

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

Vihiga County Public Service Board wish to fill the following posts vacant within the Public Service as per Section 58 &59 of the County Government Act No. 17 of2012.

1. SECRETARY TO THE COUNTY PUBLIC SERVICE BOARD :RE-ADVERTISEMENT (1 Post).

Terms of service: Contract - 6 years Non-Renewable

Remuneration: 165,089x7, 353-172,442x7, 353-179,795x7, 353-187,148x7,353-194,501

Other allowances and benefits as per guidelines from the Salaries and Remuneration Commission.

Requirements for appointment

- i. Be a Kenyan citizen.
- ii. Be a Certified Public Secretary of good professional standing.
- iii. Be in possession of a first degree in any of the social sciences obtained from a university recognized in Kenya.
- iv. Have a working experience of not less than 5 years.
- v. Satisfy the requirements of chapter six on leadership and integrity.
- vi. Be a professional who demonstrates absence of breach of the relevant professional code of conduct.
- vii. Be a visionary and a strategic thinker.
- viii. Have the capacity to work under pressure to meet strict deadlines.
- ix. Be committed to be part of a team that will enable the County Government achieve its vision.
- x. Understand the diversity within the County.
- xi. A master's degree will be an added advantage.

Duties and responsibilities

- i. Establish and abolish offices in the County Public Service.
- ii. Appoint persons to hold or act in the County Public Offices including on the Boards of urban areas within the county and to confirm appointments.
- iii. Exercise disciplinary control over, and remove persons holding or acting in those offices as provided under this part.
- iv. Prepare regular reports for submission to the County Assembly on the execution of the function of the Board.
- v. Promote in the county public service the Values and Principles referred to in Articles 10 and 232 of the Constitution on Kenya.

- vi. Evaluate and report to the County Assembly of the extent to which the values and principals referred to in Articles 10 and 232 the constitution of Kenya 2010 is complied with within County public service.
- vii. Facilitate the development of coherent, integrated Human Resource planning and budgeting for personnel emoluments in the county.
- viii. Advise the County Government on human resource management and development, advise the County Government on implementation and monitoring of the national performance management system in county.
- ix. Make recommendations to the Salaries and Remuneration Commission, on behalf of the County Government on remuneration, pensions and gratuities for County Public Service employee.

2. RADIOGRAPHERS JG “H” (6 POSTS)

Engagement terms: Permanent & Pensionable

Requirements

- i. Must be a Kenyan citizen
- ii. Must have a diploma from the Kenya Medical Training College (KMTTC) or other registered and recognized medical training college in Diagnostic Radiography or Medical Imaging
- iii. Must have undergone a short course in human anatomy and physiology
- iv. Should have a certificate in computer application skills from a recognized institution
- v. Must be registered by the radiation protection board of Kenya.
- vi. Must meet the requirement of the chapter six of the constitution of Kenya

Duties and Responsibility

Reporting to the radiologist facility in-charge, the officer will:

- i. Ensure radiation protection Rules, policies, standards and procedures are adhered to.
- ii. Undertake Radiographic and imaging examinations as required
- iii. Participate in continuous medical education activities in the hospital on health facilitation
- iv. Perform routine daily inspection of equipment and quality assurance procedures and report any deficiencies or malfunctions
- v. Keep up to-date with current techniques and developments in Radiographic and imaging procedures and endeavor to achieve a high standards of image quality.
- vi. Supervise and train assistant staff and student radiographers
- vii. Ensure effective and economic use of resources and report all occurrences of defects which may affect health and safety.

3. DIRECTOR- YOUTH DEVELOPMENT JG “R” (1 POST)

Terms of Engagement: Three years Contract

Requirement for appointment

- i. Served as youth officer for a minimum period of five (5) years
- ii. Must have headed a county/sub-county thematic area.
- iii. Possess a Bachelor’s degree in Social Sciences or equivalent from an institution recognized by the Commission of University Education.
- iv. Be in possession of relevant Master’s degree from a recognized institution

- v. Must have attended a Senior Management Course (SMC) lasting not less than Four (4) weeks from a recognized institution.
- vi. Demonstrate merit and ability in work performance and results.
- vii. Possess thorough knowledge on Government administration and financial procedures
- viii. Fulfill chapter six of the constitution of Kenya.
- ix. Strategic leadership development programme (SLDP) training lasting not less than six (6) weeks from a recognized institution is mandatory

Duties and Responsibilities

An officer at this level will be responsible to the chief officer in charge of youth development and will:

- i. Coordinate, implement and monitor youth programs/activities within the county
- ii. Liaise with stakeholders on research and dissemination of information on youth issues
- iii. Participate in development of guidelines to strengthen linkages and dynamic partnership with stakeholders on absorption of youth in employment, internship and volunteer work
- iv. Coordinate youth participation in environment conservation
- v. Coordinate preparations of performance management reports
- vi. Supervise and coordinate youth staff management
- vii. Organize training and development of staff in the youth directorate
- viii. Appraise staff
- ix. Perform any other duties as may be assigned by the chief officer from time to time

4. DIRECTOR GENDER AND SOCIAL DEVELOPMENT JG “R” (1 Post)

Terms of Engagement: Three years Contract

Requirements for appointment

- i. Served as a gender /social development officer for a minimum of five years
- ii. Possess a Bachelor’s degree in Social Sciences or equivalent from an institution recognized by the commission of University Education
- iii. Be in possession of a relevant Master’s Degree from a recognized institution.
- iv. Must have attended a Senior Management Course (SMS) lasting not less than Four (4) weeks from a recognized institution
- v. Demonstrate merit and ability in work performance and results
- vi. Possess thorough knowledge on government administrative and financial procedures
- vii. Fulfill chapter six of the constitution of Kenya
- viii. Strategic leadership development programme (SLDP) training lasting not less than six (6) weeks from a recognized institution is mandatory.

Duties and responsibilities

An officer at this level will be responsible to the chief officer in charge of Gender and Social Development and will:

- i. Coordinate and formulate policies on Gender and Social Development
- ii. Design programs/projects for Gender and social Development
- iii. Provide advice and guidance on Gender and Social Development
- iv. Ensure inclusion of gender/disability mainstreaming in County development planning and budgetary processes
- v. Empower communities for effective participation in sustainable socio-economic development
- vi. Plan and implement programs that improve the livelihood for vulnerable groups

vii. Perform any other duties as may be assigned by the chief Officer from time to time

Please attach copies of

1. National Identity cards (both sides)
2. Relevant academic certificates
3. Professional certificates
4. Any other relevant testimonials
5. Valid Constitution of Kenya Chapter Six compliances certificates.
 - i. Certificate of Good Conduct from CID
 - ii. Tax compliance Certificate from Kenya Revenue Authority
 - iii. Ethics and Anti-Corruption Commission Form
 - iv. Clearance Certificate from HELB
 - v. Clearance from any Credit Reference Bureau

The applications must reach the undersigned on or before **30th May, 2016** addressed to:-

**THE SECRETARY
COUNTY PUBLIC SERVICE BOARD,
P.O. BOX 344-50300
MARAGOLI.**

OR

Apply through our email address: cpsbvihiga@yahoo.com

Note:

- i. The applicant should indicate the post they are applying for on the right-hand side top corner of the envelop**
- ii. Women and persons living with disabilities are encouraged to apply**
- iii. Canvassing or bribery will lead to automatic disqualification**
- iv. Only shortlisted will be invited for interview.**
- v. Those with certificates from foreign institutions must have them certified by the relevant authority.**
- vi. It's a criminal offence to provide false information and documents in the job applications**