

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Email: Cpsbvihiga@yahoo.com

“Transforming Public Service”

CAREER OPPORTUNITIES

RE- ADVERTISEMENT

Vihiga County Public Service Board is a Body corporate established under section 57 of the County Government Act 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Government Act 2012 outlines the functions of the Board.

Pursuant to Constitutional and Legal provisions, Vihiga County Public Service Board invites applications from qualified persons for the following positions.

A. RE- ADVERTISEMENT

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 PUBLIC SERVICE, ADMINISTRATION AND COORDINATION OF COUNTY AFFAIRS

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

Duties and Responsibilities

- i. Coordinating the management and supervision of the general administrative functions.
- ii. Developing policies and plans
- iii. Facilitating and coordinating citizen participation in the development of policies and plans and delivery of services

- iv. Coordinating the cabinet secretariat logistical and operational issues
- v. Coordinating schedules of meetings in the office of the County Secretary.
- vi. Establishing and monitoring procedure record keeping of correspondences and file movement
- vii. Overseeing and updating the County Secretary on the county development
- viii. Preparing guest list and seating arrangements
- ix. Facilitating linkages with other institutions and organizations
- x. Ensuring compliance with legal, statutory regulatory requirements
- xi. Ensuring sufficient and effective communication with stakeholders and visitors.
- xii. 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:-

- i. Be a Kenyan citizen;
- ii. 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.
- iii. Have served as a Chief 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.

- iv. 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;
- v. Have proficiency in computer applications.

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

Duties and Responsibilities

- i. Taking oral dictation and Preparing minutes;
- ii. Ensuring security of office equipment's, documents and records;
- iii. Receiving, welcoming and directing visitors to the relevant office;
- iv. Handling telephone calls and appointments;
- v. Establishing and monitoring procedures for record keeping of correspondence and file movement;
- vi. Maintaining an up to date filing system in the office;
- vii. Preparing responses to simple routine correspondence;
- viii. Supervision of office cleanliness;

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

- i. Served in a comparable and relevant position in the public service for a minimum period of five (5years)
- ii. Shorthand II (Minimum 80 w. p.m).
- iii. Type writer II (50 w.p.m.)/Computer Document Processing III
- iv. Business English III/Communications II
- v. Secretarial Duties II
- vi. Office Practice II

- vii. Commerce II
- viii. Office Management III/ Office Administration and Management III
- ix. Certificate in Computer Applications from a recognized institution
- x. Human Resource Management knowledge will be an added advantage

B. ADVERTISEMENT IN THE COUNTY PUBLIC SERVICE BOARD

ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT JOB GROUP P (1 POSTS)

The officer will be responsible to the CEO Vihiga County Public Service Board.

Duties and Responsibilities

- i. In charge of Departmental Human Resource functions
- ii. Verification of information relating to recruitment, appointment and transfers
- iii. Human resource planning, Communicating discipline, Remuneration and staff welfare
- iv. Staff deployment, payroll verification, terms and conditions of service
- v. Processing cases for the Board`s consideration.
- vi. Coordinate staff recruitment process, retention and separation
- vii. Research on Human Resource related issues brought for the County Public Service Board consideration.
- viii. Coordinate functions of Integrated Human Resource Management System (IHRMIS).

- ix. Co-ordinate with executive staff issues and make reports to the Vihiga County Public Service Board.
- x. Draft communications in implementation of County Public Service Board.
- xi. Take minutes for the Board`s meetings.
- xii. Perform such other functions as may be delegated from time to time by the CEO and the Board.

Requirements

(b) Requirements for Appointment

- i. Must be a Kenyan citizen
- ii. Bachelor's Degree in Human Resource Management/ Personnel Management or any other relevant qualification from a recognized institution
- iii. Registered Member of the relevant professional body (IHRM)
- iv. Possession of Certified Human Resource Profession of Kenya (CHRP-K) will be an added advantage.
- v. served in the grade of Chief Human Resource Management Officer I for a minimum period of three (3) years;
- vi. Holder of Certified Secretaries(CS) and registered with the institute of Certified Secretaries of Kenya
- vii. Master's degree in Human Resource/Human Resource Management, Industrial Relations, Public/Business Administration, Government or any other relevant qualification from a recognized institution will be an added advantage
- viii. shown merit and ability as reflected in work performance and results.
- ix. Must have excellent interpersonal skills

- x. Evidence of proficiency and knowledge in Computer applications.

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 filled Application Forms attached with copies** of their National Identity/passport, Academic & Professional certificates and current Chapter Six compliance certificates to the undersigned on or before **13th day of December 2021**

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



Please Note

- For those who had applied for similar positions are advised to re-apply.
- 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.