

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

2nd March, 2018

**DECLARATION OF VACANCIES IN THE
VIHIGA COUNTY PUBLIC SERVICE**

Vihiga County Public Service Board is a Body corporate established under section 57 of the County Government Act 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Government Act 2012 outlines the functions of the Board. Pursuant to Constitutional and Legal provisions, Vihiga County Public Service Board invites applications from qualified persons for the following positions.

COUNTY CHIEF OFFICER - JOB GROUP S – 2 POSTS
(RE-ADVERTISEMENT)

Each chief officer will be in charge of one of the following departments:

- 1. Administration and Coordination of County Affairs**
- 2. Information, Communication & Technology**

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Have a relevant Bachelor's degree from a recognized institution in Kenya. Possession of a master's degree in a relevant field will be an added advantage
- iii. Have vast knowledge and experience of not less than 10 years in the relevant field, 5 of which should be in a senior/managerial position in a large organization;
- iv. Demonstrate thorough understanding of County development objectives of vision 2030;
- v. Be a strategic thinker and results-oriented;
- vi. Have excellent communication, organizational and interpersonal skills;
- vii. Have capacity to work under pressure to meet strict timelines;

- viii. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- ix. Demonstrate understanding and commitment to the National, Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya 2010; and
- x. Be Computer literate.
- xi. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

Duties and responsibilities

The Chief Officer will be the authorized officer and accounting officer in the specific department and shall be responsible to the respective County Executive Committee Member. The specific duties will include:

- i. Day to day administration of a County department;
- ii. Formulation and implementation of programs to attain Vision 2030 and sector goals;
- iii. Development and implementation of Strategic plans and sector development plans;
- iv. Implementation of policies and regulations;
- v. Providing strategic policy direction for effective service delivery;
- vi. Ensuring compliance with National Values and Principles of good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya 2010; and
- vii. Performing any other duties as may be assigned from time to time.

Terms of Service: Contract

Salary: As per the Salaries and Remuneration Commission

OFFICE OF COUNTY SECRETARY AND PUBLIC SERVICE

1. LIASON OFFICER- NAIROBI OFFICE JOB GROUP Q -IPOST

CONTRACT

Reporting to the County Secretary

Duties and Responsibilities

- i. Coordinate all communication with other county offices in Nairobi
- ii. Coordinate Donor and Diaspora engagement meetings.

- iii. Liaise with the Ministry of Foreign Affairs on behalf of the county.
- iv. Liaise with non-governmental organizations willing to engage with the county.
- v. Coordinate all county activities with the Council of Governors.
- vi. Attend all meetings at the Council of Governors in the absence of the specific county officials.
- vii. Update the county officials on the upcoming events that require attention of the county government at the Council of Governors.
- viii. Any other duties as may be assigned from time to time by the County Secretary.

Requirements for Appointment

The candidate must have:-

- i. Be a citizen of Kenya.
- ii. Served for a minimum of 2 years in Job Group “N” in the Public Service or equivalent in the Public Sector
- iii. BachelorsDegree in Social Sciences or IT from a recognized University. A master’sDegree in the same will be an added advantage
- iv. ExperienceStrategic Planning
- v. Experience in negotiations and non-governmental operation will be an added advantage.
- vi. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

2. CHIEF ADMINISTRATIVE OFFICER- COUNTY ASSEMBLY LIASON OFFICER JOB GROUP M – 1 POST

CONTRACT

Reporting to the County Secretary

Duties and Responsibilities

- i. Attend and monitor proceedings of all County Assembly sessions

- ii. Document all information relevant to the County Executive as discussed in the county assembly.
- iii. Submit weekly reports of the proceedings of the County Assembly.
- iv. Any other duties relevant to the liaison office as may be assigned from time to time by the County Secretary.

Requirements for Appointment

- i. Be a citizen of Kenya.
- ii. Served for a minimum period of three (3) years in the grade of Job Group L in the public service or its equivalent in the private sector.
- iii. A Bachelors degree in Social Sciences from a recognized university
- iv. A master's degree in social sciences from a recognized university will be an added advantage.
- v. Computer skills.
- vi. Excellent interpersonal skills.
- vii. Ability to work unsupervised under pressure to meet strict deadlines.
- viii. Knowledge of sign language will be an added advantage.
- ix. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

OFFICE OF THE COUNTY ATTORNEY

1. ASSISTANT DIRECTOR OF LEGAL SERVICES - JOB GROUP P- 1 POST

CONTRACT

Reporting to the Director Legal Services

Duties and responsibilities

- i. Represent the County Government in court or in any legal proceedings to which the County Government is a party.

- ii. Be responsible for advising the County Government on all matters relating to the Constitution, national **OR** county legislation, international law and treaties, **OR** other applicable area of interest to the County Government.
- iii. Be responsible for negotiating, drafting, vetting and interpreting agreements for and on behalf of the County Government.
- iv. Be responsible for drafting and developing County Government policies.
- v. Be responsible for drafting County legislation, regulations and guidelines.
- vi. Be responsible for organizing and facilitating for public participation and for conducting civic education on matters relating to the County Government and permissible by law.
- vii. Be responsible for the general day-to-day operational running of the County Law office including drafting correspondences, pleadings, petitions and other legal documents.
- viii. Be responsible for offering counsel and conducting client counselling on County litigation and other relevant topical issues.
- ix.** Any other duties as may be assigned from time to time by the Director Legal Services.

Requirements for Appointment

- i. Be a citizen of Kenya.
- ii. A holder of a Bachelor of Laws (LL. B.) degree from a university recognized in Kenya.
- iii. A holder of a post-graduate Diploma in law from the Kenya School of Law.
- iv. An advocate of the High Court of Kenya of at least five years.
- v. Demonstrably interested in legislative drafting.
- vi. A holder of a valid practicing certificate for the year 2018.
- vii. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

2. PRINCIPAL LEGAL OFFICERS - JOB GROUP N- 2 POSTS

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Bachelor's Degree in Law from a recognized university.

- iii. Minimum of three (3) years practice experience (post admission).
- iv. Must be a registered Advocate of the High Court with a valid practicing license.
- v. Experience in preparing policy related briefings and presenting policy proposals.
- vi. Excellent communication and interpersonal skills.
- vii. Creative, innovative and computer literate.
- viii. Must be a member of Law Society of Kenya.
- ix. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

Job Responsibilities

- i. Conduct legal duties on the applicable domestic and international law.
- ii. Review and analyze different issues pertaining to Criminal, Civil, Investments and trade law.
- iii. Adjudication of cases related to the privatization process, commercial transactions between parties. Ownership claims, negotiation between parties and liquidation procedures.
- iv. Draft legal documents, letters to parties, orders, decisions, judgments and their corresponding court documents.
- v. Any other duty as assigned by County Attorney

ADMINISTRATION AND COORDINATION OF COUNTY AFFAIRS

1. DIRECTOR OF HUMAN RESOURCE – JOB GROUP R – 1 POST

CONTRACT

Reporting to the Chief Officer Public Service Administration and Coordination of County Affairs.

Duties and responsibilities

- i. Coordinate development of policies and provide oversight on the Human Resource Management function in the county.

- ii. Provide leadership in the implementation of National Human Resource policies at the county level and in Human Resource Development.
- iii. Undertake job evaluation and analysis to determine the relative worth and grading of jobs in the County Public Service.
- iv. Review work processes with a view to enhancing efficiency and effectiveness in service delivery.
- v. Take leadership in the development and implementation of Human Resource Planning and Training and Capacity Building for the county.
- vi. Manage the on-boarding/employee orientation process for new employees.
- vii. Undertake regular skills auditing and maintain a skills inventory for the county.
- viii. Develop a framework for handling disciplinary matters.
- ix. Formulate and review strategies and policies for Human Resource Management and Development in the County Public Service.
- x. Facilitate, coordinate and monitor the implementation of performance management systems.
- xi. Any other duties as may be assigned from time to time by the Chief Officer Public Service Administration and Coordination of County Affairs.

Requirements for Appointment

- i. Be a citizen of Kenya.
- ii. A Bachelor's degree in Social Sciences/Human Resources/Public Administration
- iii. Have a masters degree in Human Resource or Public/Business Administration (Human Resource Management Option) from a university recognized in Kenya.
- iv. Be a member of, and in good standing with a relevant professional body.
- v. Have at least 10 years' experience in Human Resource Management, Management Consultancy organization Development, Public Administration and 3 years of which should have been at Job Group Q or above in the Public Service or equivalent experience in the private sector.
- vi. Have demonstrable professional competency, administration capabilities and initiatives in the general organization and management of public organization.
- vii. Be proficient in the application of information communication technology.

- viii. Proficiency in Human Resources related software programmes will be an added advantage.
- ix. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

2. COUNTY TRANSPORT & LOGISTICS OFFICER - JOB GROUP P -1 POST CONTRACT

Duties and responsibilities

- i. Supervise the Transport section and maintain close liaison with the County Secretary on all transport matters.
- ii. Implement the County Transport Policy.
- iii. Ensure regular maintenance of vehicles
- iv. Keeping of all county vehicle records in terms of repairs, fuel consumption, logbooks and other documentation.
- v. Keeping and maintenance of vehicle work tickets.
- vi. Dealing with Government Vehicle Check unit matters.
- vii. Assignment of vehicles to departments.
- viii. Ensuring all vehicles are insured and are in compliance with motor vehicle regulations both legislative and security.
- ix. Organize and manage the daily work for the pool vehicles and drivers.
- x. Recommend and implement a viable fleet management system for reporting and internal control.
- xi. Recommend and ensure drivers regular training and related re-certification.
- xii. Ensure vehicles have requisite documents for operation.
- xiii. Ensure efficient use and accurate accounting of all county vehicles.
- xiv. Advice on procurement specifications of vehicles.
- xv. Prepare regular and comprehensive reports for the section.
- xvi. Supervise staff in the transport section.
- xvii. Registration of county vehicles.
- xviii. Performing any other duties as may be assigned from time to time.

Requirements for Appointment

- i. Be a Kenyan citizen.
- ii. For a minimum period of three (3) years in Job group **N** as an administrative officer in-charge of transport **OR** management of large fleet **OR** an equivalent position in the private sector.
- iii. Bachelors degree Administration, Economics, Social Sciences **OR** related field from a recognized institution **OR** Motor vehicle related field.
- iv. Attended Senior Management course lasting not less than 4 weeks from a recognized institution.
- v. Demonstrated merit and ability as reflected in work performance and results
- vi. Demonstrated managerial, leadership and professional competence in work.
- vii. Exhibit a thorough understanding of the national relevant laws and regulations and ability to relate them to the transport function.
- viii. Be in possession of a relevant drivers management course/courses
- ix. Be computer literate
- x. Have worked in a supervisory position for not less than 5 years.
- xi. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

3. SENIOR ICT OFFICER - JOB GROUP: L – 1 POST

CONTRACT

Duties and responsibilities

- i. Design and install website and web related systems.
- ii. Perform website routine maintenance.
- iii. Analyse, design, code, test and implement computer programmes.
- iv. Provide user support, and maintain support systems.
- v. Carry out regular internet traffic analysis.
- vi. Regulate and maintain website access rights to users.
- vii. Worked 3 years as ICT officer I in the Public Service or its equivalent in the Private sector.
- viii. Ability to work under minimum supervision.

- ix. Any other duties as may be assigned from time to time by the Director Transport and Infrastructure.

Requirements for Appointment

- i. Be a Kenyan citizen.
- ii. Bachelor's degree in computer Science or IT related field
- iii. At least 2 years in a busy IT officer II in the Public Service or its equivalent in the Private sector
- iv. Experience in website design and administration
- v. Ability to work under minimum supervision.
- vi. Knowledge of HTML/CSS/PHP/JavaScript/MySQL.
- vii. Experience working Word Press.
- viii. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

4. ICT OFFICER I - WEBSITE ADMINISTRATOR-JOB GROUP K – 1 POSTCONTRACT

Duties and responsibilities

- i. Design and install website and web related systems.
- ii. Perform website routine maintenance.
- iii. Analyse, design, code, test and implement computer programmes.
- iv. Provide user support, and maintain support systems.
- v. Carry out regular internet traffic analysis.
- vi. Regulate and maintain website access rights to users.
- vii. Any other duties as may be assigned from time to time by the Senior I.C.T Officer.

Requirements for Appointment

- i. Be a Kenyan citizen.
- ii. Bachelor's degree in computer Science or IT related field.
- iii. At least 2 years in a busy IT office environment.
- iv. Experience in website design and administration.

- v. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;
- vi. Must have knowledge of HTML/CSS/PHP/javascript/MySQL
 - vii. Experience working WordPress
 - viii. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE

**1. COUNTY ARCHITECT-JOB GROUP P – 1 POST
CONTRACT**

Reporting to the Chief Officer Transport & Infrastructure

Duties and Responsibilities

- i. Contract & Project Management.
- ii. Supervision of Works Staff under him/her.
- iii. Development of Architectural Proposals and adherence to National Building standards.
- iv. Progress reporting/performance appraisals.
- v. Work planning.
- vi. Coordination of interdepartmental meetings on works projects.
- vii. Ensures policies and laws related to projects and contracts implementation are adhered to.
- viii. Duties shall include obtaining County Works Development briefs, documenting.
- ix. Projects and managing related projects and contracts.
- x. Coordinating services of other project team members, and preparing periodic reports relating to County works' projects and programs.
- xi. Ensure County works are carried out as per architectural drawings.
- xii. Any other duties as may be assigned from time to time by Chief Officer Transport & Infrastructure.

Requirements for Appointment

- i. Be a Kenyan citizen.

- ii. A Bachelor's Degree in Architecture or its equivalent from a University recognized in Kenya;
- iii. Have at least (Seven (7) years post-graduation experience in a public sector or equivalent in the private sector.
- iv. Registered by the Board of Registration of Architects and Quantity Surveyors (BORAQS); should have a minimum of five years since registration as an Architect by the Board.
- v. Corporate membership with the Architectural Association of Kenya (AAK);
- vi. Attended a Project Development and Management Course lasting not less than Four (4) weeks from a recognized institution, or its equivalent;
- vii. Attended a Senior Management Course lasting not less than Four (4) weeks from recognized institution, or its equivalent;
- viii. Demonstrated general administrative ability required for direction, control and implementation of building programs;
- ix. Meets the requirements of Chapter Six of the Kenya Constitution 2010 and is not disqualified for appointment to office by County Government Act or any other law.
- x. Shown merit and ability as reflected in work performance and results.
- xi. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

2. PRINCIPAL QUANTITY SURVEYOR - JOB GROUP N – 1 POST

CONTRACT

Reporting to the Chief Officer Transport & Infrastructure

Duties and Responsibilities

- i. Prepare tender and contract documents, including bills of quantities with the Architect;
- ii. Undertake cost analysis for repair and maintenance project work;
- iii. Assist in establishing a Client's requirements and undertake feasibility studies;
- iv. Perform risk, value management and cost control;
- v. Identify, analyze and develop responses to commercial risks;
- vi. Prepare and analyze costing for tender;

- vii. Allocate work to subcontractors;
- viii. Provide advice on contractual claims;
- ix. Analyze outcomes and write detailed progress reports;
- x. Value completed work and arrange payments;
- xi. Maintain awareness of the different building contracts in current use;
- xii. Understand the implications of health and safety regulations.
- xiii. Any other duties as may be assigned from time to time by Chief Officer
Transport & Infrastructure

Requirements for Appointment

- i. Be a Kenyan citizen.
- ii. A Bachelor of Arts degree in building economics/ quantity surveying;
- iii. Have at least three (3) years' experience in the relevant field;
- iv. Registered by the Board of Registration of Architects and Quantity Surveyors (BORAQS)
- v. Be a registered member of the Institute of Quantity Surveyors of Kenya (IQSK) **OR** Architectural Association of Kenya (AAK);
- vi. Demonstrated merit and ability as reflected in work performance and results.
- vii. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

2. CHIEF SUPERINTENDING INSPECTOR ROADS-JOB GROUP M- 1 POSTCONTRACT

Reporting to the Chief Officer Transport & Infrastructure

Duties and Responsibilities

- i. Preparing work plans;
- ii. Carrying out annual road inspection and condition surveys;
- iii. Preparing bills of quantities for incorporation in roads work tenders;
- iv. Management of road works contracts;
- v. Preparing monthly progress and annual road works implementation reports.
- vi. Any other duties as may be assigned from time to time by Chief Officer
Transport & Infrastructure.

Requirements for Appointment

- i. Be a Kenyan citizen.
- ii. A diploma in civil engineering from a recognized institution;
- iii. Have twenty (25) years working experience in the public roads sector;
- iv. Be familiar with the road management system (RMS) program.
- v. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

3. CHIEF SUPERINTENDING INSPECTOR MECHANICAL -JOB GROUPM) – 1 POST CONTRACT

Reporting to the Chief Officer Transport & Infrastructure

Duties and Responsibilities

- i. Recommend changes in hire rate as necessary; and
- ii. Implement measures to improve availability of equipment.

Equipment maintenance Specific duties and responsibilities in this functional area include:

- i. Repair and maintenance of motor vehicles and plant;
- ii. Inspect, and test vehicles and plant;
- iii. Inspect and test vehicles and equipment before and after repairs;
- iv. Conduct proficiency test for drivers;
- v. Control, direct and supervise the equipment utilization activities under the county Mechanical and transport fund;
- vi. Monitor the utilization of vehicles, plant and equipment in field and preparation of Progress and output departmental reports; and
- vii. Implementing measures to improve availability of equipment.
- viii. Any other duties as may be assigned from time to time by Chief Officer Transport & Infrastructure

Requirements for Appointment

- i. Be a Kenyan citizen.
- ii. A diploma in automotive or other approved equivalent qualification from recognized institution.
- iii. A valid driving license.
- iv. Having served in a position of senior inspector mechanical or above.
- v. At least ten (25) years' experience managing a busy workshop.
- vi. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

DEPARTMENT OF AGRICULTURE, LIVESTOCK FISHERIES AND COOPERATIVES

1. DEPUTY DIRECTOR AGRICULTURE- JOB GROUP Q– 1 POST CONTRACT

Duties and Responsibilities

Reporting to the Chief officer Agriculture, the officer will:-

- i. Be in charge of the Agriculture Directorate
- ii. Be responsible for the general administration and co-ordination of the Directorate.
- iii. Coordinate the implementation of agricultural programmes and projects,
- iv. Develop policies, plans, programmes and projects within the directorate.
- v. Coordinate all the agricultural activities and other cross cutting issues in the County.
- vi. Prudently utilize and manage the physical/financial/human resources in the directorate
- vii. Build capacity and backstopping the county agricultural staff.
- viii. Prepare and submit budget estimates, annual work plans and programmes.
- ix. Oversee the implementation and monitoring of performance of programmes and projects.
- x. Promote collaboration of stakeholder participation in extension service delivery.

xi. Any other duties as may be assigned from time to time by Chief Officer Agriculture.

Requirements for Appointment

- i. Be a Kenyan citizen.
- ii. Holder of a Bachelor of Science degree in Agriculture/Horticulture.
- iii. Possess at least a post graduate diploma/degree in agriculture related discipline
- iv. At least 10 years of work experience.
- v. Having served at least 3 years in Job Group “P” in public service **OR** at Senior Management level in private sector.
- vi. Proficient in basic Computer software.
- vii. Should possess excellent report writing and documentation.
- viii. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

2. DEPUTY DIRECTOR COOPERATIVES -JOB GROUP Q –1 POST CONTRACT – NON RENEWABLE

Reporting to the Chief Officer Cooperative Services the officer will:-

Duties and Responsibilities

- i. Provide technical support to the directorate of Cooperatives on registration of Cooperative Societies in the county.
- ii. Hold consultative forums with stakeholders for the purpose of forming cooperative societies.
- iii. Spearhead development of Cooperative policies.
- iv. Provide technical support in training of Cooperative Society managers.
- v. Any other duties as may be assigned from time to time by the Chief Officer Cooperative Services.

Requirements for Appointment

- i. Be a Kenyan citizen.
- ii. At least 15 years working experience in Cooperative management
- iii. Holder of a Bachelor degree in Economics, Cooperative studies **OR** any other relevant Degree from a recognized university.
- iv. Post graduate Diploma in Management

- v. Experience in international Cooperative Management will be an added advantage.
- vi. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

DEPARTMENT OF PHYSICAL PLANNING, LANDS AND HOUSING

1. HEAD OF GIS -JOB GROUP P- 1 POST

CONTRACT

Reporting to the Chief Officer of the Department for Physical Planning, Lands and Housing;

Duties and responsibilities

- i. Building the Human Resource, infrastructure (Hardware and software) and geo-databases capacity of the GIS unit
- ii. Supervise implementation of all GIS programs of the County Government, including offering GIS services to support statutory requirement such as County Integrated Development Plan (CIDP), County Sectorial Plan, County Spatial Plan and City/Municipal Plan as well as support all other County departments requiring GIS services,
- iii. Oversees and maintain the GIS database of the County Government together with all associated facilities, hardware and software based on national/international standards. This will include compilation of geographic data from a variety of sources including surveys, field observation, satellite imagery, aerial photographs, existing maps, among other sources.
- iv. Liaise with and coordinate GIS programs from the National Government and other stakeholders that require the involvement of the County Government.
- v. Oversee and provide advice/guidance and support to all field activities geared at collecting and collating data that feeds into the County GIS database
- vi. Oversee analysis of spatial data for generation of geographic statistics to be incorporated into documents and reports.
- vii. Produce maps and data for the County Government and stakeholders, including members of the public.

- viii. Ensure that GIS business processes, standards and policies developed are adhered to and used effectively and consistently by all relevant staff of the County Government.
- vi. Any other duties as may be assigned from time to time by the Chief Officer Physical Planning, Lands and Housing

Requirement for appointment

- i. Be a Kenyan citizen
- ii. A minimum of a bachelor's degree in Geomatic Engineering, GIS, Geospatial Science/technologies, cartography, or any natural science with hands-on experience using GIS
- iii. At least 5 years' experience developing and using GIS database. Proof of GIS experience at management/project management level will be an added advantage.
- iv. Be proficient in using common GIS/Image processing software such as ArcGIS, Erdas Imagine, QGIS, etc. Proof of programming knowledge with/within GIS will be an added advantage.
- v. Demonstrate ability to design methodologies for collecting GIS data, manage spatial datasets, and maintain the strictest confidentiality of sensitive data while ensuring protocols for usage and licensing of procured GIS datasets are carefully followed.
- vi. Experience in concepts/proposal development for GIS related initiatives
- vii. Should be self-motivated and ready to work under pressure, have good interpersonal skills, and be able to work in a multi-disciplinary and multi-cultural setup.
- viii. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

2. GEOGRAPHIC INFORMATION SYSTEMS OFFICER I -JOB GROUP K -1 POST CONTRACT

Report to the Head of GIS

Duties and responsibilities

- i. Organize and digitize hard copy maps.
- ii. Will be involved in planning exercises to develop base map, maps and land use plan
- iii. Gather, analyze and integrate spatial data to support planning and development
- iv. Compile and integrate geographic data from a variety of sources including existing maps and reports, field observations, satellite imagery/digital aerial photography
- v. Operate and maintain the County's GIS hardware, software, plotter, printer field devices, etc
- vi. Attend to the needs of internal and external users of GIS data especially preparation of reports and powerpoint presentations and demons.
- vii. Store and retrieve digital and hardcopy maps
- viii. Prepare GIS-based project proposals
- ix. Advice in purchasing of GIS.
- x. Train staff on use of equipment and software's for processing data.
- xi. Advise in implementation and formation of GIS lab.
- xii. Coordinate engineering surveys and perform computation.
- xiii. Any other duties as may be assigned from time to time by Head of GIS.

Requirements for Appointment

- i. Be a Kenyan citizen.
- ii. Bachelor's Degree in Geomatic Engineering, GIS, Geospatial Science/technologies, Cartography, or any natural Science with hands-on experience using GIS from a recognized university.
- iii. At least 3 years' hands-on experience using GIS to develop geo-data bases from existing maps and reports, field's observations, satellites imagery/digital aerial photography etc.
- iv. Be proficient in using common GIS/Image processing software such as ArcGIS, Erdas Imagine, QGIS, etc. Proof of programming knowledge with/within GIS will be an added advantage
- v. Should be self-motivated and ready to work under pressure, have good interpersonal skills, and be able to work in a multi- disciplinary and multi-cultural setup

- vi. Knowledge in programming/geospatial information technology (GIT)/Geo-ICT will be an added advantage
- vii. Have 2 years' experience in the public service or relevant experience in Private sector.
- viii. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

3. DRAUGHTSMAN - JOB GROUP J -1POST

CONTRACT

Reporting to the Director Lands

Duties and responsibilities

- i. Preparing physical plans.
- ii. Preparing part development plans.
- iii. Constructing cadastral sheet.
- iv. Preparing prints and surveys.
- v. Updating drawing records.
- vi. Providing safe custody of drawing records and equipment.
- vii. Maintain and retrieve documents for easy access and reference
- viii. Assist various user departments on preparation and compilation of necessary drawings as and when required.
- ix. Any other duties as may be assigned from time to time by Director Lands

Requirements for Appointment

- i. Be a Kenyan citizen.
- ii. A Diploma in Cartography or Architectural drawing and draughtsman ship from a recognized Institution
- iii. Excellent communication and interpersonal skills
- iv. Creative and innovative
- v. Proficiency in CAD **OR** related software.

vi. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

4. VALUATION OFFICER II -JOB GROUP J- 1POST

CONTRACT

Reporting to the Director Lands

Duties and Responsibilities

- i. Inspection and valuation of properties for preparation of fixed and movable assets register and inventory;
- ii. Assessment of ground rent and stamp duty;
- iii. Assessment of property rent for county owned or leased properties;
- iv. Compulsory acquisition and assist in preparation of valuation rating rolls;
- v. Any other duties that may be assigned to him by the Director Lands.

Requirements for Appointment

- i. Be a Kenyan citizen.
- ii. Possess a Bachelor's Degree in Land Economics, Real Estate, Valuation and Property Management, or its equivalent from a University recognized in Kenya
- iii. Computer literate;
- iv. Have met the requirements of Chapter Six of the Constitution of Kenya; and Public Officer Ethics Act 2003.
- v. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

5. URBAN PLANNER -JOB GROUP K - 1 POST

Duties and responsibilities

- i. Responsible to the Deputy Director for all matters related to urban planning control, monitoring and enforcement,
- ii. Responsible for advising stakeholders on all matters related to urban planning and development control;
- iii. Conduct approval of development applications on delegated powers of the Director
- iv. Any other duties as may be assigned from time to time by Director Lands

Requirements

- i. Be a Kenyan citizen
- ii. Possess a bachelor Degree in Urban Planning and /or Urban Management/Urban Development
- iii. Eligible for registration by Physical Planners Registration Board
- iv. Must have worked as a planner for a minimum of 3 years.
- v. Have demonstrated professional competence and administrative ability in the line of duty;
- vii. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

1. DIRECTOR OF ECONOMIC PLANNING -JOB GROUP R- 1 POST CONTRACT

Requirements for Appointment

For appointment to the grade of chief economist/Chief Statistician, an officer must have:-

- i. Be a citizen of Kenya;
- ii. Be in possession of a Bachelor's degree in Economics, Statistics, Operations Research or its equivalent from a university recognized in Kenya;
- iii. Be in possession of a relevant Master's degree from a university recognized in Kenya;
- iv. Membership to a relevant professional body shall be an added advantage;
- v. Have at least twelve (12) years relevant professional experience in financial management, five years of which should have been in a Senior leadership position or at a top management level in the Public Service or Private Sector;
- vi. Be conversant with laws governing public participation in decision making processes;
- vii. Served in the grade of Chief Economist/Deputy Chief Statistician form at least three (3) years or other comparable and relevant position in the economic palling; or in compilation and production of statistical data for national economics planning and development for at least twelve (12) years of which three (3) years must be a Senior Economic Policy Research/Planning Position;
- viii. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

Duties and responsibilities

- i. Headship of central planning and project monitoring division in a department;
- ii. Director of economic planning functions or production of statistical data and County level.
- iii. Coordination and formulation of County development strategies, policies and programmes within the department responsible for County economic planning and in other departments for collation and presentation on statistical data in the form of survey reports and bulleting;
- iv. Preparation of County development plans and coordination of County positions on national economic subjects;
- v. Monitoring and evaluation of policies and programmes.
- vi. Planning and management of human resources, projection of manpower needs and training to meet County development objectives, population surveys and compilation of data for planning and social services, manpower surveys and in conjunction with the department responsible for employment, undertaking labour force studies and monitoring employment in the County.
- vii. Assisting in collection, collection, processing and administration of statistical data in accordance with the Statistics Act.
- viii. Formulating coordinated strategies, policies and programmes for the harmonious development of economics sectors, carrying out sector studies and research, monitoring changes in key indicators of sectoral economic structures, trends and efficiency.
- ix. Supervising of officers in his/her division
- x. Any other duties as may be assigned from time to time by Chief Officer Department of Finance and Economic Planning

2. PAYROLL OFFICER - JOB GROUP K- 1 POST

Duties and responsibilities

- i. Monthly payroll processing
- ii. Assist in preparation of the personnel budget

- iii. Preparing and submitting monthly reports to designated offices, as well as preparing ad-hoc reports (when required),
- iv. Conducting appropriate audits to ensure integrity of the payroll
- v. Preparing and maintaining relevant accurate human resource records
- vi. Coordinating with relevant government department whose functions have been devolved to ensure staff are remunerated fairly.
- vii. Any other duties as may be assigned from time to time

Requirements for Appointment

- i. Be a citizen of Kenya;
- ii. Bachelors degree in social sciences; Human Resource option
- iii. Relevant working experience of not less than 1 year in payroll department especially with the IPPD system
- iv. 2 years experience in human resource administration
- v. Well versed with IPPD Software for Payroll Management.
- vi. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

DEPARTMENT OF ENVIRONMENT, WATER, NATURAL RESOURCES AND ENERGY.

**1. COUNTY HEAD OF WATER SERVICES -JOB GROUP Q – 1 POST
CONTRACT**

Duties and responsibilities

The Country Head of Water will be responsible to the Chief Officer in-charge of Water Resources for planning, directing, controlling and coordinating technical administrative activities of water and sewerage systems.

Specific duties and responsibilities will entail the following: -

Duties and Responsibilities

- i) Preparing professional and quality standards for construction of water supply and sewerage infrastructure;

- ii) Overseeing the construction of water and sewerage works undertaken directly or by contract;
- iii) Formulating, monitoring and evaluating requirements of physical and financial progress of development projects and programmes;
- iv) Verifying technical tender documents on water supply and sewerage infrastructure;
- v) Overseeing the formulation of water pricing policies and strategies for rural, urban and waste water recycling systems and;
- vi) Liaising with development partners and other stakeholders in the water sector for effective formulation, planning, coordination and implementation of programs, projects and activities.
- vii) In addition, the office will be responsible for developing and implementing water sector strategic plans and work plans; budgeting for the Department; and deployment, training and development of staff in the department.
- viii) Any other duties as may be assigned from time to time by Chief Officer Department of Environment, Water, Natural Resources and Energy.

Requirement for Appointment

For appointment to this grade the officer must: -

- i) Be a Kenyan citizen;
- ii) Have served in a comparable and relevant position in public service for at least ten (10) years of which, at least three (3No.) years in the grade of Deputy Head/Director (?Head Water and Sewerage Engineer) or Senior Principal Superintending Engineer Water Officer (Water and Sewerage);
- iii) Have Bachelor's Degree in Civil Engineering, Water Engineering, Water and Environmental Engineering, Environmental and Sewerage Engineering, Bio-Systems Engineering, Agricultural Engineering, or a related Water Science from a recognized institution;
- iv) A Master's degree in the respective field from a recognized institution would be an added advantage;
- v) Be registered by Engineers Registration Board of Kenya as an Engineer with a valid current annual Practicing License;

- vi) Be a member of the Institution of Engineers of Kenya (IEK);
- vii) Have certificate in Strategic Leadership Development programme lasting not less than four (4) weeks from a recognized institution;
- viii) Be well versed in application of computer software for modelling water resources;
- ix) Have demonstrated general administrative ability required for direction, control and implementation of water and sewerage engineering programs, projects, and activities; and
- x) Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

2. COUNTY HEAD OF ENVIRONMENTAL SERVICES -JOB GROUP Q -1 POST CONTRACT

Duties and Responsibilities

The Country Head of Environment will be responsible to the Chief Officer in-charge of Environment, Energy and Natural Resources for planning, directing, controlling and coordinating technical administrative activities of environment and natural resources.

Specific duties and responsibilities will entail the following: -

- i) Coordinating implementation of statutory provisions and other relevant legislations on Environmental and Natural Resources
- ii) Developing and implementing Environmental and Natural Resources policies, guidelines, standards and procedures;
- iii) Coordinating the implementation of Water, Sanitation and Hygiene (WASH) programmes in collaboration with the County Public Health Directorate;
- iv) Overseeing environmental protection and conservation programmes and projects in consultation with relevant departments and other stakeholders;
- v) Ensuring robust waste management systems including waste water recycling and e-waste management;
- vi) Evaluating environmental management programmes and projects;
- vii) Overseeing the enforcement of environmental regulations and rules in consultation with NEMA;
- viii) Identifying environmental research needs;
- ix) Overseeing the development and management of environment impacting projects;

- x) Identifying relevant partners and agencies in support of environmental programmes and projects such as degraded landscape reclamation, rehabilitation and restoration;
- xi) Liaising with the Energy and Climate Change Directorate on matters of streams and river catchment conservation using environment-friendly plant species.
- xii) Initiating the development of GIS innovations in the enhancement of ecosystem services;
- xiii) Overseeing development of strategic plans and work plans, performance targets and contracts; preparing budgets and procurement plans for the department; and staff development, coaching and mentoring.
- xiv) Any other duties as may be assigned from time to time by Chief Officer Department of Environment, Water, Natural Resources and Energy.

Requirements for Appointment

For appointment to this grade, an officer must have the following: -

- i) Currently serving as Deputy Head/Director (Environment/Natural Resources); **OR** have served in the grade of Senior Assistant Head/Director (Environment/Natural Resources) for a period of not less than three (3No.) years;
- ii) Have Bachelor's Degree in Environmental Management, Environmental Resources Conservation, Environmental Engineering, Bio-Systems Engineering, Environmental Waste Management, Disaster Management, Geography, Environmental Health, Public Health, or a related Environmental Science from a recognized institution;
- iii) Post-Graduate Diploma in any of the following disciplines: Solid Waste Management, Ecosystems Management, Systems Ecology, Epidemiology, Environmental Education, Disaster Management or equivalent qualification from a recognized institution; **OR**
- iv) Have a Master's degree in the respective field from a recognized institution;
- v) Have at least ten (10) years' experience in the environmental sector.
- vi) Certificate in Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized institution;
- vii) Certificate in Computer Application Skills from a recognized institution;
- viii) Demonstrated high degree of professional competence and Administrative capability required for the effective planning, direction, control and coordination of the Environment and Natural Resources Functions.

- ix) Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

NOTE

1. MANDATORY COMPLIANCE WITH CHAPTER SIX

ALL candidates **MUST** meet the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity and will be required to produce clearance/compliance certificates from the following agencies:

- i. Ethics and Anti-Corruption Commission (EACC).
- ii. Higher Education Loans Board (HELB).
- iii. Kenya Revenue Authority (KRA).
- iv. Credit Reference Bureau (CRB).
- v. Directorate of Criminal Investigation (Good Conduct).

2. Terms of engagement: Contract

3. Salary scale:

The salary, allowances and other benefits attached to the above positions will be as determined by the Salaries and Remuneration Commission (SRC).

4. How to apply

Each application should be accompanied by detailed curriculum vitae, copies of relevant academic and professional certificates, National Identity card or passport, testimonials and other relevant supporting documents.

Applications should be submitted in a sealed envelope with the position applied for clearly marked on the left side and sent by post or hand delivered to the Office of the Secretary, County Public Service Board, Governors Building Room 3, on or before **5.00 pm, Monday 11th March 2018.**

**The Secretary,
Vihiga County Public Service Board,
P.O. Box 880 -50300
Maragoli**

Only shortlisted candidates will be contacted.

The County Government of Vihiga is an equal opportunity employer and DOES NOT CHARGE COMMISSION for its recruitment services.

Bribery or canvassing WILL lead to automatic disqualification.

Women and People living with disabilities are encouraged to apply