delivery of services.
8. Handling occupational health and safety issues.
9. Facilitating mobilization and ensuring prudent utilization of resources.
10. Collecting and collating data on development activities.
11. Disseminating relevant information to the public.
12. Facilitating intra and inter-governmental relations and conflict resolutions.
13. Exercise any functions and powers as delegated by the County Public Service Board under Section 86 of the County Government Act

Requirements for Appointment;

1. Be a Kenyan Citizen
2. Served in the grade of Administration Officer I/Village administrator I, or its approved equivalent for a minimum period of six (6) years.
3. A Diploma in any following disciplines- Public Administration, Business Administration/Management, Community Development or any other social Science from a recognized institution

OR

4. A Bachelor's Degree in any following disciplines- Public Administration, Business Administration/Management, Community Development or any other social Science from a recognized institution.

5. Have the relevant knowledge, experience and a distinguished career of not less than three (3) years in a relevant and comparable position in the Public Service or Private sector.

OR

6. Diploma in in any following disciplines- Public Administration, Business Administration/Management, Community Development or any other social Science from a recognized institution.
7. Certificate in Administrative Officer Examination (PSCK);
8. Certificate in computer application skills from a recognized institution.
9. Demonstrated merit and ability as reflected in work performance and results.

VACANCY IN THE DEPARTMENT OF YOUTH, SPORTS, GENDER & SOCIAL SERVICES

3. Ref No. CPSB/TTC/03/2025

POSITION: ASSIATANT DIRECTOR – GENDER & SOCIAL SERVICES JOB GROUP CPSB 05

Number of Posts: One (1) Post
Terms of Service: Permanent
Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and responsibilities

As an Assistant Director of Gender and Social Services, the officer is responsible for:

1. Enhancing County/National unity, good management and promotion of International Cooperation through gender and social services medium.
2. Supporting the implementation of policy and legislation frameworks, domesticating National policy for gender, social services and special groups' development in the County.
3. Support and participate in the formulation of budget proposals and expenditure controls. interpret and implement the departmental strategic plan and medium-term plan.
4. Support, plan, develop, implement, maintain, create awareness of gender, vulnerable groups and social services development affairs as well as recreational/community based programs, policies and related projects.

5. Integrate gender and social development issues in programs, capacity building of communities to participate in development projects, and involve women and vulnerable groups and activities that promote their welfare.
6. Support and participate in the mobilization of financial resources for absorption or funding and coordinate the provision of alternative financial support for gender, vulnerable groups and social services programs/activities through other funding sources like the women enterprise fund (WEF) amidst others.
7. Supporting, managing, planning, administration, coordination, identification, establishment of gender, cultural, vulnerable groups, social development centers and the acquisition, distribution and maintenance of gender, vulnerable groups, social services equipment and implements in the county.
8. Participating in addressing gender complaints, petitions and disciplinary matters from gender watch/reporting centers and field offices plus sensitizing the gender and social services fraternities on dangers of doping, drugs and substance abuse.
9. Public education, participation and awareness on the importance of participation in inter-county gender and social-development related activities for mental, emotional, social and economic development.
10. Support on advisory, guidance and counseling services to all gender/special groups and maintain records and lists of all gender, marginalized groups and social development related activities within the County.
11. Participation in the coordination and monitoring of the thirty percent (30%) affirmative action on gender representation and in socio economic development.
12. Coordinate and Monitor the promotion of awareness on harmful cultural practices such as female genital mutilation (FGM) and gender based violence (GBV).
13. Promote research on gender and social development, Craft presentations and other outreach activities within the county on gender and social development.
14. Support, nurture, coordinate, promote and develop all forms of ward, sub-county, inter-county and national gender, special groups, social services activities and programs in Taita Taveta County.
15. Compliance with regulatory reports, timely response and reporting structures as may be requested for time to time.
16. Monitoring, evaluating and reporting on program progress and outcomes on all areas gender and social services.
17. Working closely with Sector Heads in charge of Gender and Social Services and Director for support to deliver on work roles objectives.

Requirements for Appointment

1. Be a Kenyan citizen.
2. Have relevant knowledge, experience and a distinguished career of not less than Five (5), three (3) years of which should be at a senior supervisory/officer position or in a relevant and comparable position in the Public Service or Private sector.
3. Be a holder of a Bachelor's degree in Social Work, Community Development, Social Science, Sociology, Gender and Social Development from a recognized institution.

4. Demonstrate good track record and achievements in management of matters Gender and social services
5. Demonstrated general administrative ability required for direction, control and implementation of gender and social services.
6. Be conversant with the legal frameworks governing Social Work, Community Development Social Sciences, Sociology, Gender and Social Development, Venerable groups management.
7. Have excellent communication and interpersonal skills.
8. Demonstrated merit and ability as reflected in work performance and results.
9. Be Proficiency in computer applications skills.
10. Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution and satisfy the requirements of Chapter 6 of the Constitution.
11. Possession of a Diploma/Master's degree in Social Work, Community Development, Social sciences, Sociology, Gender and Social Development, Venerable groups management or any other relevant qualifications from a recognized institution will be an added advantage.
12. Values and embodies a Team work spirit.

VACANCIES IN THE DEPARTMENT OF LANDS, PHYSICAL PLANNING, MINING & URBAN DEVELOPMENT

4. Ref No. CPSB/TTC/04/2025

POSITION: DIRECTOR LANDS AND PHYSICAL PLANNING JOB GROUP CPSB 03

Number of Posts: One (1) Post
Terms of Service: 5 Years Contract
Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and Responsibilities
1. Advising the county government on physical and land use planning matters that impact the county.
2. Formulating county physical and land use planning policies, guidelines and standard.
3. Preparation of county physical and land use development plans.
4. Preparation of local physical and land use development plans.
5. Participating in the preparation of inter- county physical and land use development plans.
6. Undertaking research on matters relating to physical, and land use development planning at the county level.

7. Recommending to the county government the establishment of planning units as may be necessary.
8. Maintaining land information system to guide physical and land use planning.
9. Communicating decisions of the county government development applications; and
10. Issuance of development permission and other development control instruments under this act with the approval of the county executive.

Requirements for Appointment

1. Be a Kenyan citizen
2. Hold a bachelor's degree in urban and regional planning or related discipline from a recognized university.
3. Be a registered as a Physical Planner under the Physical Planners Registration Act,1996 and is in good standing with the relevant professional body.
4. Has at least five years' post qualification professional experience in physical and land use planning,
5. Is not otherwise disqualified under the provisions of chapter six of the constitution or any other written law.
6. Ref No. CPSB/TTC/05/2025

POSITION: SENIOR ADMINISTRATIVE OFFICE ASSISTANT CPSB 09

Number of Posts: One (1) Post
Terms of Service: Permanent
Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and Responsibilities

1. Taking oral dictation and processing;
2. Operating office equipment;
3. Ensuring security of the equipment, documents and records;
4. Attending to visitors/clients;
5. Telephone calls and appointments;
6. Keep date filing system in the office;
7. Supervision of office cleanliness;
8. Undertaking any other administrative service duties assigned;
9. Managing office protocol and adequate, supervising office cleanliness, managing petty cash, ensuring secretary integrity and confidentiality.

Requirements for Appointment

1. Service in the grade of senior assistant office administrator for a minimum period of three 3 years;
2. Diploma in secretarial studies from the Kenya National Examination Council

OR

3. Business education single and group certificate (BES & GC) stages I,II and III from the Kenya National Examination council in the following subjects;-
   a) Shorthand III (minimum 110 w.p.m)
   b) Typewriting III (50 w.p.m) compulated document processing III;
   c) Business English III/ Communications II;
   d) Office Practice II
   e) Commerce II;
   f) Office Management III/office administration and management III;
4. Certificate in public relation and customer care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution;
5. Certificate in Computer applications from a recognized institution; and,
6. Show Merit and ability as reflected in work performance and results.

VACANCIES IN THE DEPARTMENT OF WATER, ENVIRONMENT, SANITATION, CLIMATE CHANGE AND NATURAL RESOURCES

5. Ref No. CPSB/TTC/06/2025

POSITION: FOREST OFFICER II CPSB 10

Number of Posts: Two (2) Post
Terms of Service: Permanent
Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and Responsibilities

1. Implementing natural resources activities within the county;
2. Implementing conservation programmes
3. Monitoring and enforcing compliance with resources usage regulations and law;
4. Preparing educational forestry programmes for community groups, schools and visitors;
5. Implement forestry devolved functions on transition implementation plan; and
6. Any other duties as may be assigned from time to time.

Requirements for Appointment

1. Be a Kenyan citizen;
2. Diploma in any of the following disciplines; Forestry or any other relevant and equivalent qualifications from a recognized institution;
3. Must have a minimum of D+ in Kenya Certificate of Secondary Education
4. Proficiency in computer applications.

HOW TO APPLY

All applications should be addressed and delivered to:

The Secretary/CEO
County Public Service Board
Private Bag
VOI

OR

Hand delivered at the County Public Service Board offices in Voi; located opposite Voi Prison.

IMPORTANT INFORMATION

1. Candidates **MUST** clearly indicate the position being applied for by quoting the vacancy reference number.
2. Candidates **MUST** attach a clear copy of their national identity card or valid passport.
3. The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **Friday, 14th March 2025.**
4. Only shortlisted candidates will be contacted.
5. Taita Taveta County Public Service Board is an equal opportunity employer therefore Youth Women and persons with special needs are encouraged to apply.
6. Candidates found canvassing will automatically be disqualified.

WARNING:

Beware of fraudsters! The Taita Taveta County Public Service Board does not charge any fees for purposes of processing applications or facilitating interviews. In case of people soliciting for bribes, the same should be reported to the nearest police station.

CONTACT INFORMATION:

The Boards official telephone number remains **0710988455.**

SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD

Dated Thursday, 20th February 2025