

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

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MARAGOLI

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"Transforming Public Service"

CAREER OPPORTUNITIES

The County Government of Vihiga is seeking to recruit highly transformative and dynamic self-driven individuals with a highly degree of integrity, result oriented, demonstrable professionalism, competence and impeccable capability to fill the following positions within its staff establishment.

1. COUNTY SECRETARY & HEAD PUBLIC SERVICE – JOB GROUP "T" (1 POST)

Duties and Responsibilities

The County Secretary & Head of Public Service will be the head of the County Public Service and will be responsible for the following.

- i. Arranging the business and keeping the minutes of the executive committee subject to the directions of the Executive Committee.
- ii. Conveying decisions of the County Executive Committee to the appropriate

- persons or authorities.
- iii. Providing strategic policy direction for improved service delivery;
 - iv. Developing and implementing an effective performance management system;
 - v. Implementing County strategic plans;
 - vi. Establishing, developing and maintaining effective collaborations and partnership with other organs of the County Government, the National Government Ministries and Departments, the private sector and other relevant stakeholder.
 - vii. Promoting Values and Principles spelt out in Articles 10 and 232 of the Constitution of Kenya in the operations of the County.
 - viii. Ensuring achievement of the goals and objectives of Kenya Vision 2030 and of other County and Inter-Governmental programs and projects;
 - ix. Incharge of public Service and receives official County Government correspondence;
 - x. Ensuring efficient management of resources and co-ordination of County Government resources;
 - xi. Chairperson of the County Human Resource Advisory Committee;
 - xii. Coordinate all County activities;
 - xiii. Design mechanisms that ensure the office of the Governor and other interrelated stakeholders work efficiently, effectively and in harmony;
 - xiv. Harmonize and oversee implementation of County Integrated Development Plan and Annual County Budget to meet citizen's expectations;
 - xv. Design programmes and projects to institutionalize Article 10 and 232 of the

County Executive Committee

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Contract

Note: Common Duties and Responsibilities as well as requirements for appointment for the Chief Officers and General conditions for all applicants shall also apply to this post.

Requirement for Appointment

- i. Be a Kenyan citizen
- ii. Have vast knowledge, experience and distinguished career of not less than of ten (10) years in a Senior position in Administration and Management in the Public Service of Private Sector;
- iii. Bachelor's degree in any of the following Social Sciences: Public Administration, Business Management/Management , Human Resource Management, Strategic Management, Finance Management, Science Law, System Analysis or equivalent qualification from a recognized institution.
- iv. Master's degree in any of the following Social Science: Public Administration, Business Management, Finance Management, Science Law, System Analysis or Equivalent qualification from a recognized institution.
- v. Fulfilled all requirements of Chapter six (6) of the Constitution of Kenya, 2010.
- vi. Proven communication, proficiency in computer applications and report writing skills; and have capacity to work under pressure to meet strict deadline.
- vii. Demonstrated thorough understanding of Devolution, the County Development objectives/ National Goals Policies and Vision 2030.

- viii. Have thorough knowledge of structural, legislative and regulatory framework of the Public Service and Administration
- 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
- x. Have demonstrated leadership and management capacity including knowledge of financial management and strategic people Management; and
- xi. Demonstrated high degree of professional and technical competence as reflected in work performance and results ; and
- xii. Have ability to work under in a multi-ethnic environment with sensitivity and respect for diversity.
- xiii. Be system analyst with hands-on experience in diverse issues
- xiv. Being Certified Secretary of good standing will be an added advantage

2. Deputy County Secretary and deputy Head Of Public Service – JOB GROUP “S” (1Post)

Duties and Responsibilities

The Deputy County Secretary & Deputy of Public Service will deputize the County Secretary in taking charge of Public Service Administration and Coordination of County Affairs. She/he will be responsible to the County Secretary for;

- i. Arranging the business and keeping the minutes of the executive committee subject to the directions of the County Secretary;
- ii. Conveying decisions of the County Executive Committee to the appropriate persons or authorities
- iii. Ensuring efficient management of resources and co-ordination of County

Government resources;

- iv. Providing strategic policy direction for improved service delivery;
- v. Developing and implementing an effective performance management systems;
- vi. Implementing strategic plans
- vii. Maintaining effective collaboration and partnerships with other organs of the County Government, the National Government, the private sector and other stakeholders;
- viii. Providing leadership in mainstreaming Information Communication Technology in the operations of the County
- ix. Promoting values and Principles spelt out in Articles 10 and 232 of the Constitution of Kenya in the operations of the County.
- x. Ensuring achievement of the goals and objectives of Kenya Vision 2030 and of other County and Inter-Governmental programs and projects;
- xi. Receiving official County Government correspondence.
- xii. Liaison activities between the County Secretary's Office and other departments.
- xiii. Coordinating and managing Logistics for County forums.
- xiv. Performing and other functions and directed by the County Secretary.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of service: Contract

Note: Common Duties and Responsibilities as well as requirements for appointment for

the Chief Officers and General conditions for all applicants shall also apply to this post.

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Have vast knowledge and relevant work experience not less than ten (10) years, 5 years of which should have been in a leadership position or at a management level in the Public Service or Private Sector.
- iii. Possess knowledge of the organization and functions of Government;
- iv. Be in possession of Bachelor's degree in any of the following Social Science: Public Administration, Business Management/Management, Human Resource Management, Strategic Management, Finance Management, Finance Management, Science Law, System Analysis or equivalent qualification from a recognized institution
- v. Master's degree in any of the following Social Sciences shall be an added advantage: Public Administration, Business Management/ Management, Human Resource Management, Strategic Management, Finance Management, Science Law, System Analysis or equivalent qualification from a recognized institution;
- vi. Fulfilled all the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.
- vii. Proven communication, proficiency in computer applications and report writing skills;
- viii. Demonstrated thorough understanding of Devolution, the County Development objectives/National Goals Policies and Vision 2030;
- ix. Have thorough knowledge of structural, legislative and regulatory framework of the Public Service and Administration

- x. Demonstrated understanding and commitment to the National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya 2010;
- xi. Have demonstrated leadership and management capacity including knowledge of Financial Management and strategic people management; and
- xii. Demonstrated high degree of professional and technical competence as reflected in work performance and results; and being Certified Secretary of good standing will be an added advantage

3. **PROTOCOL OFFICER JOB GROUP "K" (POST 1)**

S/he will be responsible to the Director Communication and Public Relations for:

- i. Organizing and coordinating official events;
- ii. Preparing guests lists and seating arrangements;
- iii. Coordinating arrangements for press coverage of official functions
- iv. Facilitating linkages with other institutions and organizations;
- v. Ensuring efficient and effective communication with stakeholders and visitors to the Office of the Governor and /or County Government;
- vi. Facilitating appointments;
- vii. Ensuring proper etiquette for official engagements;
- viii. Performing any other functions as directed by the supervisor

Salary scale: The salary will be **Job Group "K"** and all other allowances and benefits that accrue to this position will be determined by the Salaries and Remuneration Commission of Kenya.

Terms of Service: Protocol Officer will serve on Contract basis.

Requirement for Appointment

- i. Be a Kenyan citizen;
- ii. Diploma in any of the following discipline: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations or any other approved equivalent qualification from a recognized Institution;
- iii. Bachelor's degree from a university recognized in Kenya and Post-graduate qualification in any of the following: Public Relations; International Relations, Diplomacy and Marketing will be an added advantage.
- iv. Be in possession of Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) and above; with a minimum of C+ in English or Kiswahili and C in any other relevant subjects or its approved equivalent qualification;
- v. Have working experience of not less than five (5) years, preferably in Public Relations or Protocol Service;
- vi. Demonstrate understanding and commitment to the Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya, 2010.
- vii. Be computer literate;
- viii. Satisfy the requirement of Chapter Six (6) of the Constitution of Kenya, 2010.

4. PUBLIC RELATIONS OFFICER JOB GROUP H – (POST 1)

Duties and Responsibilities

The Public Relations Officer will be responsible to Director Communication and Public Relations for the following:

- i. Coordinating public relations and media related meetings;

- ii. Coordinating public relations related activities including publishing of magazines, brochures, handbooks, flyers, news bulletins CDs etc; write, edit and arrange the publications;
- iii. Coordinate updating of the County website in liaison with the ICT department
- iv. Coordinating programs/events among them outreach programs and public participation;
- v. Coordinating, accompanying and receiving all visitors and delegations to and from County ensuring all protocols issues are observed;
- vi. Preparing press releases, arrange interviews with journalists;
- vii. Coordinating the County Broadcast Unit on broadcast/ media aspects;
- viii. Assist in developing communication strategies;
- ix. Monitor public opinion regarding the County;
- x. Communicate and present arguments on behalf of the County
- xi. Assist in preparing organizational documents such as annual reports, corporate profiles and submissions, cost budgets;
- xii. Write speeches, prepare visual aids and make public presentations
- xiii. Oversee production of audio- visual materials
- xiv. Conduct internal PR/Communication courses, workshops and media training;
- xv. Assist to develop and manage brand identity;
- xvi. Procure sponsorship deals for the County
- xvii. Liaison between the organization and other government and Non-Governmental;

- xviii. Coordinate all Corporate Social responsibility (CSR); and ,
- xix. Performing any other functions as directed by the supervisor.

Salary scale: the salary will be in **Job Group H** and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Public Relations Officers will serve on contract basis

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Have vast knowledge, experience and distinguished career of not less than of five (5) years in Administration and Management in the Public Service of Private Sector;
- iii. Have Diploma in Communication Studies, Mass Communication, Public Relations or any Social Sciences from a recognized institution;
- iv. Bachelor's degree in Communication Studies, Mass Communication, Public Relations or any Social Science from a recognized Institution:
- v. Fulfilled all the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.
- vi. Proficient and competent in use of IT as a working tool and excellent communication skills and good command of English and Kiswahili;
- vii. Demonstrated thorough understanding of Devolution, the County Development objectives/ National Goals Policies and Vision 203;
- viii. Must demonstrate administrative management skills and sound knowledge of media, design works, public relations and communication ability;
- ix. Demonstrated high degree of professional and technical competence as

- reflected in work performance and results; and
- x. Hold Certificate of membership from the Public Relations Society of Kenya (PRSK);

5. LIASON OFFICER JOB GROUP "H"- (POST 5)

Duties and Responsibilities

The Liaison Officer will be responsible to Chief of staff for the following:

- i. Translating and monitoring Governor's commitments into action plan, budgets and timelines.
- ii. Implementing and maintaining service delivery standards
- iii. Developing and updating framework for monitoring and evaluations in accordance to the design documents and County requirements.
- iv. Ensuring that the County Projects interventions are effectively supported in terms of the assessment, designs, implementation, baseline, monitoring, evaluation, translation, learning and documentation.
- v. Participating in development of the annual work plan and budget, ensuring alignment with technical approach.
- vi. Ensuring the core information for sectors is available.
- vii. Identifying the requirement for collecting baseline data preparing terms of reference and arranging the conducting of baseline surveys for service delivery.
- viii. Overseeing and execute monitoring and evaluation activities with particular focus on results and impacts as well as lesson learnt.
- ix. Ensuring timely communication or monitoring and evaluation findings at all levels.
- x. Ensuring the successful development, elaboration and roll out of implementation

strategies and operational guidelines

- xi. Coordinating and ensuring the timely submission of quality and comprehensive progress report.
- xii. Guiding sectors in preparing the progress reports in accordance with approved reporting formats and ensuring timely submission.
- xiii. Preparing consolidation progress reports for management including Identification of problems, causes of potential bottlenecks in the County project implementation and providing specific recommendations
- xiv. Undertaking regular visits to the field to support implementation of monitoring and evaluation and identifying where adaptations might be needed
- xv. Ensuring effective engagement with County Government departments, regional technical;/sector representatives; and,
- xvi. Performing any other functions as directed by the Supervisor

Salary Scale: The salary will be in **Job Group "H"** and other benefits attached to this position will be determined by the Salaries and Remuneration Commission.

Term of Service: Liaison Officer will serve on contract basis.

Requirements for Appointment

- i. Be a Kenya Citizen;
- ii. Have vast knowledge , experience and distinguished career of not less than of five (5) years in Administration and Management in the Public Service or Private Sector,
- iii. Have Diploma in Accounting /Finance /Public Administration or any Social Science or its equivalent qualification from a recognized institution.

- iv. Bachelor's degree in Accounting/Finance/Public Administration or any Social Science or its equivalent qualification from a recognized institution will be added advantage.
- v. Fulfilled all the requirements of Chapter six (6) of the Constitution of Kenya, 2010.
- vi. Proficient and competent in use of it as a working tool and excellent communication skills and good command of English and Kiswahili;
- vii. Demonstrated thorough understanding of Devolution, the County Development objectives/National Goals Policies and Vision 2013;
- viii. Must demonstrate administrative management skills and sound knowledge of media, design works, public relations and communication ability;
- ix. Demonstrated high degree of professional and technical competence as reflected in work performance and results; and

6. MUNICIPAL MANAGER - JOB GROUP "Q" (1 POST)

The Municipal Manager will be responsible to the Municipal Board or Town Committee for managing the affairs of the Municipality or town in line with Article 104 of the Constitution of Kenya 2010, the Urban Areas and Cities Act 2011.

Duties and Responsibilities

Duties will include:

- i. Overseeing the affairs of the Municipality or town
- ii. Exercising executive authority as may be delegated by the Municipal Board/ Town Committee
- iii. Developing and adopting policies, laws, strategies and programmes for efficient running of the municipality and township

- iv. Formulate and implement an integrated development plans
- v. Control and use, land sub- division for various development programmes as may be delegated.
- vi. Promote and undertake infrastructural development and the services within the municipality or town as may be delegated by the County Government.
- vii. Develop and manage schemes including site development in collaboration with the relevant National and County Agencies.
- viii. Maintain a comprehensive database and information system for the Municipality/Town.
- ix. Enforcing the laws, services and charges as may be authorized by the County Government for delivery of services.
- x. Ensure provision of services to the residents
- xi. Ensuring compliance with Constitutional provisions on Consumer rights, fair administrative action, Bill of Rights and Values and Principles of Public Services.
- xii. Preparing the Annual Appropriation Bill and submitting it to the County Treasury for consideration and transmission to the County Assembly for approval.
- xiii. Coordinating and facilitating citizen participation in the development of policies and plans and delivery of services.
- xiv. Implementing policies for pre and disaster management
- xv. Promote a safe and healthy environment.
- xvi. Perform any other duty as may be delegated from time to time.

Salary Scale: The salary will be in **Job Group Q** and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: contract basis.

Requirements

- i. Be a citizen of Kenya;
- ii. In possession of a Bachelor's degree from a university recognized in Kenya or its equivalent;
- iii. In possession of a Post-graduate qualification in Urban Planning and Development from a recognized institution will be an added advantage
- iv. Proven experience of not less than five (10) years in administration or management either in the public or private sector.
- v. Satisfied the requirement of Chapter six (6) of the Constitution of Kenya, 2010.
- vi. Proficiency in computer applications.

7. SENIOR ARCHITECTURAL ASSISTANT- JOB GROUP "L" (1 POST)

The officer will be responsible to Senior Architect.

Duties and Responsibilities

- i. Preparation of design, documentation and supervision of building projects.
- ii. Interpretation of clients' requirements
- iii. Performing post-contract administration including inspection of works on site.
- iv. Training and development of technical staff under this position.

- v. Perform such other functions as may be delegated from time to time

Salary Scale: The salary will be in Job group L and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: contract basis.

Requirements.

- i. Kenyan citizenship
- ii. A Bachelor's degree in Architecture or its equivalent and relevant qualification from a recognized institution
- iii. Must have a minimum of three(3)years' relevant experience
- iv. Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- v. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.
- vi. Must be a member of the Architectural Association of Kenya (AAK)
- vii. Proficiency in computer applications

8. QUANTITY SURVEYOR ASSISTANT II- JOB GROUP "J" (2 POSTS)

The officer will work under the supervision and guidance of the Quantity Surveyor.

Duties and Responsibilities:

- i. Squaring dimensions and abstracting for preparation of Bills of Quantities;
- ii. Preparation of specification
- iii. Preparation of payment certificates and Final Accounts;
- iv. Compilation of tender and contract documents.

- v. Preparation of cost estimates, bills of quantities,
- vi. Undertake monthly valuations on-site and site re-measurement
- vii. Preparation of variation orders.
- viii. Perform such other functions as may be delegated from time to time

Salary Scale: The salary will be in Job group J and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: contract basis.

Requirements

- i. Kenyan citizenship
- ii. Diploma or a Technician Certificate Part III in the field of Quantity Surveying or its equivalent and relevant qualifications from a recognized institution;
- iii. Registered as a licentiate member of Institution of Quantity Survey or of Kenya (IQSK)
- iv. Proficiency in computer application skills from a recognized Institution.
- v. At least three years relevant experience
- vi. Fulfilled the requirement of chapter 6 of the Constitution of Kenya, 2020
- vii. Proficiency in Computer applications.

9. ROAD INSPECTORS - JOB GROUP "H" (3 POSTS)

The officer will be responsible to a Senior Road Inspector.

Duties and responsibilities will include:-

- i. Supervising and controlling of all road works within the officer's area of jurisdiction;
- ii. Assisting in the selection and location of suitable materials for road works;
- iii. Preparing and maintaining master rolls, pay sheets, stores ledgers, tools and plant ledgers, log sheets and tickets, daily activity cards and any other records; and
- iv. Preparing work programmes in liaison with the divisional officers.
- v. Perform such other functions as may be delegated from time to time

Salary Scale: The salary will be in Job group H and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: contract basis.

Requirements.

- i. Kenyan citizenship
- ii. Kenya Certificate of Secondary Education Mean Grade "C" with C-or above in both Mathematics and Physics,
- iii. A diploma in Civil Engineering from a recognized institution.
- iv. At least three years past experience in road inspection will be an added advantage
- v. Fulfilled the requirements of Chapter 6 of the Constitution of Kenya; and Public Officer Ethics Act 2003.
- vi. Proficiency in Computer applications.

10. CHIEF QUALITY ASSURANCE AND STANDARDS OFFICER - JOB GROUP "M" (1 POST)

The officer will be responsible to Chief Officer TVET.

Duties and Responsibilities.

- i. Monitoring and assessing education institutions(ECDE and TVET), programmes and projects;
- ii. Carrying out school and/or subject standards assessment;
- iii. Supervise the design development and preparation of ECDE learning/play materials for both normal and special needs children
- iv. Disseminating assessment findings; and advising the department and teacher/instructors on the standards of education in their respective institutions
Managing education data and ensuring ICT integration in education;
- v. Implementing education standards, culture and environmental sustainability;
- vi. Implementing education policies and participating in the preparation of curriculum to promote access, equity, gender parity and learners with special needs are catered for.
- vii. Supervising the administration of National examinations and compiling and analyzing education data.
- viii. Determining the quality of education index at school, zone land sub county levels.
- ix. Co-ordination of ECDE and TVET training and assessment in conjunction with Kenya Institute of Industrial Training Authority.
- x. Perform such other functions as may be delegated from time to time

Salary Scale: The salary will be in Job group M and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: contract basis.

Requirements

- i. Have a Bachelor of Education degree from a recognized institution;
 - ii. Have served for a minimum period of three (3) years in the grade of Graduate Teacher I, Job Group
 - iii. 'L' or equivalent and relevant position within the Education Sector in the public service;
 - iv. Have a Master's in Education from a recognized institution will be an added advantage; OR
 - v. Have a Bachelor of Arts/Science with Education from a recognized institution;
- OR
- vi. Have a Bachelor of Arts/Science and Postgraduate Diploma in Education from a recognized institution;
 - vii. Certificate in computer applications skills from a recognized institution;
 - viii. Have shown merit and ability as reflected in work performance and results;
 - ix. Certificate in Education Management course from a recognized institution is mandatory or an equivalent course;
 - x. In both ECDE and TVET sector Knowledge in special needs will be an added advantage
 - xi. Satisfy the requirements of Chapter Six of the Constitution.

11. DIRECTOR REVENUE - JOB GROUP "R" (1 POST)

The County Director Accounting Services will report to the Chief Officer, Finance and Economic Planning.

Duties and Responsibilities.

- i. Day today running of the County Revenue Collection Section.
- ii. Implementing County policies and regulations for revenue.
- iii. Developing and implementing plans to operationalized County revenue to enhance efficient revenue collection and growth.
- iv. Designing effective, efficient and secure systems of collecting revenue.
- v. Maintaining records of all the revenue sources/centers, rates and revenues collected.
- vi. Setting up and projecting regular revenue trends for planning and decision making in the county.
- vii. Planning, formulating strategies and identifying sources of revenue.
- viii. Submitting regular reports to county committees on matters of revenue collection.
- ix. Perform such other functions as may be delegated from time to time

Salary Scale: The salary will be in Job group R and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: contract basis.

Requirements

- i. Be a Kenyan citizen.
- ii. Be a holder of Bachelor's degree in Commerce (Accounting or Finance option);
Finance, Economics

OR

- iii. Business Administration/Management (Accounting or Finance) from a recognized institution.
- iv. A holder of a Master's degree in the relevant discipline from a recognized institution.
- v. A member of Certified Public Accountant of Kenya (CPA-K) in good standing.
- vi. Conversant with IFMIS and other revenue management accounting or Enterprise Resource Planning (ERP) packages.
- vii. Served as an Accountant in the public or private sector for a minimum period of ten (10) years, five (5) of which Must in a senior management position.
- viii. A certificate in Strategic Leadership and Development Programme Course from are recognized institution; .
- ix. Demonstrated a thorough understanding of national goals, policies and development objectives and ability to align them to the County's mandate.
- x. Be conversant with the provisions of the Public Financial Management Act.
- xi. Must satisfy the requirements of Chapter Six of the Constitution of Kenya.
- xii. Be a good team player with exemplary leadership qualities, interpersonal, communication and collaborative skills.
- xiii. Proficiency in Computer Application Skills relevant to financial management from a recognized institution

12. DIRECTOR ACCOUNTING SEVICES- JOB GROUP "R" (1 POST).

The County Director Accounting Services will report to the Chief Officer, Finance and Economic Planning.

Duties and Responsibilities

- i. Providing advisory services to the departmental heads and other stakeholders on all financial and accounting matters;
- ii. Interpreting and implementing financial regulations and procedures, Treasury circulars, letters and instructions.
- iii. Developing supplementary financial regulations and procedures to enhance internal controls. Maintaining appropriate and up to date accounting records.
- iv. Preparing management financial reports which include monthly expenditure returns, monthly bank reconciliations, revenue/AIA returns, cash flow statements, analysis of deposits.
- v. Submitting monthly checklist confirming compliance with the requirements for preparation and submission of management and statutory reports to the chief officer.
- vi. Authorizing payments, signing cheques, and identifying suitable cheque signatories and setting limits as appropriate.
- vii. Monitoring implementation of Accounting Standards and systems for compliance including Integrated financial Management Information System (IFMIS) operations;
- viii. Following upon Audit matters including compilation of Treasury memorandum in respect of all departments.
- ix. Following up on implementation of the internal audit and external auditors' recommendations.
- x. Following up on implementation of the Senate and County Assembly Public Accounts and Investment Committee recommendations.
- xi. Preparing of Bi-annual accounts

- xii. Consolidating cash flow projections and expenditure returns submitted by departments; maintaining a check-list of returns and reports received from departments to ensure compliance with the Law and Treasury circulars.
- xiii. Oversee and direct the activities of the treasury cash office, document examination section, financial and non-financial reporting unit, IFMIS payment unit, asset management and treasury registry units.
- xiv. Perform such other functions as may be delegated from time to time

Salary Scale: The salary will be in Job group R and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: contract basis.

Requirements

- i. Served for cumulative ten (10) years three (3) of which have been at the grade of Deputy Director Accounting.
- ii. A Bachelor's degree in Commerce (Accounting or finance option)
- iii. A holder of a Master's degree in any of the following disciplines: Business Management/Administration, Finance, Economics or Commerce from a recognized institution.
- iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) in good standing.
- v. A certificate in Strategic Leadership and Development Programme Course from a recognized institution;
- vi. Demonstrated professional competence in the field of Accounting Services; and shown merit and ability as reflected in work performance and results;
- vii. Must satisfy the provisions of chapter six of the constitution of Kenya 2010

- viii. Proficiency in Computer Application Skills relevant to financial management from a recognized institution.

13. DIRECTOR CULTURE- JOB GROUP "R" (1 POST)

An officer at this level will be responsible to the Chief Officer Gender, Youth, Culture, Sports and Social Services.

Duties and Responsibilities

- i. Organizing, developing and delivering a varied range of cultural activities or programmes
- ii. Liaising and working with relevant organisations or agencies including cultural site officials among others.
- iii. Program development: enhance the quality of current programs; develop/find new innovative arts and cultural programming.
- iv. Collaborative partnership development: increase agency collaborations both internally and externally, ability to recognize cultural opportunities and maximize their potential
- v. Financial development and budgeting: develop and manage budget; ongoing department and program financial analysis on all cultural programs, Management, planning, coordination and administration of culture and arts in the county.
- vi. Formulate budget proposals and expenditure controls.
- vii. Formulate, coordinate and review policies on culture and arts development.
- viii. Interpret and implement the departmental strategic plan and medium-term plan.
- ix. Identify and promote cultural groups, activities and sites.

- x. Monitor and evaluate cultural programs and projects.
- xi. Promote research on culture and arts development
- xii. Perform such other functions as may be delegated from time to time

Salary Scale: The salary will be in Job group R and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: contract basis.

Requirements

- i. Bachelor's degree in Social Science from recognized institution in Kenya
- ii. Master's degree in the related field or postgraduate diploma in Culture or related field.
- iii. Must have seven (7) years relevant experience, three (3) of which must be in senior management
- iv. Levels or Served as a Principal Culture Officer in the public service of its equivalent.
- v. Ability to build community through collaborations; ability to outreach and network across cultural and ethnic groups;
- vi. Be fully conversant with the national and county policy on arts and culture functions
- vii. Ability to develop networks across the county with other counties and stakeholders
- viii. Have the ability to network with the corporate sector with a view to establishing partnerships beneficial to the county's cultural activities
- ix. Membership of the relevant professional body will be an added advantage.

- x. Must have undertaken senior management/leadership courses
- xi. Must have excellent interpersonal skills.
- xii. Proficiency in computer applications
- xiii. Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- xiv. Satisfy the requirements of Chapter 6 of the Constitution of Kenya

14. ASSEMBLY LIASON OFFICER - JOB GROUP "K" (1 POST)

Duties and Responsibilities

The Liaison Officer will be responsible to Chief of Staff for the following:

- i. Translating and monitoring Governor's commitments into action plans, budgets and timelines
- ii. Implementing and maintaining service delivery standards
- iii. Developing and updating framework for monitoring and evaluations in accordance to the design document and County requirements.
- iv. Ensuring that County projects interventions are effectively supported in terms of the assessment, designs, implementation, baseline, monitoring, evaluation, transition, learning and documentation.
- v. Participating in development of the annual work plan and budget, ensuring alignment with technical approach.
- vi. Ensuring the core information for sectors is available.
- vii. Identifying the requirement for collecting baseline data preparing terms of reference and arranging the conducting of baseline surveys for service delivery.

- viii. Overseeing and executing monitoring and evaluation activities with particular focus on results and impacts as well as lesson learnt.
- ix. Ensuring timely communication or monitoring and evaluation findings at all levels.
- x. Ensuring the successful development, elaboration and roll out of implementation strategies and operational guidelines
- xi. Coordinating and ensuring the timely submission of quality and comprehensive progress report.
- xii. Guiding sectors in preparing the progress reports in accordance with approved reporting formats and ensuring timely submission.
- xiii. Preparing consolidation progress reports for management including identification of problems, causes of potential bottlenecks in the County project implementation and providing specific recommendations
- xiv. Undertaking regular visits to the field to support implementation of monitoring and evaluation and identifying where adaptations might be needed
- xv. Ensuring effective engagement with County Government departments, regional technical/sector Representatives; and Perform such other functions as may be delegated from time to time

Salary Scale: The salary will be in Job group K and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: contract basis.

Requirements.

- i. Be a Kenyan Citizen;
- ii. Have vast knowledge, experience and distinguished career of not less than of five (5) years in Administration and Management in the Public Service or Private

Sector;

- iii. Have Diploma in Accounting/Finance/Public Administration or any Social Science or its equivalent qualification from a recognized institution.
- iv. Bachelor's degree in Accounting/Finance/Public Administration or any Social Science or its equivalent qualification from a recognized institution will be added advantage.
- v. Fulfilled all the requirements of Chapter six (6) of the Constitution of Kenya, 2010.
- vi. Proficient and competent in use of IT as a working tool and excellent communication skills and good command of English and Kiswahili;
- vii. Demonstrated thorough understanding of Devolution, the County Development objectives/National Goals Policies and Vision 2030;
- viii. Must demonstrate administrative management skills and sound knowledge of media, design works, public relations and communication ability;
- ix. Demonstrated high degree of professional and technical competence as reflected in work performance and results; and

15. STRUCTURAL ENGINEER - JOB GROUP "L (1 POST)

An officer at this level will be responsible to the Chief Officer Transport and Infrastructure.

Duties and Responsibilities

- i. Preparation of structural survey and civil works drawings including detailing of steel and concrete structures layouts and details of drainage schemes roads and paved areas
- ii. Supervision of construction of civil and structural works Working closely on construction plans with user

- iii. Department, Architects and other professionals;
- iv. Production of bending schedules
- v. Preparation of scheme drawings and details pertaining to the design of sewerage disposal systems, paved areas and allied engineering structures
- vi. Taking off quantities for simple projects
- vii. Carry out elementary survey and leveling for civil engineering schemes.
- viii. Developing design ideas using modern software;
- ix. Investigating the properties of materials like glass, steel and concrete, and advising which is most suitable;
- x. Working out the loads and stresses on different parts of a structure;
- xi. Using computer simulations to predict how structures will react under different conditions;
- xii. Perform such other functions as may be delegated from time to time.

Salary Scale: The salary will be in Job group M and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: contract basis.

Requirement

- i. Kenyan citizenship;
- ii. Bachelor's degree in Civil Engineering or equivalent and relevant qualification from a University recognized in Kenya;
- iii. Working knowledge of AutoCAD;

- iv. Must have at least three (3) years' experience in Structural Engineering;
- v. Registration by Engineers Registration Board of Kenya, (EBK);
- vi. Demonstrated merit and ability as reflected in work performance and results
- vii. Fulfilled the requirement of chapter six of the constitution of Kenya, 2020; and
- viii. Certificate in Computer applications from a recognized institution;

16. WARDS ADMINISTRATORS - JOB GROUP J (5 POSTS)

The Ward Administrator will be responsible to the Sub-County Administrator for coordination, managing and supervising the general administrative functions in the Ward.

Duties and Responsibilities

- i. Development of policies and plans
- ii. Provision of effective service delivery
- iii. Developmental activities to empower the community
- iv. Provision and maintenance of infrastructure and facilitates of public service.
- v. Exercising any functions and powers delegated by the County Public Service Board under section 85 of the County Government Act, 2012.
- vi. Coordinating and facilitating and citizens participation in the development of policies and delivery of services.
- vii. Managing all cross cutting issues in the Ward such as HIV/Aids, Gender mainstreaming, Disability Mainstreaming, integrated programmes amongst others
- viii. Accounting for all assets in the County.
- ix. Implementing an effective Performance Management System.

- x. Implementing policies for fire and disaster management
- xi. Perform such other functions as may be delegated from time to time

Salary Scale: The salary will be in **JOB GROUP “J”** and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Contract Basis.

Requirements

- i. Be a Kenyan citizen
- ii. Have served in Public or private service organization in administrative or management for not less than five (5) years
- iii. Diploma Certificate in any field from a recognized institution.
- iv. Be a holder of a Bachelor’s degree from a recognized will an added advantage.
- v. Minimum of C+ (plus) in Kenya Secondary Certificate of Education (KCSE) or its equivalent.
- vi. Demonstrate a thorough understanding of devolution, the county Development objectives and vision 2030.
- vii. Satisfy the requirements of Chapter 6 if the constitution of Kenya
- viii. Be computer literate.

17. DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT - JOB GROUP “Q” (1POST)

The Officer will be responsible to Director Procurement.

Duties and Responsibilities

- i. Assist in compiling, collation and analysis of Supply Chain Management

information, data and issues from departments.

- ii. Monitoring the implementation of the supply chain management policies, guidelines and procedures issued by the directorate from time to time and recommending appropriate action where necessary.
- iii. Develop, teach and reinforce safety guidelines and protocols.
- iv. Create supply chain management strategies that increase efficiency and speed
- v. Provide operational support and guidance to ensure maximum productivity
- vi. Train and mentor Supply Chain Management officers under him/her.
- vii. Collaborate with other departments to identify vulnerabilities and close operational gaps
- viii. Focus on safety, cost management and business growth in all interactions and directives
- ix. Prepare and submit weekly, monthly and quarterly reports to the Public Procurement Oversight Authority, National treasury and the departmental Chief Officer.
- x. Assist departmental accounting officers in preparation of their respective annual procurement plans.
- xi. Handle communications and negotiations with external suppliers ,
- xii. Perform such other functions as may be delegated from time to time

Salary Scale: The salary will be in **Job group "Q"** and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Contract basis.

Requirements

- i. Be a Kenyan citizen;
- ii. Must have served in the grade of Senior Supply Chain Management Officer or in a comparable and relevant position in the public service or private sector for a minimum of three (3) years;
- iii. Diploma in Supply Chain Management or its approved equivalent from a recognized institution;
- iv. Be holder of Bachelor's degree in any of the following fields; Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing Law or their equivalent from a recognized institution.
- v. Attended a management course lasting not less than three weeks.
- vi. A member of the institute of Supplies Management of Kenya in good standing an added advantage.
- vii. Demonstrated general administrative ability required for direction, control and implementation of Public Procurement and Asset Disposal Act 2015.
- viii. Fulfilled the requirement of Chapter 6 of the Constitution of Kenya, 2020
- ix. Proficiency in Computer Applications.

**18. DEPUTY DIRECTOR OF HUMAN RESOURCE MANAGEMENT & DEVELOPMENT-
JOB GROUP Q (1 POST)**

The officer will be responsible to the Director Human Resource Management & Development.

Duties and Responsibilities

- i. Oversee the development and implementation of HR Management strategies and policies

- ii. Coordinate the implementation of HR functions relating to staff recruitment, placement, Career development, staff promotion, transfer, secondment, training and development, discipline, administration of salary and employee benefits, and ensure good employee relations and staff welfare programs;
- iii. Provide technical and professional advise to various stakeholders on provisions of the Constitution, Labour Laws and other regulations relating to management of employees;
- iv. Ensure compliance with various statutory and regulatory requirements;
- v. Ensure preparation and consolidation of the departmental budget;
- vi. Coordinate the Performance Management in the County.
- vii. Processing cases for County Human Resource Management Advisory Committee and assisting in the implementation of the decisions thereof;
- viii. Coordinate all staff matters and provide staff leadership that harness the strength of all individuals.
- ix. Coordinate functions of Integrated Human Resource Management System (IHRMIS).
- x. Perform such other functions as may be delegated from time to time

Salary Scale: The salary will be in Job group Q and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Contract basis.

Requirements

- i. Must be a Kenyan citizen
- ii. Possess a Master's Degree in Human Resource Management/

Development/Business Administration /Personnel Management/ Public Administration/ Strategic Management or any other relevant qualification from a recognized institution.

- iii. Bachelor's degree in Human Resource Management or its equivalent from a recognized institution.
- iv. Higher National / Ordinary Diploma in Human Resource Management from a recognized institution.
- v. Possession of Certified Human Resource Professional of Kenya (CHRP-K) will be an added advantage.
- vi. Must be an active Member of the Institute of Human Resource Management (IHRM) with good standing order.
- vii. Must have at least 8 years relevant experience, 5 years of which should have been at managerial level handling HR functions in a reputable institution.
- viii. Fulfilled the requirement of Chapter 6 of the Constitution of Kenya.
- ix. Evidence of proficiency and knowledge in Computer applications.

19. HUMAN RESOURCE OFFICER I- JOB GROUP K (5 POSTS)

The officer will be responsible to the Deputy Director Human Resource Management & Development.

Duties and Responsibilities

- i. In charge of Departmental Human Resource functions
- ii. Verification of information relating to recruitment, appointment and transfers
- iii. Human resource planning, Communicating discipline, Remuneration and staff welfare

- iv. Staff deployment, payroll verification, terms and conditions of service
- v. Processing cases for Departmental Human Resource Management Advisory Committee and assisting in the implementation of the decisions thereof;
- vi. Coordinate staff recruitment process, retention and separation
- vii. Monitor staff performance and duty attendance activities.
- viii. Coordinate functions of Integrated Human Resource Management System (IHRMIS).
- ix. Co-ordinate staff training and continuous professional development
- x. Perform such other functions as may be delegated from time to time

Salary Scale: The salary will be in Job group K and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: contract basis.

Requirements

- i. Must be a Kenyan citizen
- ii. Bachelor's Degree in Human Resource Management/ Personnel Management or any other relevant qualification from a recognized institution
- iii. Registered Member of the relevant professional body (IHRM)
- iv. Possession of Certified Human Resource Profession of Kenya (CHRP-K) will be an added advantage.
- v. Served as a Human Resource Officer II or in a comparable and relevant position for a minimum period of three (3) years
- vi. Must have excellent interpersonal skills

- vii. Fulfilled the requirement of chapter six of the Constitution of Kenya, 2020
- viii. Evidence of proficiency and knowledge in Computer applications.

How to Apply

The applicants should download the application for Employment form “VCPSB/APP.01A-2018” on the official County Website, complete it and submit to the undersigned on or before **Wednesday 25th March, 2020 at 5pm.**

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD,
P.O. BOX 880-50300
MARAGOLI**

**QUEENS ARCADE BUILDING MBALE TOWN
ALONG KISUMU KAKAMEGA ROAD**

Please Note

- Do not attach your ID card , Academic, Professional or any other documents to the application form
- County Government of Vihiga is an equal opportunity employer and encourages People Living with Disabilities, Youth and Women to apply.
- County Public Service Board does not charge any recruitment fee whatsoever.
Do Not Pay Money to Fraudsters because Our services are absolutely free
- Canvassing will lead to automatic disqualification
- Only shortlisted candidates will be invited for interview.

- Those with certificates from foreign institutions must have them certified by the relevant authority.