

## COUNTY GOVERNMENT OF VIHIGA



### COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Email: [Cpsbvihiga@yahoo.com](mailto:Cpsbvihiga@yahoo.com)

***“Transforming Public Service”***

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### 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.

#### DEPARTMENT OF PHYSICAL PLANNING, LANDS AND HOUSING

##### 1. Director Lands, Job Group R –(1 Post)

###### **Duties and responsibilities**

- i. Formulation of strategies and methodologies,
- ii. Promotion of appropriate technologies;
- iii. Organizing surveys;
- iv. Developing effective measures for improving the quality of services,
- v. Coordinating review of departmental/directorates legislations and standards;
- vi. Promoting participatory approaches in service delivery process;

- vii. Coordinating implementation of national and relevant international resolutions and recommendations.
- viii. Coordinating with the directorates in the compilation of the following reports;
  - a. Annual departmental work plans; programmes and projects reports;
- ix. Procurement plan; revenue and expenditure returns,
- x. Monitoring and evaluation of the departmental programmes. Guidance, supervision and development of staff.

### **Requirements for appointment**

For appointment to this grade, an officer must;

- i. Served in the grade of Deputy Director Lands Job Group Q for a minimum period of three (3) years or in a comparable and relevant position in the public Service for a minimum period of ten (10) years;
- ii. Possess a Bachelor's degree in any of the following disciplines: Land Economics, Building Economics, Building/Construction Management, Real Estate , Land Management, Land Surveying, Geomatic Engineering, Geospatial Information, Geo-Informatics, Urban & Regional Planning or equivalent qualification from a recognized University;
- iii. Registration by any of the following bodies: Board of Registration of Quantity Surveyors, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, or any other relevant and recognized professional body;
- iv. Attended Senior Management course lasting not less than four (4) weeks from a recognized institution; and demonstrated merit and ability as reflected in work performance and results

- v. In addition possess a Master's degree in any of the following: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Land Economics, Building Economics, Estate Management, Architecture, Interior Design, Land Surveying, Geomatic Engineering, Geospatial Information, Geo-Informatics, Building/Construction/Project Management, or equivalent qualification from a recognized institution;
- vi. Have worked in Physical Planning, Lands & Housing Sectors in a senior managerial position for a period not less than five (5) years.

## **2. Principal Physical Planner, Job Group N – (1 Post)**

### **Duties and responsibilities**

- i. The officer will be responsible to the Director Lands;
- ii. Formulation of County and local physical development policies, guidelines and strategies; preparation of all local physical development plans; from time to time
- iii. Initiate, undertake or direct studies and research into matters concerning physical planning; advise the National Land Commission on matters concerning alienation of land in the County; advise on the most appropriate use of land including land management such as change of user, extension of user, extension of leases, subdivision of land and amalgamation of land;
- iv. Ensure proper execution of physical development control and preservation orders;
- v. Managing physical planning data;
- vi. Setting agenda and convening physical planning liaison committee meetings;

- vii. Keeping record of deliberations and communicating decisions of the physical planning liaison committees;
- viii. Carrying out public education on physical planning matters;
- ix. Preparing annual state of physical planning reports on county and local physical development plans.
- x. Prepare Annual sectional Work Plans; procurement plan; revenue and AIA returns; expenditure returns,
- xi. Monitoring and evaluation of the Departmental programmes.
- xii. Guidance, supervision and development of staff.

### **Requirements for appointment**

For appointment to this grade, an officer must;

- i. Have served in the grade of Senior Physical Planner or Chief Physical Planner in a comparable and relevant position in the Spatial Planning and Urban Development sector for at least three (3) years
- ii. Possess a Bachelor's Degree in either Urban & Regional Planning or Urban Planning or Town Planning or equivalent qualification from a recognized institution.
- iii. Registration by any of the following bodies: Institution of Surveyors of Kenya, Physical Planners Registration Board or any other relevant and recognized professional body;
- iv. Attended Senior Management course lasting not less than four (4) weeks from a recognized institution; and demonstrated merit and ability as reflected in work performance and results.

**OR**

- v. In addition, possess a Master's degree in any of the following: Urban Management, Urban/Regional Planning, Land Economics, Estate Management or equivalent qualification from a recognized institution;
- vi. Have worked in Spatial Planning and Urban Development Sector in a senior position for a period not less than five (5) years.

### **3. Principal Land Surveyor, Job Group N – (1 post)**

#### **Duties and responsibilities**

- i. Formulating and reviewing policies on Land surveying function of cadastral, adjudication, sub-division, engineering;
- ii. Carrying out research of new and emerging technologies,
- iii. Preparation of plans, maps;
- iv. Monitoring and evaluating of survey activities in the County;
- v. Liaising with the National Land Commission on all matters pertaining to alienation of public land;
- vi. Assess tax on land and premiums on immovable property within the County;
- vii. Monitor and have oversight responsibilities over land use planning;
- viii. Monitor the registration of all rights and interests in land;
- ix. Assist in Preparation of Annual sectional Work Plans; procurement plan; revenue and AIA returns; expenditure returns,
- x. Monitoring and evaluation of the Departmental programmes.
- xi. Guidance, supervision and development of staff.

#### **Requirements for appointment**

For appointment to this grade, an officer must;

- i. Have served in the grade of Chief Land Surveyor or Senior Land Surveyor in a comparable and relevant position in the Land Surveying and Geomatic Engineering sector for at least three (3) years;
- ii. Possess a Bachelor's Degree in either of the following discipline; Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Philosophy in Technology in Technology (Survey) or equivalent qualification from a recognized institution.
- iii. Registration by any of the following bodies: Institution of Surveyors of Kenya or any other relevant and recognized professional body;
- iv. Attended Senior Management course lasting not less than four (4) weeks from a recognized institution; and demonstrated merit and ability as reflected in work performance and results.

**OR**

- v. In addition, possess a Master's degree in any of the following: Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Philosophy in Technology in Technology (Survey) or equivalent qualification from a recognized institution;
- vi. Have worked in Land Surveying or Geomatic Engineering sector in a senior position for a period not less than five (5) years.

**DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES AND COOPERATIVES**

**1. County Director Of Agriculture -Job Group R (1 Post)**

**Duties and Responsibilities**

- i. Coordination of the implementation of agricultural development policies programmes and projects within the County;
- ii. Coordination of the agricultural extension services, research liaison, agricultural education, training programmes and other cross -cutting issues in the County;

- iii. Coordination of the preparation and implementation of work plans and budgets in the agriculture Sub-sector.
- iv. Secretary to the County Agricultural Board (CAB);
- v. Member to various relevant Boards and Committees operating at County levels;
- vi. Provision and improvement of administrative links between the County and the field services;
- vii. Management of resources in the Agriculture Sub-sector
- viii. Capacity building and backstopping;
- ix. Participation in monitoring and evaluation of projects and programmes within the County;
- x. Promotion of collaboration of stakeholder participation in extension delivery;
- xi. Participation in field days, exhibitions and shows/trade fairs;
- xii. Preparation and implement of performance contract for the Agriculture Sub-sector;
- xiii. Oversee the operations of Farmers & Staff Training institutions;
- xiv. Represent government position in the agricultural boards, committees and institutions as provided by the law
- xv. Identify impediments and constraints to implementation of policies and programmes and projects in the county
- xvi. Develop and enact bills and regulatory frameworks for county specific policies
- xvii. Develop linkages within the agricultural sector and with other relevant stakeholders including National and regional organizations for Agricultural development
- xviii. Mainstreaming Integrity Assurance in projects and programmes;
- xix. Appraising staff;
- xx.** Coordination and compilation of periodic reports;

**For appointment to this grade, a candidate must have:-**

- i. Served in the grade of Deputy Director of Agriculture Job Group Q for a minimum period of three (3) years or in a comparable and relevant position in the public Service for a minimum period of ten (10) years;
- ii. Bachelor's degree in any of the following discipline Agriculture, Agricultural Economics, Agribusiness, Agriculture extension and education or any other equivalent qualification from a recognized institution
- iii. Master's degree in any of the following disciplines(Mandatory):- Agriculture, Agricultural Economics, Agribusiness, Agriculture extension and education or any other equivalent qualification from a recognized institution
- iv. Certificate in senior management not less than four weeks or equivalent
- v. Proficiency in computer applications
- vi. Good communication and interpersonal skills

**2. County Director Of Livestock Production-Job Group R (1 Post)**

**Duties and Responsibilities**

- i. Head of the livestock production services
- ii. Coordination of the livestock production activities in the county
- iii. Supervise the staff and manage their welfare
- iv. Sign performance contract with the staff and carry out appraisal at the end of the financial year.
- v. Prepare Annual financial budget and work plans
- vi. Offer technical advice and ensure implementation on livestock production activities
- vii. Carry out the implementation and monitoring of livestock production project and programmes
- viii. Backstopping of farmers trainings on livestock production activities.
- ix. Compile county quarterly and annual reports.



- x. To ensure preparation of livestock production farm structures plans and ensure they are available on demand.
- xi. Liaison with other stakeholders to ensure livestock production breeding programme are properly implemented
- xii. Participation in initiation of livestock production policies and implementation of passed policies.
- xiii. Partners with other stakeholders to disseminate research findings and ensure new innovations are adopted by our clients.
- xiv. Report and directly answerable to the Chief Officer on matters concerning livestock production activities.
- xv. Ensure there are adequate livestock feeds through establishments and conservation.
- xvi. To link farmers to markets and credit facilities.
- xvii. Ensure extension field activities are facilitated
- xviii. To promote value addition of livestock enterprise

**For appointment to this grade, a candidate must have:-**

- i. Served in the grade of Deputy Director of Livestock Production Job Group Q for a minimum period of three(3) years or in a comparable and relevant position in the public Service for a minimum period of ten (10) years;
- ii. Bachelor's degree in any of the following disciplines:- Animal Science, Animal Production, Apiculture, or any other equivalent qualification from a recognized institution
- iii. Master's degree in any of the following discipline's: (Mandatory)- Animal Science, Animal Production, Apiculture, or any other equivalent qualification from a recognized institution
- iv. Certificate in strategic leadership development lasting not less than six weeks from a recognized institution
- v. Proficiency in computer applications
- vi. Good communication and interpersonal skills

### **3. County Director Of Fisheries-Job Group R (1 Post)**

#### **Duties and Responsibilities**

- i. Promotion of aquaculture development
- ii. Capacity building along fish value chain
- iii. Fish inspection, quality assurance and market development
- iv. Management of inland fisheries including dams and shallow water reservoirs
- v. Fisheries policy formulation and implementation and issuance of requisite fisheries licences and permits
- vi. Enhancing aquaculture development through production and dissemination of quality brood stock, fish seed
- vii. Formulation and implementation of long-term and short-term Fisheries development projects and programmes
- viii. Facilitating partnership and collaboration with other stakeholders in the fisheries sector
- ix. Member of the Ministerial Human Resource Advisory Committee
- x. Preparation of Fisheries recurrent and development budget estimates and procurement plans for the directorate
- xi. Any other duty that may be assigned by the Chief Officer
- xii. Member of Departmental Management Committee
- xiii. Reporting to the Chief Officer Department of Agriculture, Livestock, Fisheries and Cooperatives

#### **For appointment to this grade, a candidate must have:-**

- i. Served in the grade of Deputy Director of Fisheries Job Group Q for a minimum period of three(3) years or in a comparable and relevant position in the public Service for a minimum period of ten (10) years;
- ii. Bachelor's degree in Fisheries, Aquaculture or any other relevant professional qualification from a recognized university
- iii. Master's degree in Fisheries, Aquaculture or any other relevant professional qualification from a recognized university (Mandatory);

- iv. Certificate in senior management not less than four weeks or equivalent
- v. Proficiency in computer applications
- vi. Good communication and interpersonal skills

#### **4. Irrigation /Drainage Engineer Job Group K (1 Post)**

##### **Duties and Responsibilities**

- i. Plan, design and oversee construction of irrigation projects for transporting and distributing water to agricultural lands
- ii. Plan and design irrigation fixtures and installation of fixtures to requirements and specifications
- iii. Direct, through subordinate supervisors, construction of such irrigation systems as dams, canals and ditches according to the type of soil, climate characteristics, water supply, return flow and other factors affecting irrigation requirements.
- iv. Conduct research on problems of soil drainage and conservation, applying knowledge of civil engineering.

##### **For appointment to this grade, a candidate must have:-**

- i. Bachelor's Degree in Engineering or any other relevant and equivalent qualification from a recognized institution.
- ii. Knowledge in CAD applications and fluid mechanics that would help in designing irrigation systems.
- iii. Certificate in Computer applications from a recognized institution (added advantage)
- iv. At least one (1) year experience in a comparable and relevant position

#### **5. Assistant Agricultural Officer III Job Group H (3 Posts)**

##### **Duties and Responsibilities**

- i. Training and advising farmers on matters related to crop production, Land development, Planning, Management of demonstration plots and Value addition.

**For appointment to this grade, a candidate must have:-**

- i. Diploma in, Agriculture and Home Economics, , Agricultural Education & Extension, or any other relevant and equivalent qualification from a recognized institution
- ii. Certificate in Computer applications from a recognized institution (added advantage)
- iii. At least one (1) year experience in a comparable and relevant position

**6. Agricultural Assistant II Job Group G (3 Posts)**

**Duties and Responsibilities**

- i. Assist senior Officers in the provision of Agricultural extension Services at the ward level;
- ii. Mobilizing, Training and Advising Farmers on matters relating to Agricultural extension services in a working unit.

**For appointment to this grade, a candidate must have:-**

- i. A diploma course in General Agriculture, Agriculture and Home Economics or any other relevant and equivalent qualification from a recognized institution
- ii. Kenya Certificate of secondary education (KCSE), Mean grade C- or its equivalent
- iii. Certificate in Computer applications from a recognized institution (added advantage)
- iv. At least two (2) years experience in a comparable and relevant position

**7. Livestock Production Officer Job Group K (2 Posts)**

**Duties and Responsibilities**

- i. Providing technical advice in animal production, Livestock Marketing, Range Management, Apiculture and ranching;
- ii. Promoting economic Livestock Farming;

- iii. Participating in organizing extension activities which include field days, Agricultural shows, Field demonstrations, Farmer field schools and farm visits.
- iv. Participating in collaborative research activities;
- v. Disseminating Livestock Production technologies such as construction of Livestock housing and structures, Milk production, Pasture and Fodder production and conservation, Farm Planning, Gross Margin analysis, On-Farm feed formulation;
- vi. Implementing livestock production programmes/projects in areas such as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding programmes, fodder production and conservation, value addition to livestock products, apiculture, emerging livestock and other animal husbandry interventions
- vii. Capturing Maintaining and storing livestock data

**For appointment to this grade, a candidate must have:-**

- i. Degree in Animal Science, Animal Production, Animal Husbandry, Agriculture, Food Science and technology, Dairy Science and Technology, Agribusiness, Farm Management, Apiculture, Range Management or Natural Resource Management from a recognized institution
- ii. Certificate in Computer applications from a recognized institution (added advantage)
- iii. At least one (1) year experience in a comparable and relevant position

**8. Assistant Livestock Production Officer III Job Group H (4 Posts)**

**Duties and Responsibilities**

- i. Carrying out practical demonstrations relating to livestock production;
- ii. Accompanying extension teams during farm visits and farm training;
- iii. Participating in field days and agricultural shows to disseminate livestock production technologies and information;

- iv. Collecting and Collating livestock data and information for gross margins, market access and Planning
- v. Participating in collaborative research activities
- vi. Collecting Livestock inputs and product samples for analysis
- vii. Advising farmers on group formation, construction of farm structures and equipment's.

**For appointment to this grade, a candidate must have:-**

- i. Diploma in Animal Health and Production, Animal Husbandry, Dairy Science and Technology, Agribusiness, Animal Production, Farm Management, Apiculture, Range Management or Natural Resource Management from a recognized institution
- ii. Certificate in Computer applications from a recognized institution (added advantage)
- iii. At least one (1) year experience in a comparable and relevant position

**9. Livestock Production Assistant II Job Group G (3 Posts)**

**Duties and Responsibilities**

- i. Collecting livestock data and information;
- ii. Farm visits and farm training;
- iii. Participating in field days and Agricultural shows to disseminate livestock production technologies and carrying out practical demonstrations on livestock production technologies and techniques.

**For appointment to this grade, a candidate must have:-**

- i. A diploma in Animal Health and Production, Dairy Technology, Animal Science, Apiculture or Range Management from a recognized institution.
- ii. Certificate in Computer applications from a recognized institution(added advantage)

- iii. At least two (2) years' experience in a comparable and relevant position

**10. Assistant Animal Health Officer III (Meat Inspectors) Job Group H (7 POSTS)**

**Duties and Responsibilities**

- i. Participating in animal health field, extension, demonstrations and agricultural shows;
- ii. Participating in sample collection and dispatch;
- iii. Inspecting livestock stock routes;
- iv. Collecting data and writing technical reports
- v. Demonstrating and training on milking techniques and external parasite control techniques such as Deeping, spraying and dusting.
- vi. Carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, debecking and hoof trimming.
- vii. Carrying out simple treatment of animals;
- viii. Participating in disease such and reporting;
- ix. Keeping records on animal breeding, animal health, milk production, Deeping data.
- x. Maintaining dairy units.

**For appointment to this grade, a candidate must have:-**

- i. Diploma in Animal health, Environmental Health, Animal Health and Production from a recognized institution.
- ii. Be registered by the Kenya Veterinary Board
- iii. Certificate in Computer applications from a recognized Institution (added advantage).
- iv.** Training in meat hygiene will be an added advantage
- v. At least one (1) year experience in a comparable and relevant position

**11. Leather Development Officer (Hides & Skins) Job Group H (1 Post)**

### **Duties and Responsibilities**

- i. Improvement of Hides and skins in Sub-Counties through best practice flaying in slaughter slabs
- ii. Initiation of leather cottages in the sub-counties;
- iii. Ensuring hides and

### **For appointment to this grade, a candidate must have:-**

- i. Diploma in Hides and Skins and Leather Development from a recognized institution
- ii. Certificate in computer application (added advantage).
- iii. At least one (1) year experience in a comparable and relevant position

## **12. Slaughter Men Job Group E (5 Posts)**

### **Duties and Responsibilities**

- i. Animal Slaughter
- ii. Preparing reports on number of animal received, slaughtered, Quantity of meat produced and quantity dispatched
- iii. Ensure that the meat has been inspected and stamped before being dispatched
- iv. Ensure that customers are issued with certificate of transport before meat leaves the slaughter house

### **For appointment to this grade, a candidate must have:-**

- i. K.C.S.E Mean grade D plain
- ii. Certificate of Good Conduct
- iii. Slaughter license
- iv. At least one (1) year experience in a comparable and relevant position

## **13. Fisheries Officer Job Group K (2 Posts)**

### **Duties and Responsibilities**



- i. Receiving and compiling fisheries related statistical data from field offices;
- ii. Analyzing fisheries data and preparing reports;
- iii. Assisting in monitoring, control and surveillance of the fisheries resources, undertaking fisheries extension activities;
- iv. Maintaining of ponds at fish farms and hatcheries;
- v. Inspecting fish and fish handling facilities at fish handling sites, Markets and farms;
- vi. Assisting in the promotion of fish Marketing and value addition.

**For appointment to this grade, a candidate must have:-**

- i. Degree in Fisheries Management, Aquatic sciences, or equivalent and relevant qualification from a recognized institution.
- ii. Certificate in computer applications from a recognized institution (added advantage).
- iii. At least one (1) year experience in a comparable and relevant position

**14. Assistant Fisheries Officer III Job Group H (2 Posts)**

**Duties and Responsibilities**

- i. Assisting in delivering fisheries extension services including conducting field days and training fishers
- ii. Collecting and compiling fisheries statistical data
- iii. Participating in fish quality assurance activities and Marketing;

**For appointment to this grade, a candidate must have:-**

- i. Diploma in Fisheries Management, Aquatic science or equivalent and relevant qualification from a recognized institution.
- ii. Certificate in computer applications from a recognized institution.
- iii. At least two (2) years' experience in a comparable and relevant position

**15. Fisheries Assistant II Job Group G (2 Posts)**

### **Duties and Responsibilities**

- i. Participating in the provision of fisheries extension services;
- ii. Collecting Fisheries Statistical data;
- iii. Maintaining fish Farms and Hatcheries;
- iv. Assisting in ensuring

### **For appointment to this grade, a candidate must have:-**

- Diploma in Fisheries Management or its equivalent from a recognized institution.
- Certificate in computer application from a recognized institution
- At least one (1) year experience in a comparable and relevant position

### **16. County Commissioner For Co-Operative Development- Job Group R (1 Post) – Duties and Responsibilities**

- Providing technical advice on cooperative investment, finance, credit, Marketing, project management, extension and advisory services
- Ensuring implementation of cooperative policies
- Enforcing compliance with cooperative legislation
- Designing, coordinating and monitoring the implementation of cooperative activities, programmes and policies
- Carrying out market research and disseminating research findings
- Monitoring cooperative societies liquidation
- Developing education and training packages for cooperative movements
- Responsible for staff supervision, development and appraisal in the Directorate

### **For appointment to this grade, a candidate must have:-**

- Served in the grade of Deputy County Commissioner for Co-Operative Development Job Group Q for a minimum period of three(3) years or in a comparable and relevant position in the public Service for a minimum period of ten (10) years;
- Bachelor's degree in any `of the following disciplines, Commerce ,Business Administration (Accounting /Finance option), Economics, Mathematics, Statistics, or Co-operative management from a recognized institution
- Master's degree in any `of the following disciplines (Mandatory), Commerce (Accounting /Finance option), Economics, Mathematics, Statistics, Business Administration or Co-operative management from a recognized institution
- Demonstrate Managerial, Administrative and professional competence in work performance and exhibit thorough understanding of county goals, policies objective's and ability to relate them to the cooperative development and marketing functions.
- Attended a Senior Management Course lasting not less than four(4) weeks.

## **17. Assistant Director Of Cooperative Audit Job Group P (1 Post)**

### **Duties and Responsibilities**

- i. Heading An Audit Unit
- ii. Maintaining high audit standards within the unit
- iii. Monitoring and reviewing individual and overall work programme
- iv. Authenticating the correctness and accuracy of the accounts, facts and figures and the audit report.
- v. Ascertaining, documenting and evaluating adequacy of cooperative societies internal control system including

### **For appointment to this grade, a candidate must have:-**

- i. Served in the Grade of Principal Cooperative Auditor or in a comparable and relevant position in public service for a minimum of eight (8) years
- ii. Bachelor's degree in any `of the following discipline's, Commerce (Accounting /Finance option), Economics, Mathematics, Statistics,

- Business Administration or Co-operative management from a recognized institution
- iii. Certified Public Accountant (CPAK) or certified internal Auditors (CIA) part III from a recognized institution.
  - iv. Master's degree in any of the following disciplines (Mandatory), Commerce (Accounting /Finance option), Economics, Mathematics, Statistics, Business Administration or Co-operative management from a recognized institution
  - v. Certificate in computer application from a recognized institution

### **18. Co-Operative Auditor II Job Group J (1 Post)**

#### **Duties and Responsibilities**

- i. Examining vouchers, cash books, ledgers and confirming the accuracy of the transactions.
- ii. Auditing annual accounts.
- iii. Undertaking audit inspections of cooperative societies.
- iv. Verifying statement of accounts and reporting the findings to immediate supervisor.
- v. Undertaking specific audit assignments under the overall direction of a team leader

#### **For appointment to this grade, a candidate must have:-**

- i. Degree in Commerce, Economics or Business Administration from a recognized institution;
- ii. CPA part III or Certified Internal Auditors (CIA) part III;
- iii. Certificate in Computer applications from a recognized institution (added advantage).
- iv. At least one (1) year experience in a comparable and relevant position

### **19. Assistant Co-operative Officer III Job Group H (6 Posts)**

#### **Duties and Responsibilities**

- i. Promoting co-operative societies
- ii. Enforcing compliance with cooperative legislations.

**For appointment to this grade, a candidate must have:-**

- i. Diploma in Co-operative Management, Marketing, Business Administration or Management or Finance from a recognized institution.
- ii. Certificate in Computer applications from a recognized institution (added advantage).
- iii. At least three (3) year's experience in a comparable and relevant position

**DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE**

**1. Senior Architectural Assistant, Job Group L (1 Post)**

**For appointment to this Grade, a candidate must have:**

- i. Served in the grade of Architectural Assistant I or in a comparable and relevant position in the Public/Private Sector for at least 3 years;
- ii. A Diploma or Technician Certificate Part III in any of the following disciplines: Building/Civil Engineering, Architecture, or its equivalent and relevant qualification from a recognized institution;
- iii. Shown administrative ability, wide knowledge and experience in preparation of drawings and management of drawings office;
- iv. Ability to employ computer knowledge and skills in work assignments; and
- v. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities:**

- i. Supervision of the drawing office and the works on site;
- ii. Preparation and checking of finished working drawings;
- iii. Analysis of technical information required by project teams at each design stage;

- iv. Coordination, organization and scheduling of work to ensure smooth flow; and
- v. Training and development of technical staff under this position

## **2. Senior Quantity Survey Assistant, Job Group L (2 Posts)**

### **For appointment to this Grade, a candidate must have:**

- i. Served in the grade of Quantity Survey Assistant I or in a comparable and relevant position in the Public/Private Sector for at least three (3) years;
- ii. Diploma or a Technician Certificate Part III in the field of Quantity Surveying, Building/Civil Engineering, or its equivalent and relevant qualifications from a recognized institution;
- iii. Ability to employ computer knowledge and skills in work assignments; and
- iv. Show merit and ability as reflected in work performance and results.

### **Duties and Responsibilities:**

- i. Squaring dimensions and abstracting for preparation of bills of quantities and specifications;
- ii. Site measurements and preparation of interim payment certificates and final accounts;
- iii. Control of specialized units relating to fees, pre-contract documentation, contract documentation and maintenance of contract records;
- iv. Cost control, variation orders and assist in the audit of final accounts relating to contracts

## **3. Chief Superintendent (Buildings) – Job Group “M” – (1 Post)**

### **For appointment to this Grade, a candidate must have:**

- i. Served in the grade of Senior Superintendent (Buildings) or in a comparable and relevant position in the Public/Private Sector for at least three (3) years;

- ii. Diploma in Building and Civil Engineering or Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution;
- iii. Attended a Supervisory Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Show administrative ability, wide knowledge and experience in preparation of drawings and management of drawings office;
- v. Ability to employ computer knowledge and skills in work assignments; and
- vi. Shown administrative ability by being conversant with Government procedures

**Duties and Responsibilities:**

- i. Assisting in planning of supervision programmes for large complex building projects;
- ii. Monitoring and supervision of works in progress;
- iii. Assisting in preparation of monthly physical progress reports of individual projects;
- iv. Ensuring specifications and standards are adhered to during construction;
- v. Arranging for testing of materials;
- vi. Preparation of cost estimates and schedule of materials for simple buildings on labour contracts
- vii. Allocation of duties and supervision of staff carrying out repairs and alteration of existing building;
- viii. Preparation of cost estimates and schedule of materials; and
- ix. Control of usage of materials on site.

**4. Superintendent I (Buildings), Job Group K (2 Posts)**

**For appointment to this Grade, a candidate must have:**

- i. Served in the grade of Senior Inspector (Buildings) or in a comparable and relevant position in the Public/Private Sector for at least three (3) years;
- ii. A Diploma in Building and Civil Engineering or Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution;
- iii. Ability to employ computer knowledge and skills in work assignments; and
- iv. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities:**

- i. Reading and interpreting Architectural and Engineering drawings and comparing their details with work on site;
- ii. Compiling weekly site reports;
- iii. Assisting in planning a building Programme for a group of buildings;
- iv. Ensuring that construction work in progress is in accordance with specifications;
- v. Taking details of provisional items.
- vi. Supervision of artisans carrying out repairs and alteration of existing buildings; and
- vii. Preparation of cost estimates and schedule of materials.

**5. Inspector (Electrical), Job Group H (1 Post)**

**For appointment to this Grade, a candidate must have:**

- i. A Diploma in Electrical Engineering or Electrical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution.
- ii. At least one (1) year experience in a comparable and relevant position

**Duties and Responsibilities:**

- i. Inspection and maintenance of electrical installations in Public Buildings, Public Land and Government Quarters;



- ii. Testing and maintenance of electrical controls related to fire-detection equipment, cookers, water heaters and general domestic appliances;
- iii. Inspection and maintenance of electrical controls in power generating plants and machinery

**6. Structural Assistant I, Job Group K (1 Post)**

**For appointment to this Grade, a candidate must have:**

- i. Served in the grade of Structural Assistant II or in a comparable and relevant position in the Public/Private Sector for at least three (3) years;
- ii. Diploma in Civil Engineering or Building or its equivalent and relevant qualification from a recognized institution;
- iii. Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution;
- iv. Ability to employ computer knowledge and skills in work assignments; and
- v. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities:**

- i. Preparation of structural and civil works drawings including detailing of steel and concrete structures;
- ii. Preparation of layouts and details of drainage schemes, roads and paved areas;
- iii. Production of bending schedules;
- iv. Design under the guidance of a more experienced officer;
- v. Preparation of scheme drawings and details pertaining to the design of sewerage disposal systems, paved areas and allied Engineering Structures;
- vi. Carrying out survey and levelling related to drainage work; and
- vii. Structural/civil work supervisor for construction sites.

**7. Superintendent (Roads), Job Group K (2 Posts)**

**For appointment to this Grade, a candidate must have:**

- i. Served in the grade of Senior Inspector (Roads) or in a comparable and relevant position in the Public/Private Sector for at least three (3) years;
- ii. Diploma in Civil Engineering or its equivalent and relevant qualification from a recognized institution;
- iii. Graduate Engineering Technician from the Institution of Engineers of Kenya or a relevant professional body/ institution;
- iv. Ability to employ computer knowledge and skills in work assignments; and
- v. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities:**

- i.** Supervising and controlling of road works;
- ii.** Coordinate selection and location of suitable materials for road works;
- iii.** Coordinate the Annual Road Inventory and Condition Survey;
- iv.** Oversee 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
- v.** Preparing work programmes in liaison with the officers in-charge.

**8. Senior Inspector (Roads) Job Group J (2 Posts)**

**For appointment to this Grade, a candidate must have:**

- i. Served in the grade of Inspector (Roads) or in a comparable and relevant position in the Public/Private Sector for at least three (3) years;
- ii. Diploma in Civil Engineering or its equivalent and relevant qualification from a recognized institution;
- iii. Graduate Engineering Technician from the Institution of Engineers of Kenya or a relevant professional body/ institution;
- iv. Ability to employ computer knowledge and skills in work assignments; and

- v. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Assist supervising and controlling of road works;
- ii. Assist in the selection and location of suitable materials for road works;
- iii. Assist in collecting data on road inventory;
- iv. Assist in 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
- v. Assist in preparing work programmes in liaison with the officers in-charge.

**9. Assistant Land Surveyor I Job Group K (1 Post)**

**For appointment to this Grade, a candidate must have:**

- i. Diploma in Land Survey or its equivalent and relevant qualification from a recognized institution;
- ii. Technician membership with the Institution of Surveyors of Kenya (ISK), (Land Surveyors Chapter); and
- iii. Ability to employ computer knowledge and skills in work assignments.
- iv. At least one (1) year experience in a comparable and relevant position

**Duties and Responsibilities**

- i. Carrying out and reporting of survey operations and observations;
- ii. Undertaking engineering survey for road projects;
- iii. Conducting traversing and tachometry;
- iv. Conducting survey work from aerial photography;
- v. Identifying and establishment of photo control points;
- vi. Conducting geodetic levelling;
- vii. Observing of level lines and maintenance of geodetic instruments.

**10. Chief Superintendent (Mechanical-Motor Vehicle & Plant), Job Group M (1 Post)**

**For appointment to this Grade, a candidate must have:**

- i. Served in the grade of Senior Superintendent (Mechanical) or in a comparable and relevant position in the Public/Private Sector for at least three (3) years;
- ii. Diploma in Automotive or Construction Plant or Mechanical Engineering or its equivalent and relevant qualification from a recognized institution;
- iii. Valid driving licence
- iv. Shown administrative ability by being conversant with Government procedures.

**Duties and Responsibilities:**

- i. Preparation of maintenance schedules for machines, vehicles and plant;
- ii. Inspection and testing of machinery, vehicles and plant before and after repairs;
- iii. Preparation of spares and maintenance consumables inventories for machinery, vehicles and plant;
- iv. Conducting proficiency tests for drivers.

**11. Superintendent (Mechanical-Motor Vehicle & Plant), Job Group K  
(1 Post)**

**For appointment to this Grade, a candidate must have:**

- i. Served in the grade of Senior Inspector (Mechanical-MVP) or in a comparable and relevant position in the Public/Private Sector for at least three (3) years;
- ii. Diploma in Automotive or Construction Plant or Mechanical Engineering or its equivalent and relevant qualification from a recognized institution;  
and
- iii. Valid driving licence.

**Duties and Responsibilities:**

- i. Assist in preparation of maintenance schedules for machines, vehicles and plant;
- ii. Assist in inspection and testing of machinery, vehicles and plant before and after repairs;
- iii. Assist in preparation of spares and maintenance consumables inventories for machinery, vehicles and plant;
- iv. Assist in conducting proficiency tests for drivers.

**12. Mechanic (Electrical-Motor Vehicle & Plant), Job Group F (1 Post)**

**For appointment to this Grade, a candidate must have:**

- i. Served in a busy automotive/plant workshop or similar for at least three (3) years;
- ii. Government trade test in automotive or its equivalent and relevant qualification from a recognized institution; and
- iii. Valid driving licence.

**Duties and Responsibilities:**

- i. Diagnosis of electrical faults in machinery, motor vehicles and plant;
- ii. Servicing and carrying out minor repairs on electrical components such as alternators, generators, starter motors, small battery charging units and condensers;
- iii. Maintenance and repair of motor vehicle/plant batteries; and
- iv. Carrying out fitting of electrical components and electrical wiring.

**13. Mechanic (Mechanical-Motor Vehicle & Plant), Job Group F (2 Posts)**

**For appointment to this Grade, a candidate must have:**

- i.** Served in a busy automotive/plant workshop or similar for at least three (3) years;
- ii.** Government trade test in automotive or its equivalent and relevant qualification from a recognized institution; and
- iii.** Valid driving licence.

**Duties and Responsibilities:**

- i. Diagnosis of mechanical faults in machinery, motor vehicles and plant;
- ii. Servicing and carrying out minor repairs on mechanical components for machinery, motor vehicles and plant; and
- iii. Carrying out fitting of mechanical components.

**14. Surveying Artisans III Job Group E (2 Posts)**

**For appointment to this Grade, a candidate must have:**

- i. Kenya Certificate of Secondary Education Mean Grade D;
- ii. Prior experience in an Engineering Survey environment will be an added advantage.

**Duties and Responsibilities:**

- i. Assist the Assistant Land Surveyor in carrying out duties; and
- ii. Safety and care of survey equipment

**DEPARTMENT OF EDUCATION, SCIENCE, TECHNICAL & VOCATIONAL TRAINING**

**Directorate of Technical and Vocational Education and Training**

**1. Vocational Training Centre Trainers Job Group H – (55 Posts)**

**Duties and responsibilities**

- i. Giving theoretical and practical instruction in the area of specialization;
- ii. Preparing and maintaining schemes of work, lesson plan, teaching and learning materials and trainee records;
- iii. Carry out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities;
- vi. Maintain trainee discipline, guidance and counselling;
- vii. Monitoring trainees on field work, industrial attachment and compiling progress reports;

- viii. Participate in preparation of departmental budget;
- ix. Any other duties as may be assigned from time to time.

### **Requirements for appointment**

For appointment to this grade, an officer must;

- i. Have a relevant Diploma in the Technical field from a recognized institution.
- ii. Have a Minimum 3 years working experience as a Trainer in a Vocational Training Centre.
- iii. Have proficiency in Computer applications.
- iv. Must be registered by Technical and Vocational Education and Training Authority (TVETA).

Diploma in Technical Education from a recognized institution will be an added advantage.

KNEC/ NITA Examiner or Supervisor will also be an added advantage.

- Demonstrate professional competence in any of the following technical fields offered in Vocational Training Centres:
  - Electrical and Electronics Technology/ Electrical Installation/ Electrical Wireman
  - Motor Vehicle Technology/ Mechanics/ Automotive Engineering
  - Appropriate Carpentry and Joinery
  - Metal Processing Technology/ Welding & Fabrication
  - Fashion Design & Garment Making/ Tailoring/ Dress Making
  - Information Communication Technology
  - Agribusiness/ Horticulture/ General Agriculture
  - Plumbing & Pipe Fitting
  - Food and Beverage/ Food Processing Technology
  - Building & Construction Technology/ Masonry
  - Hair Dressing & Beauty Therapy
  - Business Technical education

## **2. Vocational Training Centre Trainers Job Group G –(50 Posts)**

### **Duties and responsibilities**

- i. Giving theoretical and practical instruction in the area of specialization;
- ii. Preparing and maintaining schemes of work, lesson plan, teaching and learning materials and trainee records;
- iii. Carry out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities;
- vi. Maintain trainee discipline, guidance and counselling;
- vii. Monitoring trainees on field work, industrial attachment and compiling progress reports;
- viii. Participate in preparation of departmental budget;
- ix. Any other duties as may be assigned from time to time.

### **Requirements for appointment**

For appointment to this grade, an officer must have;

- i. KNEC Craft Certificate.
- ii. A Minimum 3 years working experience as a Trainer in a Vocational Training Centre.
- iii. Proficiency in Computer applications.
- iv. Registered by TVETA  
Instructor Training course from a recognized institution will be an added advantage.  
KNEC/ NITA Examiner or Supervisor will also be an added advantage.
- v. Demonstrate professional competence in the technical field offered in Vocational Training Centres.



### **3. Vocational Training Centre Trainers - Job Group F - (26) Posts**

#### **Duties and responsibilities**

- i. Giving theoretical and practical instruction in the area of specialization;
- ii. Preparing and maintaining schemes of work, lesson plan, teaching and learning materials and trainee records;
- iii. Carry out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities;
- vi. Maintain trainee discipline, guidance and counselling;
- vii. Monitoring trainees on field work, industrial attachment and compiling progress reports;
- viii. Participate in preparation of departmental budget;
- ix. Any other duties as may be assigned from time to time.

#### **Requirements for appointment**

For appointment to this grade, an officer must have;

- i. National Trade Test Certificate Grade I or National Vocational Certificate in Education and Training (NVCET) Level 2 or Artisan.
- ii. A minimum 3 (three) years working experience as a Trainer in a Vocational Training Centre **OR** a minimum 5 (five) years proven hands-on experience from the Industry.
- iii. Proficiency in Computer applications.  
Instructor Training course from a recognized institution will be an added advantage.  
KNEC/ NITA Examiner or Supervisor will also be an added advantage.
- iv. Must have proven and outstanding hands-on skills in the technical field offered in Vocational Training Centres.

**DEPARTMENT OF PUBLIC SERVICE, ADMINISTRATION AND  
COORDINATION OF COUNTY AFFAIRS**

## **1. Principal Office Administrator -Job Group N (1 Post)**

### **Duties and Responsibilities**

- Coordinating the management and supervision of the general administrative functions.
- Developing policies and plans
- Facilitating and coordinating citizen participation in the development of policies and plans and delivery of services
- Coordinating the cabinet secretariat logistical and operational issues
- Coordinating schedules of meetings in the office of the County Secretary.
- Establishing and monitoring procedure record keeping of correspondences and file movement
- Overseeing and updating the County Secretary on the county development
- Preparing guest list and seating arrangements
- Facilitating linkages with other institutions and organizations
- Ensuring compliance with legal, statutory regulatory requirements
- Ensuring sufficient and effective communication with stakeholders and visitors.
- Ensuring proper etiquette for official engagements; and any other duties as may be assigned from time to time.

### **Requirements**

For appointment to this grade, a candidate must:-

- Be a Kenyan citizen;
- Be a holder of at least a Bachelor's degree in social sciences in the following fields: Public Administration, Business Administration/Management and Community Development or Public Relations, International Relations, Diplomacy and marketing from a recognized university or its equivalent.
- Have served as a Chief Office Administrator for a period of three (3) years or in a relevant position in the public service for a term not less than seven (7) years.
- Demonstrate understanding and commitment to the values and principles of public service as outlined in articles 10 and 232 of the Constitution of Kenya, 2010;
- Have proficiency in computer applications.

## **2. Assistant Office Administrator II- Job Group J (1 Post)**

### **Duties and Responsibilities**

- Taking oral dictation and Preparing minutes;
- Ensuring security of office equipment's, documents and records;
- Receiving, welcoming and directing visitors to the relevant office;
- Handling telephone calls and appointments;
- Establishing and monitoring procedures for record keeping of correspondence and file movement;
- Maintaining an up to date filing system in the office;
- Preparing response's to simple routine correspondence;

- Supervision of office cleanliness;

**For appointment to this grade, a candidate must have:-**

- Served in a comparable and relevant position in the public service for a minimum period of five (5years)
- Shorthand II (Minimum 80 w. p.m).
- Type writer II (50 w.p.m.)/Computer Document Processing III
- Business English III/Communications II
- Secretarial Duties II
- Office Practice II
- Commerce II
- Office Management III/ Office Administration and Management III
- Certificate in Computer Applications from a recognized institution
- Human Resource Management knowledge will be an added advantage

**DEPARTMENT OF GENDER, CULTURE YOUTH AND SPORTS**

**1. Sports Officers Job Group J (5Posts)**

**Duties & responsibilities**

- i. The officers shall be deployed at sub county level to manage sporting activities
- ii. Mobilization of residents and youth to participate in sports as a career through talent search, nurturing, development and health management in the sub county

- iii. Coordination of inter-sectorial collaboration programs among stakeholders for sport development.
- iv. Oversee routine running of activities in sports section and compile a report which will be used in evaluating performance of the section.
- v. Assist in managing and developing convention centres with the aim of improving sports, recreation, promoting sports tourism and developing community sport talent.

### **Requirements**

For appointment to this grade, an officer must;

- i. Have a Bachelors' degree in Sports Science or related fields from a recognised institution
- ii. Be Computer literate
- iii. Have Knowledge of professional standards affecting the area of operation
- iv. Possess Knowledge of relevant legislations in sports administration.
- v. Have at least three (3) years working experience in a relevant and comparable position.

### **2. Youth Development Officers Job Group J (2 Posts)**

#### **Duties &Responsibilities**

- i. Collection and maintenance of data on AGPO and other related youth matters.
- ii. Receive proposals from youth and presenting them to relevant organizations.
- iii. Providing data on youth accessing various government services

- iv. Create a data bank for the youth in the county
- v. Assisting youth identify available opportunities.
- vi. Provide regular update on youth activities within the County.
- vii. Sensitization of the youth on available opportunities.

### **Requirements**

For appointment to this grade, an officer must have;

- i. Degree in social science or its equivalent.
- ii. Demonstrate clear understanding of youth matters/issues in the county
- iii. Must be a resident of the county for the past two or more years
- iv. Must be computer literate
- v. At least three (3) years working experience with the youth.

### **3. Disability Officer – Job Group H (1 Post)**

#### **Duties and responsibilities**

- i. Conduct registration of persons with disabilities.
- ii. Working closely with the national council of persons with disability for implementation of the County's Disability Act and other relevant legislations.
- iii. Facilitate registration of companies and businesses of persons with disabilities under AGPO and provide them with LPO Financing under AGPO.
- iv. Facilitate Training of economic empowerment beneficiary groups on entrepreneurship
- v. Assisting the local communities and self-help groups to identify viable projects, advise and report on the progress

- vi. Conflict resolutions among group members disaggregate data on gender, disability, gender, disability, age etc
- vii. Participate in community mobilization and sensitization on programmes of the Council

### **Requirements**

For appointment to this grade, an officer must have;

- i. Diploma in social science and its equivalent.
- ii. Those with a Bachelor's degree will have an added advantage.
- iii. Minimum 2 years working experience
- iv. Experience in working in the Disability Sector or a similar sector;

## **4. Culture Officer Job Group J (3 POSTS)**

### **Duties and responsibilities**

- i. Organize community cultural festivals at sub county level
- ii. Oversee identification, preservation and conservation of historical sites
- iii. Participate in the development of creative and cultural industries and the arts for economic development and promotion of cultural and identity value in the sub county
- iv. Operationalize community cultural centres and galleries.
- v. Identify and vet cultural groups and individual requesting assistance with cultural grants
- vi. Identify and vet cultural and entertainment groups for public functions in the sub county
- vii. Visit and monitor all cultural facilities to ensure they have the required facilities at the sub county level

- viii. Monitor and evaluate all community cultural heritage projects and report on progress
- ix. Prepare timely periodic reports on the cultural programmes and activities for review by director culture

### **Requirements**

For appointment to this grade, an officer must have;

- i. Bachelor's degree in Social Sciences, Anthropology or any other related field from a recognised institution
- ii. Good Communication skills
- iii. Good Interpersonal skills
- iv. Good Organizational skills
- v. Ability to work with minimal supervision
- vi. At least three (3) years working experience

## **5. Child Protection Officers Job Group F (10 Posts)**

### **Duties and responsibilities**

- i. Implementation of policy, guidelines and standards of children protection and care in the ward with the guidance of the sub-county children officer.
- ii. Network with relevant Government Department at Ward level, Public and Private Agencies in the Ward through Ward area advisory councils.
- iii. Provide data and information to the Sub-County Children Office.
- iv. Guidance and Counseling of Children and Parents in the Ward.
- v. Carry out Social Inquiry as directed by the Sub-County Children Officer.



- vi. Ensure the enforcement of the Children Act Education Act and other Act touching on Children Issues.

### **Requirements**

For appointment to this grade, an officer must have;

- i. Diploma in relevant field or its equivalent from a recognised institution in Kenya. Those with a diploma in Social Work and Community Development will have an added advantage,
- ii. Good Communication skills
- iii. Good Interpersonal skills
- iv. Ability to work under minimal supervision.
- v. Understanding of the Children’s Act and Policy guidelines related to Children Protection.
- vi. At least one (3) years working experience with the community.

## **DEPARTMENT OF FINANCE AND ECONOMIC PLANNING**

### **1. County Director Internal Audit – JG ‘R’ (1 position)**

The County Director Internal Audit will administratively report to the Chief Officer – Finance and Economic Planning and functionally to the Audit Committee. An officer at this level will be based at the County Headquarters and will be responsible for co-ordination of activities of the Internal Audit Directorate.

#### **Duties and Responsibilities**

- i. Head the day to day activities of the internal audit directorate of the County Government.

- ii. Co-ordinate the implementation of the Internal Control Framework to streamline Internal Control and Risk Management systems in the County Government.
- iii. Review the internal control framework and consistently ensure its compliance.
- iv. Co-ordinate and facilitate the development and implementation of the formal risk management framework.
- v. Co-ordinate departmental audits, document audit procedures, developing criteria, review and analyze evidence, and document processes and procedures.
- vi. Identify, develop and document audit issues and recommendations.
- vii. Co-ordinate and liaise with external auditors to ensure external audits and financial reporting processes are efficient and effective.
- viii. Conduct appropriate governance and performance assessment exercises so as to streamline the county's performance and governance processes.
- ix. Lead in the development of the County Audit Charter and Annual Audit Work Plan.
- x. Perform any other related duties as may be assigned from time to time.

### **Core competencies**

- i. Have excellent report writing skills
- ii. Have excellent communication and interpersonal skills;
- iii. Have a practical knowledge of computer systems, including internet navigation, CAATs and various Microsoft office applications
- iv. Be a team player and strategic thinker
- v. Have sound leadership and management skills
- vi. Be self-driven and able to work within tight deadlines

### **Minimum Requirements**

- i. Served for cumulative ten (10) years, three (3) of which should have been at the grade of Principal Internal Auditor, Job Group 'M' and above or in a comparable and relevant position in the Public Service;

- ii. Bachelor's degree in any of the following discipline: Commerce, (Accounting or Finance option), Business management, business administration, Economics, or any other relevant field.
- iii. Must be in possession of CPA (K)/ACCA and registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and the Institute of Internal Auditors Kenya (IAA-K) in good standing.
- iv. A certificate in Senior Management Course from a recognized institution will be an added advantage;
- v. Possession of a relevant Master's Degree will be considered an added advantage
- vi. Well conversant with Public Financial Management Laws and Regulations.

## **2. Principal Accountant – JG 'N' (1 position)**

The Principal Accountant will report to the County Director Accounting Services. An officer at this level will be based at the County Headquarters and will be responsible for the coordination of activities in the Accounting Services section with key emphasis on Financial Reporting.

### **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.
- iv. Maintaining appropriate and up to date accounting records.
- v. Preparing management financial reports which include monthly expenditure returns, monthly bank reconciliations, revenue/AIA returns, cash flow statements, analysis of deposits.

- vi. Submitting monthly check list confirming compliance with the requirements for preparation and submission of management and statutory reports to the chief officer.
- vii. Authorizing payments, signing cheques, and identifying suitable cheque signatories and setting limits as appropriate.
- viii. Monitoring implementation of Accounting Standards and systems for compliance including Integrated financial Management Information System (IFMIS) operations;
- ix. Following up on Audit matters including compilation of Treasury memorandum in respect of all departments.
- x. Following up on implementation of the internal audit and external auditors' recommendations.
- xi. Following up on implementation of the Senate and County Assembly Public Accounts and Investment Committee recommendations.
- xii. Preparing of Bi-annual accounts;
- xiii. Consolidating cash flow projections and expenditure returns submitted by departments;
- xiv. Maintaining a check-list of returns and reports received from departments to ensure compliance with the Law and Treasury circulars.
- xv. 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.

### **Core competencies**

- i. Makes confident, fact-based, decisions and acts on decisions with a sense of calculated risk-taking.
- ii. Approaches problems from different perspectives in order to suggest and implement solutions
- iii. Forecasts issues in advance in order to prevent potential impacts; both internally and externally
- iv. Creates and manages budgets effectively

- v. Facilitates communication between team members to ensure efforts are aligned
- vi. Takes accountability for delivering on commitments; owns mistakes and uses them as opportunities for learning and development.
- vii. Demonstrated professional competence in the field of Accounting Services; and shown merit and ability as reflected in work performance and results;
- viii. Ability to work with IFMIS

**Minimum Requirements**

- i. Served for cumulative ten (10) years three (3) of which should have been at the grade of Chief Accountant, Job Group ‘M’ and above or in a comparable and relevant position in the Public Service;
- ii. Bachelor’s degree in any of the following discipline: Commerce, (Accounting or Finance option), Business management, business administration, Economics, or any other relevant field.
- iii. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) in good standing.
- iv. A certificate in Senior Management Course from a recognized institution will be an added advantage;
- v. Demonstrated professional competence in the field of Accounting Services; and shown merit and ability as reflected in work performance and results;
- vi. Must satisfy the provisions of chapter six of the constitution of Kenya 2010.
- vii. Possession of a relevant Master’s Degree will be considered an added advantage
- viii. Be conversant with Public Financial Management Laws and Regulations.

**3. Supply Chain Management Officer 1 JG ‘K’ (1 Post)**

The SCMO 1 shall report to the County Director Supply Chain Management and shall be responsible for implementing procurement processes in the county government.

## **Duties and Responsibilities**

- i.** Assist in the preparation of Request for Quotation, Initiations to Bid, Requests for Proposal and co-ordination of their timely dispatch.
- ii.** Assist the DSCM in maintaining current up to date Procurement documents and Manuals
- iii.** Routing, copying and circulation of quotes, bids and proposal for evaluation;
- iv.** Researching on pricing, obtaining quotes locally on low value items;
- v.** Assist in coordination of the selected bidder to ensure completion of administrative processes including Bid Security, contract award notice and distribution of contract documents accordingly.
- vi.** Assist in management of the administrative process throughout the duration of the preparation of all documentation until the award of the contract.
- vii.** Preparation of management information and statistical reports;
- viii.** Check and classify the precedence of the requisition and process as priority setting of the goods/services needed.
- ix.** Coordinate with departments and make sure the right goods/ services are acquired.
- x.** Provide purchased goods/services to the responsible receiving office and do all actions for completing the process.
- xi.** Maintain appropriate records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit purpose.
- xii.** Perform other duties related to the field as assigned by the DSCM.

## **Core competencies**

- i.** Able to uphold and respect procurement ethics and to conduct activities with integrity.
- ii.** A team player who demonstrates patience, flexibility and honesty.
- iii.** Be willing and able to meet tight deadlines and work long hours when required.

- iv.** A self-starter, who is able to plan and manage his/her own work, takes initiative and strives to meet deadlines.
- v.** Be able to work in a multicultural environment.
- vi.** Good understanding of the Public Procurement and Asset Disposal Act, 2015 and regulations thereof.
- vii.** Familiar with IFMIS – E-procurement system.

#### **Minimum Requirements**

- i. Bachelor's degree in Procurement/Supply Chain Management.
- ii. Master's degree in the relevant field shall be an added advantage.
- iii. 5+Years of related experience and/or training
- iv. Must be a member of the Institute of Supplies Management of Kenya.

#### **Accountant 1 JG 'K' (1 positions)**

The Accountant 1 shall report to the County Director of Accounting Services and shall be responsible for carrying out accounting and payroll services in the County treasury and county departmental entities.

#### **4. Duties and Responsibilities**

- i. **Controlling** of expenditure commitments in the Ministries/Departments;
- ii. Initial evaluation and scrutiny of expenditure proposals and compilation of information required in the budgetary processes;
- iii. Processing of Medium-Term Expenditure Framework and revised budget estimates;
- iv. Budgeting of donor financed projects, reviewing of financial implementation of such projects, and monitoring commitments on expenditures;
- v. Reviewing Programme based budget performance indicators and subsector reports and facilitate finalization of the sub sector reports;
- vi. Preparation and maintenance of monthly cashbooks, bank reconciliations, statutory returns reconciliation, imprest registers, fixed asset register, salary and cash advance registers, and voucher examination.

- vii. Coordinating the preparation of sector budget proposals for departments
- viii. Planning, directing, coordinating, supervising accounting operations in the area of deployment;
- ix. Preparing monthly and quarterly revenue and expenditure reports and annual financial statements for audit purposes;
- x. Timely preparation and Maintenance of the County Payroll.
- xi. Ensuring safe custody of government assets and records
- xii. Ensuring timely and accurate preparation of quality management reports

**Core Competencies**

- i. Able to work under minimum supervision, meet set deadlines
- ii. Innovative, selfless, high level of integrity and confidentiality in handling government records.
- iii. Must have good report writing skills and be a team player.

**Minimum qualifications**

- i. Bachelor’s degree in any of the following discipline: Commerce, (Accounting or Finance option), Business management, business administration, Economics, or any other relevant field.
- ii. Must be a registered member of the Institute of Certified Public Accountants of Kenya (ICPAK) in good standing.
- iii. Be conversant with public financial management laws and regulations.
- iv. At least 3 years working Experience in government accounting and working knowledge of IFMIS system.

**5. Supply Chain Management Officer 11 JG ‘J’ (2 positions)**

The SCMO 11 shall report to the County Director Supply Chain Management and shall be responsible in implementing procurement processes in the county government.

**Duties and Responsibilities**

- i. Assist in the preparation of Request for Quotation, Initiations to Bid, Requests for Proposal and co-ordination of their timely dispatch.



- ii.** Assist the DSCM in maintaining current up to date Procurement documents and Manuals
- iii.** Routing, copying and circulation of quotes, bids and proposal for evaluation;
- iv.** Researching on pricing, obtaining quotes locally on low value items;
- v.** Assist in coordination of the selected bidder to ensure completion of administrative processes including Bid Security, contract award notice and distribution of contract documents accordingly.
- vi.** Assist in management of the administrative process throughout the duration of the preparation of all documentation until the award of the contract.
- vii.** Preparation of management information and statistical reports;
- viii.** Check and classify the precedence of the requisition and process as priority setting of the goods/services needed.
- ix.** Coordinate with departments and make sure the right goods/ services are acquired.
- x.** Provide purchased goods/services to the responsible receiving office and do all actions for completing the process.
- xi.** Maintain appropriate records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit purpose.
- xii.** Perform other duties related to the field as assigned by the DSCM.

### **Core competencies**

- i.** Able to uphold and respect procurement ethics and to conduct activities with integrity.
- ii.** A team player who demonstrates patience, flexibility and honesty.
- iii.** Be willing and able to meet tight deadlines and work long hours when required.
- iv.** A self-starter, who is able to plan and manage his/her own work, takes initiative and strives to meet deadlines.

- v. Be able to work in a multicultural environment.
- vi. Good understanding of the Public Procurement and Asset Disposal Act, 2015 and regulations thereof.
- vii. Familiar with IFMIS – E-procurement system.

### **Minimum Requirements**

- i. Degree in Procurement/Supply Chain Management.

### **6. Accountant 11 JG ‘J’ (4 positions)**

The accountant 11 shall report to the County Director of Accounting Services and shall be responsible for carrying out accounting services in the County treasury and county departmental entities.

### **Duties and Responsibilities**

- i. Controlling of expenditure commitments in the Ministries/Departments;
- ii. Initial evaluation and scrutiny of expenditure proposals and compilation of information required in the budgetary processes;
- iii. Processing of Medium-Term Expenditure Framework and revised budget estimates;
- iv. Budgeting of donor financed projects, reviewing of financial implementation of such projects, and monitoring commitments on expenditures;
- v. Reviewing Programme based budget performance indicators and subsector reports and facilitate finalization of the sub sector reports;
- vi. Preparation and maintenance of monthly cashbooks, bank reconciliations, statutory returns reconciliation, imprest registers, fixed asset register, salary and cash advance registers, and voucher examination.
- vii. Coordinating the preparation of sector budget proposals for departments
- viii. Planning, directing, coordinating, supervising accounting operations in the area of deployment;
- ix. Preparing monthly and quarterly revenue and expenditure reports and annual financial statements for audit purposes;

- x. Ensuring safe custody of government assets and records
- xi. Ensuring timely and accurate preparation of quality management reports

**Core Competencies**

- i. At least 3 years working Experience in government accounting and working knowledge of IFMIS system
- ii. Able to work under minimum supervision, meet set deadlines
- iii. Innovative, selfless, high level of integrity and confidentiality in handling government records.
- iv. Must have good report writing skills and be a team player.

**Minimum qualifications**

- i. Bachelor's degree in any of the following discipline: Commerce (Accounting or Finance option) or Business Management/Administration (Accounting or Finance option) and Passed CPA Part I or 11 of Certified Public Accountants (CPA) Examinations.

**7. Budget officers 11 JG 'J' (2 positions)**

The Budget Officers shall report to the Director Budget Expenditure and Policy and shall be responsible in management of the county budgetary and policy processes.

**Responsibilities**

- i. Control of expenditure commitments in the Departments;
- ii. Initial evaluation and scrutiny of expenditure proposals and compilation of information required in the budgetary processes;
- iii. Processing of Medium-Term Expenditure Framework and revised budget estimates; and
- iv. Taking initial action for the budgeting of donor financed projects, reviewing of financial implementation of such projects, and monitoring commitments on expenditures.

- v. Gathering, compiling and analyzing information on commitment and expenditure trends and initiating appropriate corrective action as may be required;
- vi. Compiling information required on budget monitoring and expenditure control including expenditures on salaries and allowances; and
- vii. Initial processing of reallocations within the budget.

**Minimum qualification**

- i. Bachelor's degree in Economics, Finance, Accounting, Arts or any other related field.
- ii. A professional certificate in finance or accounting shall be an added advantage.
- iii. Expert knowledge in Microsoft excel spread sheets.
- iv. Minimum 2 years' experience in a busy budget office.

**8. Internal auditor 1 JG 'K' (1 Post) and Internal Auditor 11 JG "J" (2 Posts)**

The internal auditors shall report to the County Director of Internal Audit and shall be responsible for carrying out various audit assignments as per the laid down international auditing standards and report on the same.

**Duties and Responsibilities**

- i. Assist in the development, maintenance, implementation and review of the internal audit work programmes, audit plan and risk register and drive the development, deployment and update/review of the charter, manual, relevant policies and other frameworks for the Internal Audit Function.
- ii. Establish effective business relationships within the County Government and assist management in the understanding and application of and adherence to internal control, risk management, compliance and governance principles.
- iii. Perform audits through the review of physical and electronic records, evaluate the level of compliance with established business control

policies, processes, procedures, standards, government laws and regulations in assigned functional areas/business units, identify control weaknesses or process improvement opportunities and initiate workable solutions.

- iv.** Document and file work papers and audit procedures performed. Track timely and effective corrective actions taken following audit recommendations.
- v.** Maintain back up (physical and electronic) of all internal audit materials for easy retrieval and reference and monitor the document management process across the County Government entities.
- vi.** Monitor and drive compliance with regulatory and statutory requirements across all business areas.
- vii.** Conduct monthly review of bank reconciliation statements for all existing bank accounts and monthly call over/review of transactions focusing on appropriate posting of transactions and ensuring compliance with statutory deductions.
- viii.** Investigate and report all alleged cases of fraud, waste, abuse and inefficiencies and make recommendations on appropriate preventive or remedial actions.
- ix.** Participate in board of surveys and follow through to ensure that store and cash balances are reconciled to the general ledger; conduct physical verification of property, plant and equipment (PPE), and monitor the disposal of PPE as directed by the management.
- x.** Implement the internal audit strategic initiatives relating to key responsibilities.
- xi.** Carry out other responsibilities as may be required by the Director Internal Audit, Audit Committee or Management.

### **Core competencies**

- i.** Have excellent report writing skills
- ii.** Have excellent communication and interpersonal skills;
- iii.** Have a practical knowledge of computer systems, including internet navigation, CAATs and various Microsoft office applications

- iv. Be a team player and strategic thinker
- v. Have sound leadership and management skills
- vi. Be self-driven and able to work within tight deadlines

**Minimum qualifications**

- i. Bachelor’s degree in Accounting, Finance, Business Administration, Economics, or a related numerate discipline
- ii. CPA Part II.
- iii. Relevant professional certification
- iv. Minimum of 2 years of experience in the internal control/audit function of a similar organization.

**9. Administrative Officer – County Treasury JG ‘K’ (1 post)**

The administrative officer – County Treasury shall report to the Chief Officer – Finance and Economic Planning and shall be responsible for all administrative activities of the County Treasury.

**Duties and Responsibilities**

- i. In charge of safe custody and filing of all treasury documents and payment vouchers.
- ii. Plan and coordinate all county treasury sectoral committee meetings.
- iii. Provide secretarial services to all county treasury sectorial committees.
- iv. Assist the CECM and Chief Officer – Finance and Economic Planning in preparation of various county treasury administrative reports as and when required to.
- v. Supervise the county treasury secretarial staff.
- vi. Perform any other duties as assigned by the CECM and Chief Officer – Finance and Economic planning

**Core competencies**

- i. Have excellent report writing skills
- ii. Have excellent communication and interpersonal skills;

- iii. Have a practical knowledge of computer systems, including internet navigation, and various Microsoft office applications
- iv. Be a team player and strategic thinker
- v. Have sound leadership and management skills
- vi. Be self-driven and able to work within tight deadlines

**Minimum Requirements**

- i. Bachelor's degree in Business Administration or Management,
- ii. A certificate course in accounting shall be an added advantage
- iii. Minimum of 4 years of experience in a similar organization

**DEPARTMENT OF PUBLIC HEALTH AND MEDICAL SERVICES**

**1. DIRECTOR HEALTH SERVICES- JOB GROUP "R" (1 POST)**

**Based on the schemes of service for Medical Officers, Dental Officers and Pharmacists (2016) – Deputy Director Medical Services/ Pharmaceutical/ Dental services/clinical officers/Nursing/Public Health**

**Duties and responsibilities;**

- i. Be the technical advisor to the Chief Officer of health, County Health Executive Committee Member, the Governor and all other stake holders on matter relating to health.
- ii. Coordinate supervision of health services within the county.
- iii. schedule and chair county health management team meetings
- iv. coordinate resource mobilization of health department
- v. Promote public health and prevention, limitation or suppression of infectious, communicable or preventable diseases within he county.
- vi. Prepare and publish reports and statistical or other information relative to the public heath within the county.

- vii. report periodically to the director of medical services on all public health occurrences including disease outbreaks, disasters and any other health matters
- viii. Oversee performance management in the health department.
- ix. coordinate and advise on all administrative functions related to health in the county
- x. Perform any other duties as may be assigned by appointing authority and any other written law.

**Minimum Qualifications;**

- i. Must have a first degree in health sciences.
- ii. Must have a Master's Degree in a health related field.
- iii. Must have served in Job Group Q for a minimum period of 3 years or its equivalent.
- iv. Must be registered with relevant regulatory bodies with active and valid practicing license.
- v. Must have demonstrated leadership and good performance in the previous assignments.
- vi. Must have undergone at least the Strategic Leadership Development Programme (lasting not less than Six weeks) at Kenya School of Government (KSG).

**2. DEPUTY DIRECTOR MEDICAL SERVICES(CLINICAL SERVICES, STANDARDS AND QUALITY ASSURANCE )JOB GROUP 'Q'– (1 Post)**

**Based on the schemes of service – Senior Assistant Director Clinical Services/ Medical services/ Dental Services/ Pharmaceutical Services**

**Duties and Responsibilities**



- i. Promote the mission, vision and objectives of the department of health.
- ii. Responsible for full implementation of approved County Medical services systems, structures and policies.
- iii. Evaluate the quality of medical services practices through the advancement of appropriate standards and research priorities within the County.
- iv. Evaluate the quality of medical services practices through the advancement of appropriate standards and research priorities within the County.
- v. Ensure continuous assessment of the effectiveness of the existing programs and project designs, structures, methodology, planning and budgeting processes and making recommendations for future project implementation.
- vi. Develops systems and structures for sound implementation of Public Health standards.
- vii. Coordinate performance appraisal of officers in the department and responsible for ensuring all the officers are appraised.
- viii. Coordinates continual evaluation and appraisal of current health management programs, identify priorities and recommend opportunities for up-scaling and or replication.
- ix. Performs any other duties as assigned by the County Director for Health.

**Minimum Qualifications;**

- i. Must have served in Job Group P for a minimum period of 3 years or it's equivalent
- ii. Must have a first degree in health sciences.

- iii. Must have a Master's Degree in a health related field.
- iv. Must be registered with relevant regulatory bodies with active and valid practicing license.
- v. Must have demonstrated leadership and good performance in the previous assignments.
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.

**3. DEPUTY DIRECTOR PUBLIC HEALTH -JOB GROUP 'Q'– (1 Post)**

**Duties and Responsibilities.**

- i. Promote the mission, vision and objectives of the department of health Vihiga County.
- ii. Responsible for full implementation of approved County Health Management systems, structures and policies.
- iii. Develops systems and structures for promotion of Health standards within Vihiga County.
- iv. Leads initiatives for promotion of health and safety awareness and knowledge through education, awareness and advocacy programs or campaigns.
- v. Puts in place a sound system for surveillance for early identification of Public Health risks and disease outbreaks throughout the County.
- vi. Puts in place systems and structure for rapid response to identified risks to public health and safety and disease outbreaks
- vii. Puts in place mechanisms for enforcement of Public health regulations and Laws.

- viii. Coordinate performance appraisal of officers and responsible for ensuring all officers are appraised.
- ix. Coordinates continual evaluation and appraisal of current health management programs, identify priorities and recommend opportunities for up-scaling and or replication.
- x. Performs any other duties as assigned by the County Director for Health.

**Minimum qualifications**

- i. Must have served in Job Group P for a minimum period of 3 years or it's equivalent
- ii. Must be a holder of a first degree in health sciences.
- iii. Must have a Master's Degree in a health related field.
- iv. Must be registered with relevant regulatory bodies with active and valid practicing license.
- v. Must have demonstrated leadership and good performance in the previous assignments.
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.

**4. DEPUTY DIRECTOR HEALTH ADMINISTRATION, HUMAN RESOURCES, AND SUPPORT SERVICES -JOB GROUP 'Q'**

**Based on the schemes of service – Assistant Director of Health Administration and management**

**Duties and responsibilities;**

- i. Perform secretarial function in the County Health Management Team (CHMT).

- ii. Prepare annual Human Resource plan for the county which should include recruitment plan, budgeting and Human resource and transition plan for the retiring staff.
- iii. Coordinate the development of training plan for all the staff in the health department including budgeting for the training.
- iv. Ensure that staff returns are submitted to the office of the county director of health on monthly basis, the reports must be complete, accurate and updated as per the issued format.
- v. Coordinate induction of new staff after appointment, transfer, deployment and redeployment.
- vi. Proper management of staff records especially staff personal files.
- vii. Automate staff records; ensure confidentiality and safety of all staff records.
- viii. Staff welfare; encourage the staff welfare associations, voluntary staff contributory schemes and staff benevolent fund to assist the staff during difficulties or death.
- ix. Ensure strong, fair and effective disciplinary/advisory committees to handle staff disciplinary cases ensure that disciplinary cases are properly and effectively addresses through the committee.
- x. Ensure the utilities are adequately budgeted for in the department annual budget.
- xi. Coordinate development of annual development plan within the stipulated deadline,
- xii. Ensure that the staffs especially the facility in charges is adequately sensitized on public procurement and disposal act.
- xiii. Coordinate registration of facilities with NHIF and other Health Insurance schemes.
- xiv. coordinate the setting up of revenue targets for all the facilities collecting revenue
- xv. Ensure 100% banking of the collected revenue.
- xvi. Prepare annual infrastructural development plan for the department of health.

- xvii. coordinate preparation of scheduled and preventive maintenance plans of plants and equipment
- xviii. Prepare and submit monthly, quarterly and annual division reports to the office of the county director of health.
- xix. Develop in consultation with the county health management team a functional and responsive system of interacting and responding to client complaints.
- xx. Prepare annual maintenance plan for all the motor vehicle in the county including budget allocation.

**Minimum qualifications:**

- i. Must have served in Job Group **P** for a minimum period of 3 years or it's equivalent
- ii. Must be a holder of a first degree in health management.
- iii. Must have a Master's Degree in a health related field.
- iv. Must be registered with relevant regulatory bodies with active and valid practicing license.
- v. Must have demonstrated leadership and good performance in the previous assignments.
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.

**5. HEAD OF DIVISION OF HEALTH INFORMATION, M & E AND RESEARCH DEVELOPMENT-JOB GROUP 'N'– (1 Post)**

**Duties and Responsibilities:**

- i. Promote the mission, vision and objectives of the department of health Vihiga County.
- ii. Ensures proper training of staff on record management policies, standards and procedures, use of reporting tools and reporting templates.

- iii. Ensures proper implementation and running of DHIS at the County, Sub county and service delivery levels.
- iv. Compiles and disseminate County Health Reports
- v. To analyze, interpret and disseminate data of specific indicators per health facilities and program areas
- vi. Supervise health M&E staff, records management officers, including appraising their performance
- vii. Coordinates research projects
- viii. Performs any other duties as assigned by the Deputy County Director Medical & Public Health Services.

**Minimum qualifications:**

- i. Must have served in Job Group M for a minimum period of 3 years or it's equivalent
- ii. Must be a holder of a first degree in health sciences.
- iii. Must be registered with relevant regulatory bodies with active and valid practicing license.
- iv. Must have demonstrated leadership and good performance in the previous assignments.
- v. Post graduate qualification in public health epidemiology, monitoring and evaluation, Health informatics and research is desirable.
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.

**6. HEAD DIVISION OF FAMILY HEALTH -JOB GROUP 'N'- (1 Post)**

**According to schemes of service– Deputy Director Medical Services/  
Pharmaceutical/ Dental services/ Clinical Services/ Nursing  
Services.**

**Duties and Responsibilities.**

- i. Strengthen the technical leadership, coordinate and manage capacity of the division of family health and its principal units.
- ii. Enforce standards within the division.
- iii. Promote the scale up of high impact maternal neonatal child health, reproductive health, nutrition and non-communicable diseases interventions.
- iv. Strive to improve RH, MNCH, Nutrition and NCD indicators.
- v. Strive to motivate and inspire staff, and encouraging and building a team spirit within the division.
- vi. Set performance standard and giving the division reports.
- vii. Chair monthly divisional meeting (Administrative or Clinical) and give reports.
- viii. With the division staff, develop a mission and vision for the division.
- ix. Ensure continuous medical developments, Capacity building and performance management for division staff.
- x. Encourage division staff to participate in research.
- xi. Ensure all staff in division upholds a high level of ethics.
- xii. Strategic planning and budgeting.
- xiii. Resource mobilization and accountability.

**Minimum qualifications:**

- i. Must have served in Job Group M for a minimum period of 3 years or it's equivalent
- ii. Must have a first degree in health sciences.
- iii. Master's Degree in a health related field is an added advantage.

- iv. Must have demonstrated leadership and good performance in the previous assignments.
- v. Must be registered with relevant regulatory bodies with active and valid practicing license.
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.

**7. HEAD OF NURSING SERVICES-JOB GROUP 'N'– (1 Post)**

**According to schemes of service (2014) – Senior assistant Director of Nursing Services**

**Duties and Responsibilities:**

- i. Ensure implementation of policies, standards and guidelines, and enforce ethics in provision of nursing services.
- ii. Carrying out comprehensive health needs assessment in areas of specialization and formulating interventions to formulate the same.
- iii. Monitoring and evaluating nursing health care services in the county.
- iv. Quantification and specification of procurement and procurement of non-pharmaceutical and small equipment.
- v. Preparing strategic annual work plans from nurse services in the county.
- vi. Prepare monthly reports for decision making.
- vii. Monitors availability and utilization of essential nursing commodities and equipment if health care setting across the county.
- viii. Ensuring smooth running of immunization programme in the county.
- ix. Planning and budgeting on behalf of the division.

**Minimum qualifications:**

- i. Must be in Job Group M and above
- ii. Must be a holder of a Bachelor's degree in nursing.



- iii. Must be registered with relevant regulatory bodies with active and valid practicing license.
- iv. Must have demonstrated leadership and good performance in the previous assignments
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution

**8. MEDICAL SUPERINTENDENT – VCRH- -JOB GROUP ‘Q’– (1 Post)**

**Based of on the schemes of service – Senior Assistant Director Medical/ Dental/ Pharmaceutical Services**

**Duties and Responsibilities:**

- i. To ensure health policy translation, implementation, coordination, monitoring and evaluation
- ii. To spearhead policy formulation for the smooth running of the hospital
- iii. To direct the development and implementation of short- and long-term objectives, policies, budgets and operating plans for the hospital which are aligned to the national objectives
- iv. To spearhead public private partnership for initiation and implementation of projects to improve service delivery to the public
- v. To represent the hospital in the Government, the public and other stakeholders and serves as Secretary to the Health Management Committee/ Board.

**Minimum Qualifications;**

- i. Bachelor of Pharmacy/ dentistry/ medicine degree from a recognized institution.
- ii. Master's degree in the relevant field.
- iii. Must have served in Job Group P for a minimum period of 3 years or it's equivalent
- iv. Certificate of registration by the relevant regulatory body.
- v. Valid practicing license.
- vi. Must have demonstrated leadership and good performance in the previous assignments
- vii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- viii. Certificate in Computer Application Skills from a recognized institution
- ix. Shown merit and ability as reflected in work performance and results.

#### **9. NURSE MANAGER- VCRH – JOB GROUP “N”- I POST**

**According to schemes of service- Principle Nursing Officer.**

##### **Duties and responsibilities**

- i. Ensure effective implementation of National and County Government policies and guidelines within the Hospital
- ii. Deployment of nursing staff according to their qualifications, knowledge and Skills
- iii. Ensure consistent availability of commodities and supplies for nursing care in the hospital
- iv. To plan, manage, provide and evaluate nursing care in the hospital
- v. To supervise the implementation of nursing care plans and conduct training needs assessment for nursing education activities.
- vi. Supervise the preparation and maintenance of patient clinical records.

- vii. Ensure maintenance of established inventory standards for medicines, solutions, supplies and equipment.
- viii. Coordinate and Convene Nursing Management staff meetings for quality service delivery. Collaborate with other departments in the hospital
- ix. Initiate and disseminate the KQMH guidelines and participate in quality improvement activities. Ensure implementation of the KQMH guidelines in the nursing department.
- x. Develop a training needs assessment for the nursing department. Develop an orientation and CME program for the nursing department.
- xi. Develop targets and ensuring support to achieve the set targets. Completion of appraisals for the nurses.
- xii. Ensure the development and dissemination of the departmental work plan and its implementation. Ensure the monitoring and implementation of the performance management process on monthly, quarterly and annual basis

**Minimum qualifications:**

- i. Must be a holder of a bachelor's degree in Nursing.
- ii. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent
- iii. Must be registered with the Nursing Council of Kenya with active and valid practicing license.
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- v. Must have demonstrated leadership and good performance in the previous assignments

- vi. Certificate in Computer Application Skills from a recognized institution
- vii. Shown merit and ability as reflected in work performance and results.

**10. DEPUTY MEDICAL SUPERINTENDENT – VCRH- JOB GROUP ‘P’– (1 Post)**

**Based of on the schemes of service – Senior Assistant Director Medical Services / Dental/ Pharmaceutical Services**

**Duties and Responsibilities:**

- i. Deputize the Medical Superintendent
- ii. To ensure health policy translation, implementation, coordination, monitoring and evaluation
- iii. To spearhead policy formulation for the smooth running of the hospital
- iv. To direct the development and implementation of short- and long-term objectives, policies, budgets and operating plans for the hospital which are aligned to the national objectives
- v. To spearhead public private partnership for initiation and implementation of projects to improve service delivery to the public
- vi. To represent the hospital in the Government, the public and other stakeholders and serves as Secretary to the Health Management Committee/ Board.

**Minimum Qualifications;**

- i. Bachelor of Pharmacy/ dentistry/ medicine degree from a recognized institution.
- ii. Master’s degree in the relevant field.

- iii. Must have served in Job Group N for a minimum period of 3 years or its equivalent
- iv. Certificate of registration by the relevant regulatory body.
- v. Valid practicing license.
- vi. Must have demonstrated leadership and good performance in the previous assignments
- vii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- viii. Certificate in Computer Application Skills from a recognized institution
- ix. Shown merit and ability as reflected in work performance and results.

**11. HEALTH ADMINISTRATIVE OFFICER – VCRH- -JOB GROUP ‘M’– (1 Post)**

**According to the schemes of service – Senior Assistant Director Health Administrative Officer**

**Duties and responsibilities**

- i. Ensure that the office administrative issues are handled properly and in a timely manner.
- ii. Monitor commitments, expenditure and reimbursements are in for compliance with the budget.
- iii. Oversee preparation and control preparation of required reports.
- iv. Analyze effectiveness of administrative policies, rules and regulations in the office.
- v. Facilitate the audit of the Office activities as per agreed audit cycle.
- vi. Communicate changes prevailing in administration policies to all affected divisions and sections.
- vii. Ensuring conducive working environment that is clean and secure at the headquarters offices.
- viii. Preparation of various agendas for meetings.

- ix. Plan economic use of materials and human resources
- x. Perform and other duty(s) assigned from time to time

**Minimum qualifications:**

- i. Must be a holder of a first degree in health sciences/ Health management.
- ii. Must have served in Job Group L for a minimum period of 3 years or it's equivalent
- iii. Must be registered with relevant regulatory bodies with active and valid practicing license.
- iv. Post graduate qualification in Health administration, Health Systems, Health Services and research is desirable.
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Must have undergone at least the senior management course not lasting less than four (4) weeks at Kenya School of Government (KSG).

**12. MEDICAL LABORATORY SERVICES MANAGER – VCRH-JOB GROUP  
'N'– (1 Post)**

**According to schemes of service – Principal Laboratory Officer**

Reporting to the Deputy Medical Superintendent VCRH.

Supervisory responsibility to:- Overall supervision of Medical Laboratory Services in VCRH.

**Minimum qualifications:**

- i. Must be a holder of a bachelor's Medical Laboratory Science.
- ii. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent

- iii. Must be registered with the Medical Laboratory with active and valid practicing license.
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Certificate in Computer Application Skills from a recognized institution
- vii. Shown merit and ability as reflected in work performance and results.

**13. CLINICAL OFFICERSMANAGER – VCRH-JOB GROUP ‘N’– (1 Post)**

**According to schemes of service – Principal Clinical Officer**

Reporting to the Deputy Medical Superintendent VCRH.

Supervisory responsibility to:- Overall supervision of Clinical Officers and Clinical Officer Internship programme.

**Minimum qualifications:**

- i. Must be a holder of a Bachelor’s degree in Clinical Medicine.
- ii. Must have served in Job Group **M** for a minimum period of 3 years or it’s equivalent
- iii. Must be registered with the Clinical Officers Council of Kenya with active and valid practicing license.
- iv. Must have demonstrated leadership and good performance in the previous assignments
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.

- vi. Certificate in Computer Application Skills from a recognized institution
- vii. Shown merit and ability as reflected in work performance and results.

**14. HEAD OF PHARMACEUTICAL SERVICES - VCRH. -JOB GROUP 'N'– (1 Post)**

**According to schemes of service – Senior Pharmacist**

Reporting to the Head of Division Clinical Standards and Quality Assurance.

Supervisory responsibilities to:- Coordination of all Pharmacy and pharmaceutical services in VCRH.

**Minimum Qualifications;**

- i. Bachelor of Pharmacy degree from an institution recognized by the pharmacy and Poisons Board.
- ii. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent
- iii. Certificate of registration by the Pharmacy and Poisons Board.
- iv. Valid practicing license from Pharmacy and Poisons Board.
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Must have undergone atleast the senior management course not lasting less than four (4) weeks at Kenya School of Government (KSG).
- vii. Certificate in Computer Application Skills from a recognized institution
- viii. Shown merit and ability as reflected in work performance and results.



**15. COUNTY COORDINATOR PHARMACEUTICAL SERVICES. -JOB GROUP  
'N'– (1 Post)**

**Duties and responsibilities**

- i. Provide technical guidance and enforcement of pharmaceutical regulations
- ii. Provide technical guidance, advice and support for pharmaceutical supply chain management regarding selection, quantification, procurement, inventory control, storage and rational use.
- iii. Strengthen county Logistic Management Information System (LMIS).
- iv. Oversee of operations of medicines and therapeutics committees in all hospitals.
- v. Coordinate the preparation/implementation of work plans and budgets of pharmaceutical services.
- vi. Direct and coordinate the implementation of the national medicines policy.
- vii. Prepare monthly performance and status reports regarding pharmaceutical services.

**Minimum Qualifications;**

- i. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent Bachelor of Pharmacy degree from an institution recognized by the Pharmacy and Poisons Board.
- ii. Certificate of registration by the Pharmacy and Poisons Board.
- iii. Valid practicing license from Pharmacy and Poisons Board.
- iv. Must have demonstrated leadership and good work performance in the previous assignments
- v. Certificate in Computer Application Skills from a recognized institution is an added advantage.

- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage.

**16. COUNTY COORDINATOR LABORATORY SERVICES. -JOB GROUP 'N'-  
(1 Post)**

**Duties and responsibilities**

- i. coordinate provision of laboratory services in the county
- ii. Preparing and implementing work plans and programmes, ensuring submission of samples to reference and collaborating research institutes.
- iii. Coordinate safe laboratory waste disposal.
- iv. Overseeing proficiency testing.
- v. Managing laboratory supplies
- vi. Facilitating technical evaluation for laboratory supplies and equipment
- vii. Provide technical advice on bios security matters.
- viii. ensuring adherence to good laboratory practice, implementing and maintaining laboratory operation standards
- ix. Liaising and collaborating with regional and national reference laboratories and research institutes for exchange of laboratory findings EQA, and mentoring and training of laboratory staff.

**Minimum qualifications:**

- i. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent
- ii. Bachelor degree in medical laboratory science from a recognized institution
- iii. Certificate of registration by the medical laboratory Board.
- iv. Valid practicing license from laboratory Board.

- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage.
- vii. Certificate in Computer Application Skills from a recognized institution is an added advantage.

**17. COUNTY COORDINATOR CLINICAL SERVICES, STANDARDS AND QUALITY ASSURANCE-JOB GROUP 'N'- (1 Post)**

**Duties and responsibilities**

- i. accountability for resources used (directly or indirectly) and transformation of those inputs into replanned and consummate levels of service output in line with clinical needs
- ii. manage and plan how clinical services are delivered within the county
- iii. Overall operation and strategic development of clinical services in the county.
- iv. ensure delivery of clinical services to the highest possible standards
- v. Facilitate both pre- services (internship) and clinical mentorship programme.
- vi. Facilitate effective communication and team work among staff of all disciplines.
- vii. Focus on the provision of professional support and leadership to ensure the effect, safe and efficient operation of clinical services.
- viii. responsible for meeting all statutory duties for clinical staff
- ix. promote and support partnership workings
- x. Initiate developments and review of standards management protocols for common conditions within the county.
- xi. Lead clinical audit, promotive evidence based best practice, clinical risk management, research, education and training.

**Minimum qualifications:**

- i. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent
- ii. Bachelor degree from an institution recognized by the Clinical Officers Council.
- iii. Certificate of registration by the Clinical Officers Council
- iv. Valid practicing license from Clinical Officers Council.
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage
- vii. Certificate in Computer Application Skills from a recognized institution is an added advantage

**18. COUNTY COORDINATOR NUTRITION SERVICES-JOB GROUP 'N'- (1 Post)**

**Duties and responsibilities;**

- i. Plan, coordinate and monitor nutrition services in health facilities and at community level.
- ii. Undertake resource mobilization and nutrition supply chain management, ensuring rationale use of supplies.
- iii. oversee and guide technical inputs in nutritional activities
- iv. Ensure nutritional guidelines and protocols are available, well displayed and followed in relevant are of service provision.
- v. Provide guidelines of therapeutic diets for existing and emerging diseases for hospital use and home based care and other institutions.
- vi. Submit periodic reports on nutrition activities, closely monitor nutrition indicators and ensure data is used for decision making.

- vii. Act as link between the community and health facilities and ensure follow up and defaulter tracing of all clients/patients with nutritional deficiencies.
- viii. Offer field supportive supervision of nutrition services and ensure capacity building of staff on nutrition services.
- ix. Liaise with other units within the department of health on programmatic and related issues.
- x. Initiate and participate in annual planning and development of proposals and budgets for nutrition activities.
- xi. Review nutritional activities and data and provide recommendations and actions as necessary.
- xii. Any other relevant duties as assigned by the head of division family health.

**Minimum qualifications:**

- i. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent.
- ii. Must be a holder of a degree in nutrition and dietetics.
- iii. Must be registered with relevant regulatory bodies with active and valid practicing license.
- iv. Must have demonstrated leadership and good performance in the previous assignments
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage
- vi. Certificate in Computer Application Skills from a recognized institution is an added advantage

**19. COUNTY COORDINATOR NEONATAL AND CHILD HEALTH -JOB GROUP 'N'- (1 Post)**

**Duties and responsibilities**

- i. Expedite and coordinate child health programmes in the county in collaboration with development partners and stake holders.
- ii. Ensure quality implementation of child health policies and guidelines in the county.
- iii. Ensure child health data is collected and analyzed to support programme planning, management, monitoring and evaluation.
- iv. Provide technical and logistical support to the implementation/scale-up of the child health strategy and other relevant policies, protocols and guidelines.
- v. Strengthening linkages between communities and health facilities and support partners to focus on undeserved population.
- vi. Assess child health programmes and monitor partners' inputs.
- vii. Monitor the follow of essential child health drugs, communities and equipments.
- viii. Assess training needs and organize training programmes relating to child health.
- ix. Assist in preparation of integrated and costed child health intervention plan for the county.
- x. Work closely with other programme coordinators and children with disability both within and externally.
- xi. Any other duties assigned by the head of division of family health.

**Minimum qualifications:**

- i. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent
- ii. Must be a holder of a first degree in health sciences (Clinical Medicine/ Medicine/ Nursing).
- iii. Must have training in Integrated Management of Neonatal and Childhood illnesses not lasting less than six (6) weeks.
- iv. Must have demonstrated leadership and good performance in the previous assignments

- v. Must be registered with relevant regulatory bodies with active and valid practicing license.
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage
- vii. Certificate in Computer Application Skills from a recognized institution is an added advantage

**20. COUNTY COORDINATOR ADOLESCENT, YOUTH, SEXUAL AND GENDER BASED HEALTH SERVICES. -JOB GROUP 'N'- (1 Post)**

**Duties and responsibilities.**

- i. Provide technical leadership, planning, implementation and overall management of SCBV programme.
- ii. Act as a link between Health facilities and the community to ensure proper follow up of Clients and defaulter tracing.
- iii. Ensure availability of essential life-saving SGBV response interventions.
- iv. Provide protocols and guidelines on prevention and management of SGBV and ensure they are followed.
- v. Ensure capacity building, training and guidance of SGBV staff.
- vi. Provide technical feedback and monthly and quarterly reports of SGBV programme and ensure data is used for decision making.
- vii. Work with teams and communities to develop appropriate prevention and awareness rising strategies.
- viii. Strengthen case management and referral systems and ensure medico-legal processes are fully supported.
- ix. Initiate proposals and budgeting of SGBV programme and ensure efficient management of resources.
- x. Any other relevant duties as assigned by the head of the division of family health.

**Minimum qualifications:**

- i. Must have served in Job Group **M** for a minimum period of 3 years or its equivalent
- ii. Must be a holder of a first degree in health sciences.
- iii. Must have a training in adolescent, youth, sexual and gender based services
- iv. Must be registered with relevant regulatory bodies with active and valid practicing license.
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage
- vii. Certificate in Computer Application Skills from a recognized institution is an added advantage

**21. COUNTY COORDINATOR NON COMMUNICABLE DISEASES. -JOB GROUP 'N'- (1 Post)**

**Duties and responsibilities:**

- i. Provide technical guidance and support to NCDs prevention and control.
- ii. Offer support in building institutional capacity in prevention and management of NCDs.
- iii. Act as a link between the community and health facilities to ensure proper follow up of patients and defaulter tracing.
- iv. Ensure field supportive supervision of NCDs in all facilities is carried out, assess training needs and plan for capacity building of staff.
- v. Ensure NCDs protocol and other IEC materials are available and followed in patient management.
- vi. support coordination, partnership and multi-sectoral response to the prevention and management of NCDs
- vii. Submit periodic reports on NCDs activities and improve relevant indicators by ensuring data is utilized for decision-making.



- viii. Initiate development of proposals and budgets for NCDs activities and ensure efficient management of resources.
- ix. Any other relevant duties as assigned by Head of Division of Family Health.

**Minimum qualifications:**

- i. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent
- ii. Must be a holder of a first degree in health sciences (Clinical Medicine/ Medicine/ Nursing).
- iii. Must be registered with relevant regulatory bodies with active and valid practicing license.
- iv. Must have demonstrated leadership and good performance in the previous assignments
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage
- vi. Certificate in Computer Application Skills from a recognized institution is an added advantage

**22. COUNTY COORDINATOR EXPANDED PROGRAMME ON IMMUNISATION (EPI). -JOB GROUP 'N'- (1 Post)**

**Duties and Responsibilities.**

- i. Commodity security, quality assurance, forecasting and quantification of the antigens.
- ii. Develop multi-year and annual development plans for EPI activities.
- iii. Develop an EPI monitoring and evaluation framework.
- iv. Capacity strengthening through required updates.
- v. Carry out operational research.
- vi. Month, quarterly and annual reporting on performance.
- vii. Lobby, acquire, procure and distribute EPI logistics/equipment for all immunizing facilities as required and maintain inventory of the same.

- viii. Monitoring, administration and documentation of antigens in data tools ensuring completeness and accuracy and assist facilities utilize their data for decision making.
- ix. Ensure facilities identify hard to reach population and identify strategies to address challenges of access to EPI services.
- x. Plan and assist staff working in MCH departments to carry out customer feedback interviews to ascertain client's satisfaction.
- xi. Together with other team players, carry out school health programmes.
- xii. Perform support supervision, on job training/mentorship, capacity building and EPI activities.
- xiii. Organize with other stake holders and partners' immunization campaigns when necessary.

**Minimum qualifications:**

- i. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent
- ii. Must be a holder of a bachelor's degree in Nursing.
- iii. Must be registered with the Nursing Council of Kenya with active and valid practicing license.
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Certificate in Computer Application Skills from a recognized institution is an added advantage

**23. COUNTY COORDINATOR EMERGENCY AND REFERRAL SERVICES. -  
JOB GROUP 'N' - (1 Post)**

### **Duties and responsibilities.**

- i. To improve access to and utilization of referral service in Vihiga County.
- ii. To improve service providers capacity to offer services and appropriately refer at each level of the health care system.
- iii. To enhance the system's ability to transfer clients, specimens, services and Client's parameters between different levels of the health care system.
- iv. To improve performance monitoring of referral system to ensure efficient management of referral system across the county.
- v. To develop and efficient and effective referral system that is accessible and responsive to all.

### **Minimum qualifications:**

- i. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent
- ii. Must be a holder of a bachelor's degree in Nursing.
- iii. Must be registered with the Nursing Council of Kenya with active and valid practicing license.
- iv. Must have demonstrated leadership and good performance in the previous assignments
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage
- vi. Certificate in Computer Application Skills from a recognized institution is an added advantage

## **24. COUNTY COORDINATOR DISEASE SURVEILLANCE & RESPONSE- JOB GROUP 'N'- (1 Post)**

### **Duties and Responsibilities.**

- i. Provide leadership for disease surveillance and response through building linkages and putting in place strategies and interventions aimed at preventing and controlling diseases especially those of public health importance.
- ii. coordinate capacity building of Human resource at all levels , of the county health care system than include CHV, CHEWs and other HCWs including the county diseases outbreak management teams for their adequate participation in general disease preventing and control activities.
- iii. Developing a disaster and epidemic preparedness and response capacity including development of early warning system in the county and sub-counties.
- iv. Monitoring and evaluating public health activities/projects/programmes aimed at disease surveillance and response.
- v. Water and food analysis audit and prescribing mitigations against the possible related diseases.
- vi. Periodic reports to the head of the division.
- vii. Perform any other related duties when required to do so from time to time.

**Minimum qualifications:**

- i. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent
- ii. Must be a holder of a bachelor's degree in health sciences.
- iii. Training in epidemiology is desirable.
- iv. Must be registered with the relevant regulatory body with active and valid practicing license.
- v. Must have demonstrated leadership and good performance in the previous assignments

- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage
- vii. Certificate in Computer Application Skills from a recognized institution is an added advantage

**25. COUNTY COMMUNITY HEALTH SERVICES COORDINATOR-JOB GROUP 'N'– (1 Post)**

**Duties and Responsibilities;**

- i. Establishment of community health units (CUs) across the county that will provide health services for all the 5 cohorts and socio-economic groups, taking into account their health needs and priorities.
- ii. Building demand for services through improving community awareness and health seeking behaviours.
- iii. Building the capacities of the Human resource at the tier 1 that includes Community Health Volunteers (CHVs), Community Health Extension Workers (CHEWs) and Community Health Committees.
- iv. Monitoring and evaluating community health programmes /activities at tier 1 which includes putting in place mechanism for evidence based dialogue, community health action days, month and quarterly meetings, annual health summit and ensuring the reports for these activities are availed to the county health system.
- v. Coordination, supervision, monitoring and evaluation of all the school health activities as per the national comprehensive school health policy and guidelines.
- vi. Any other related duties when required to do so from time to time.

**Minimum qualifications:**

- i. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent
- ii. Must be a holder of a bachelor's degree in health sciences.

- iii. Specialization in Community health development, epidemiology and any other relevant field is desirable.
- iv. Must have demonstrated leadership and good performance in the previous assignments
- v. Must be registered with the relevant regulatory body with active and valid practicing license.
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage
- vii. Certificate in Computer Application Skills from a recognized institution is an added advantage

**26. COUNTY HEALTH EDUCATION & PROMOTION COORDINATOR-JOB GROUP 'N'– (1 Post)**

Reporting to the Head of Division Public Health Services

Supervisory responsibility to:

- Sub County Coordinators Health education and Health Promotion Services.
- Overall supervision of Health education and Health Promotion Services in the county.

**Minimum qualifications:**

- i. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent
- ii. Must be a holder of a bachelor's degree in health sciences.
- iii. Specialization in health education and/or health promotion is desirable.
- iv. Must be registered with the relevant regulatory body with active and valid practicing license.

- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage
- vii. Certificate in Computer Application Skills from a recognized institution is an added advantage

**27. COUNTY MALARIA CONTROL PROGRAM COORDINATOR-JOB GROUP  
'N'– (1 Post)**

**Duties and responsibilities**

- i. Coordination of all stakeholders and partners involved in malaria control in the County.
- ii. Planning for malaria control activities in the County based on the KNMS-2009-2017
- iii. Strengthening the capacity at the County levels in the implementation of malaria control activities.
- iv. Monitoring the strength of malaria morbidity and mortality within the County and coordinating timely and effective response to outbreaks of malaria.
- v. Monitoring progress of implementation of all malaria control activities. Conduct quarterly malaria DQA in all facilities in the County.
- vi. Support supervision to sub-counties, health facilities and implementation partners in the County.
- vii. Monthly progress report to, head of division and NMC based on appropriate template.
- viii. Ensure uninterrupted supply of anti-malarial commodities in consultation with County pharmacist and laboratory coordinator.

**Minimum qualifications:**

- i. Must have served in Job Group **M** for a minimum period of 3 years or its equivalent
- ii. Must be a holder of a bachelor's degree in health sciences.
- iii. Specialization in malaria case management is desirable.
- iv. Must be registered with the relevant regulatory body with active and valid practicing license.
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage
- vii. Certificate in Computer Application Skills from a recognized institution is an added advantage

**28. COUNTY COORDINATOR REPRODUCTIVE HEALTH SERVICES -JOB GROUP 'N'– (1 Post)**

**Duties and responsibilities.**

- i. Undertake leadership on reproductive health programme planning, coordination and monitoring.
- ii. Ensuring the ANC, postnatal care and FP services at the health facilities delivery points are in line with MOH guidelines.
- iii. Offer supportive supervision of reproductive health services and ensure RH basic protocols and other IEC materials are displayed and utilized.
- iv. Ensure maternal and Prenatal death audit, including near misses, are done and maintain a tool that monitors progress in the implementation of action points from various audits.
- v. Identify new emerging reproductive health need and take lead in ensuring RH services are improved.
- vi. Optimize resource mobilizations and reproductive health supply chain management and ensure proper usage of RH supplies.



- vii. Develop and maintain partnership.
- viii. Develop and facilitate collaboration, networking, scientific exchange and sharing of expertise among networks.
- ix. assess training needs and organize training programmes relating to RH
- x. Strengthen linkages between communities and health facilities to ensure proper follow up of clients and defaulter tracing and support partners to focus on underserved populations.
- xi. Submit periodic reports on the activities of RH programmes, report on productive health indicators and ensure maternal and prenatal deaths are notified.
- xii. Liaise with other units within the department of health on programmatic and other issues.
- xiii. Oversee and guide technical inputs in programme activities.
- xiv. Initiate and participate in development of proposals and budgets for programme activities.
- xv. Determine personal need for HR programmes in coordination with CHMT.
- xvi. Perform any other related duties as assigned by the division head.

**Minimum qualifications:**

- i. Must have served in Job Group **M** for a minimum period of 3 years or its equivalent
- ii. Must be a holder of a bachelor's degree in health sciences.
- iii. Specialization in reproductive health and/or child health is desirable.
- iv. Must be registered with the relevant regulatory body with active and valid practicing license.
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage

- vii. Certificate in Computer Application Skills from a recognized institution is an added advantage

**29. COUNTY COORDINATOR OF ‘BORESHA AFYA YA MAMA NA MTOTO’- (OTTICHILO CARE PROGRAM) -JOB GROUP ‘N’- (1 Post)**

Reporting to the County Coordinator of Reproductive Health Services.

Will essential be the Boresha Afyaya Mama na Mtoto ‘Ottichilo Care’ Focal Officer

**Minimum qualifications:**

- i. Must have served in Job Group **M** for a minimum period of 3 years or it’s equivalent
- ii. Must be a holder of a bachelor’s degree in health sciences.
- iii. Specialization in reproductive health and/or child health is desirable.
- iv. Must be registered with the relevant regulatory body with active and valid practicing license.
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage
- vii. Certificate in Computer Application Skills from a recognized institution is an added advantage

**30. COUNTY HIV/AIDS AND STI PROGRAM COORDINATOR-JOB GROUP ‘N’- (1 Post)**

**Duties and responsibilities**

- i. planning of HIV services at the county and sub-county level
- ii. Coordinate with the private and NGO sector in the county to ensure quality and consistence flow of date through the health records information office.

- iii. Keep and inventory of all sub county AID/STI control coordinators and shall supervise and oversee activities carried out by the SCASCOS in the sub counties.
- iv. Maintain an update inventory of health services and partner institutions supporting HIV/AIDS activities in the county.
- v. Oversee and Coordinate HIV/STI prevention/care and treatment services in the county both at the facility and community level.
- vi. resource mobilization of HIV related activities
- vii. Enforce compliance with existing HIV/STI strategies, guideline, policies and curricular both in public and private sector.
- viii. in collaboration with the county pharmacist the other relevant officers shall ensure each sub county has all relevant HIV related commodities and are efficiently managed.
- ix. Ensure timely reporting on HIV/STI related activities at the county and national level.
- x. in collaboration with the CHRIO ensure regular data quality assessment and funding are shared widely
- xi. Any other duties delegated by head of division.

**Minimum qualifications:**

- i. Must have served in Job Group **M** for a minimum period of 3 years or its equivalent
- ii. Must be a holder of a bachelor's degree in health sciences.
- iii. Specialization HIV/AIDS is desirable.
- iv. Must be registered with the relevant regulatory body with active and valid practicing license.
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage

- vii. Certificate in Computer Application Skills from a recognized institution is an added advantage

**31. COUNTY TB LEPROSY AND LUNG DISEASES PROGRAM  
COORDINATOR JOB GROUP 'N'– (1 Post)**

**Duties and responsibilities**

- i. Planning and budgeting for TB, Leprosy and Lung diseases activities in collaboration with the sub-county TB, Leprosy Coordinators.
- ii. Initiating, plan and implement various training programmes for the county and sub-county level health care staff in collaboration with the NTLLD unit.
- iii. Monitoring and evaluation of TB, Leprosy and Lung disease activities carried out at the county and plan for targeted control interventions.
- iv. initiating and participating in operational research
- v. Advocating for best practice in TB, Leprosy and Lung disease management among doctors and other health care workers in the county, NGO, Private Health services and the community.
- vi. Collate, analyze and validate, TB, Leprosy and Lung disease reports and share with the relevant stakeholders.
- vii. cooperating/ coordinating with other programmes at the county level
- viii. Coordinating CTLCS and SCTLIC clinic and supervision schedule and forward to the head of the division.
- ix. Organize TB/HIV technical groups meeting and activities.
- x. Resource mobilisation for TB, Leprosy and Lung disease activities within the sub-county
- xi. Convening and coordinating stakeholders activities.

**Minimum qualifications:**

- i. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent
- ii. Must be a holder of a bachelor's degree in health sciences.
- iii. Specialization TB Leprosy and Lung Diseases is desirable.

- iv. Must be registered with the relevant regulatory body with active and valid practicing license.
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage
- vii. Certificate in Computer Application Skills from a recognized institution is an added advantage

**All applicants** Must fulfill Chapter six of the constitution requirement

**Salary Scale:** The salary, allowances and other benefits attached to these positions will be as determined by the Salaries and Remuneration Commission and other recognized CBAs as applicable.

**Terms of Service:** All the above posts shall be on a three (3) year contract term renewable based on satisfactory performance.

**How to Apply**

Interested and qualified candidates should submit their application with copies of their National Identity/passport, Academic & Professional certificates and current Chapter Six compliance certificates to the undersigned on or before **26<sup>th</sup> day of October 2020**

**SECRETARY/CEO VIHIGA COUNTY PUBLIC SERVICE BOARD**

**P.O BOX 880-50300**

**MARAGOLI.**

### **Please Note**

- 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.

**COUNTY GOVERNMENT OF VIHIGA**



**COUNTY PUBLIC SERVICE BOARD**

**P O BOX 880 -50300**

**MARAGOLI**

*Email: [Cpsbvihiga@yahoo.com](mailto:Cpsbvihiga@yahoo.com)*

***“Transforming Public Service”***

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**CANCELLATION OF ADVERTISED POSITIONS**

Reference is made to the advert carried in the Standard Newspaper of Monday 12<sup>th</sup> October, 2020 page 11.

**You are advised not to apply/tender in your application to Vihiga County Public Service Board for the following cancelled positions**

1. Director Human Resource Management Compliance, Audit and Performance Management -Job Group R (1- Post)
2. Bus Driver Job Group E (1 Post)