

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

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

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

1) OFFICE OF THE GOVERNOR

a. COUNTY CHIEF OFFICER (4 POSTS) JOB GROUP "S"

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

- 1. Information, Communication & Technology.**
- 2. Technical and Vocational Training.**
- 3. Cooperatives.**
- 4. Environment**

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Have a Bachelor's degree from a recognized institution in Kenya. Possession of a master's degree in a relevant field will be an added advantage
- iii. Have vast knowledge and experience of not less than 10 years in the

- relevant field, 5 of which should be in a senior/managerial position in a large organization;
- iv. Demonstrate thorough understanding of County development objectives of vision 2030;
 - v. Be a strategic thinker and results-oriented;
 - vi. Have excellent communication, organizational and interpersonal skills;
 - vii. Have capacity to work under pressure to meet strict timelines;
 - viii. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
 - ix. Demonstrate understanding and commitment to the National, Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya 2010; and
 - x. Be Computer literate.
 - xi. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

Duties and responsibilities

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

Specific duties will include

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

- vii. Any other duties as may be assigned from time to time.

Terms of Service: Contract

Salary: As per the Salaries and Remuneration Commission.

b. DEPUTY COUNTY SECRETARY (1 Position) JOB GROUP 'S'

The Deputy County Secretary shall deputize the County Secretary.

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Be in possession of a Bachelor's degree Social Science/Management from a university recognized in Kenya;
- iii. Possession of a Master's degree in a relevant field will be an added advantage;
- iv. Knowledge and experience in financial management will be desirable;
- v.
- vi. Have working experience of not less than 10 years, of which 3 should be in a large organization;
- vii. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;
- viii. Demonstrate thorough understanding of County development objectives and vision 2030;
- ix. Have capacity to work under pressure to meet strict timelines;
- x. Have good interpersonal and communication skills; and
- xi. Demonstrate understanding and commitment to the National Values and Principles of Government and Public Service; and
- xii. Be conversant with Government policies and regulations, and devolution laws;
- xiii. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- xiv. Be computer literate.

Duties and responsibilities

The deputy County Secretary will be responsible to the County Secretary for the following

- i. Secretary to the County performance management and monitoring Committee;
- ii. Dissemination of County Government policies & programmes;
- iii. Coordinating County Government functions, reports and programmes;
- iv. Preparing and drafting memoranda, Ministerial position and concept papers;
- v. Follow-up action on Executive Committee decisions and directives with relevant Departments;

- vi. Conducting technical research and special studies on policy issues;
- vii. Supporting in establishing strong linkages between County Departments and external stakeholders; and
- viii. Performing any other duties that may be assigned from time to time.

Terms of Service: Contract

Salary: As per the Salaries and Remuneration Commission

2) DEPARTMENT OF PUBLIC SERVICE AND COORDINATION OF COUNTY AFFAIRS

a) DIRECTOR OF ADMINISTRATION - (JOB GROUP: R) 1 POST – 3 YEARS CONTRACT.

Terms of Service: 3years Contract

Salary: As per the Salaries and Remuneration Commission

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

Roles & Responsibilities

- i. Organization, direction, control and coordination of the functions of administration and public service in the County.
- ii. Initiating development of the appropriate County Departmental policies, legal and institutional frameworks for the implementation of the mandate of administration and public service.
- iii. Ensuring operationalization of service delivery in all the devolved units in the County, Sub- Counties and Wards.
- iv. Handling administrative matters, human resource issues and manages inventories of the administrative tools, equipment and other required assets related to the department.
- v. Preparation of departmental plans and budgets.

- vi. Ensuring strict compliance with all financial, budgetary and procurement procedures.
- vii. Ensuring timely, efficient communication and coordination of administration and public service departmental affairs.
- viii. Interpreting and applying National and County laws and other related statutes in line with the County goals and objectives.
- ix. Any other duties as may be assigned from time to time.

Requirements for Appointment

- i. Must have a Bachelor's Degree in Public Administration or Business Administration or Social Sciences from a University recognized in Kenya;
- ii. A Master's degree in Public Administration, Public Policy, Business Administration or Development Management from a recognized Institution will be an added advantage;
- iii. Have at least ten (10) years relevant working experience, five (50 of which must have been in a Senior Managerial position in the Public Sector;
- iv. Must have done a Senior Management Course lasting not less than one(1) month from a recognised institution in Kenya;
- v. Demonstrate a high degree of professional and technical competence in work performance and results;
- vi. Must be computer literate.

c. DIRECTOR LEGAL SERVICES - (JOB GROUP: R) 1 POST – 3 YEARS CONTRACT.

Terms of Service: Contract

Salary: As per the Salaries and Remuneration Commission

The officer will be the head of County Legal services & report to the Chief Officer Department of County Affairs and Coordination of County Affairs

Roles & Responsibilities

- i. Ensuring development and implementation of strategic objectives in respect of the legal function.
- ii. Provide legal advice and legislative support to the County.
- iii. Representing the County in all legal matters.
- iv. Drafting and enforcing contracts, agreements, memorandum of understandings (MOU'S), leases and related legal documents.
- v. Identifying and implementing strategic priority areas on legal reform.
- vi. Initiating policy research, formulation, development and reform.
- vii. Overseeing the finances and assets management and instituting operational accountability in the department.
- viii. Overall supervision and control of the legal staff.
- ix. Any other duties as assigned by the executive

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Bachelor's Degree in Law degree or its equivalent and related qualification from a recognized institution;

- iii. Possession of a Master's in Law (LLM) will be an added advantage.
- iv. Must be/ have been admitted as an Advocate of the High Court of Kenya with a valid practicing license.
- v. Have relevant knowledge and experience of not less than five(5) years in the legal profession or in a relevant or related field;
- vi. Demonstrate professional competence, managerial and administrative capability and initiative on the general functions of the legal field; and
- vii. Satisfy requirement of chapter 6 requirements of the constitution of Kenya.

d. PRINCIPAL LEGAL OFFICER (JOB GROUP "N") 3 POSTS

Director Legal Services

Terms of Service: 3 years Contract

Salary: As per the Salaries and Remuneration Commission

Roles & Responsibilities

- i. Shall assist in drafting and publication of legislative proposals for the County Government and its agencies on legislative and other legal matters.
- ii. Shall assist in negotiating, grafting, vetting and interpreting local and international treaties for and on behalf of the County Government and its agencies.
- iii. Shall assist in representing the County Government in court in all legal proceedings arising from County legislation or any other legislation to which the County Government is party of or has interest, other than criminal proceedings.
- iv. Shall assist in handling public interest in litigation and represent any member

of the public in matters that the Governor or the Director Legal Services deem to be public interest.

- v. Shall assist in conjunction with the Director of Public Prosecutions; prosecute offences resulting from the County legislations in any court (other than court martials).
- vi. Shall assist in advising the County Government on all matters relating to the Constitution, National legislation, county legislations, international law, human rights, consumer protection and legal aid.
- vii. Any other functions as delegated by the Assistant Director Legal Services.

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Bachelor's Degree in Law degree or its equivalent and related qualification from a recognized institution;
- iii. Postgraduate diploma from Kenya School of Law;
- iv. Have a valid practicing license.
- v. At least three years of relevant professional experience and;
- vi. Satisfy requirement of chapter 6 requirements of the constitution of Kenya.

e. DEPUTY DIRECTOR INFORMATION, COMMUNICATION AND TECHNOLOGY JOB GROUP "Q" (1 POST) THREE (3) YEARS CONTRACT

Requirements for appointment

- i. Must be a Kenyan citizen.
- ii. BSc. Computer Science, BSc. Information Science (IT); BSc. in Computer Technology from a recognized university;
- iii. Possession of Master's degree in a relevant field will be an added advantage;

- iv. Have at least five (5) years professional experience in a busy public or private organization;
- v. Knowledge of network and data security management;
- vi. Good command of computer skills
- vii. Be knowledgeable about computer systems and networks;
- viii. Have excellent communication and interpersonal skills;
- ix. Have the ability to work in a team and with no supervision;
- x. Demonstrate excellent organizational skills and have ability to handle pressure;
- xi. Possess a result oriented approach to matters;
- xii. Demonstrate managerial, administrative and professional competence in work performance;
- xiii. Satisfy the requirements of chapter six of the Constitution.

Duties and responsibilities

- i. Promote infrastructure and secure networks within County Government;
- ii. Implement County ICT strategy and standards;
- iii. Overseeing Installation and configuration of Local Area Network and Wide Area Network;
- iv. Carrying out systems analysis, design and program specifications in liaison with users;
- v. Overseeing the process of configuration, repair and maintenance in Information Communication Technology equipment and associated peripherals;
- vi. Drawing up hardware specifications in liaison with users;
- vii. Verification, validation and certification of IT equipment;
- viii. Overseeing the overall coordination, monitoring and evaluation of ICT systems and operations in the County;
- ix. Implementation of County/National ICT policy and e-Government master plans;
- x. Maintain the County information centers at all levels in the County.

**b) DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT-
JOB GROUP "Q" (1 POST) THREE (3) YEARS CONTRACT**

Duties and Responsibilities

An officer at this level will be answerable to the Director, Human Resource Management & Development for the following duties and responsibilities:

- i. Preparation of Human Resource brief for policy decision;
- ii. Developing and executing human resources strategy in support of the overall business plan and strategic direction of the organization;
- iii. Coordinating staff capacity development and performance management/contracting;
- iv. Ensuring proper application and interpretation of Human Resource Management policies, procedures system and regulations including pensions, salary administration labour laws and statutes that impact on Human Resource;
- v. Managing payroll and Human Resource Management records and the compliment control;
- vi. Planning and budgeting for all Human Resource activities and programmes;
- vii. Analyzing the staffing levels and making proposal for succession planning;
- viii. Developing and implementing County Human Resource Information System;
- ix. Focus on the formulation and implementation of the County Human Resource Management policies, career guidelines, procedures and processes;
- x. Analyzing utilization of human resources in the County and advising on proper deployment;
- xi. Interpreting and implementing Human Resource Management regulations, rules and procedures;
- xii. Handling labour relations and ensuring compliance with the Kenya Labour Laws and Practices;
- xiii. Advising and coordinating and on Human Resource Management activities/processes in the County including recruitment and retention, promotion, placements/deployments, capacity development of all staff,

- employee relations/staff welfare, discipline, remuneration; and
- xiv. Mentoring, counseling or coaching team members, or resolving interpersonal conflicts among individuals or team members.

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Have vast knowledge and relevant work experience of 8 years in Human resource management, 3 years of which at the level of Principal Human Resource Management Officer JG "N" or in a relevant and equivalent position either in the Public Service or Private Sector;
- iii. Master's degree in Human Resource Management or equivalent qualification from a recognized institution.
- iv. Bachelor's degree in Human Resource Management or equivalent qualification, from a recognized institution;
- v. Fulfilled all the requirements of Chapter 6 of the Constitution of Kenya, 2010;
- vi. Proficiency in computer applications;
- vii. Possess good communication skills;
- viii. Possess a valid practicing license and/or Membership from the Institute of Human Resource Management but CHRP is an added advantage;
- ix. Leadership/Management Course lasting not less than 4 weeks from a recognized institution;
- x. Demonstrated understanding and commitment to the National, Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya 2010;
- xi. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- xii. Demonstrated high degree of professional competence and management capability; and
- xiii. Proven understanding of Labour Laws, Constitution of Kenya, 2010 and other

reference documents.

f. PRINCIPAL HUMAN RESOURCE OFFICER - (JOB GROUP: N) 1 POST – 3 YEARS CONTRACT.

Reporting to the Director Human Resource Management

Roles & Responsibilities

- i. To assist in collection, collation and analysis of human resource data from departments and appropriate recommendations thereof.
- ii. Analysing human resource management issues emanating from departments and initiating appropriate action.
- iii. Monitoring implementation and impact of human resource management policies, guidelines and procedures issued by the Public Service Commission and other Government institutions from time to time and recommending appropriate action where necessary.
- iv. Responsible to an assistant Director of Human Resource Management for planning, coordination, organisation and direction of human resource services in departments.
- v. Analysing the staffing levels and making proposals for succession planning, analysing utilization of human resources in the departments and analysing proper deployment.
- vi. Analysing staff progression and making proposals for career development and ensuring the correct interpretation and implementation of human resource regulations including pensions, salaries, labour laws and other statutes that impact on human resource.

Requirements for appointment

For appointment to this grade, an officer must have;

- i. Served as Senior Chief Human Resource Officer or in a comparable and relevant position in the Public Service for a minimum of three (3) years;
- ii. Management Course lasting not less than four (4) weeks.

- iii. Valid membership CHRPS will be an added advantage
- iv. Shown merit and ability as reflected in work performance and results.

g. PRINCIPAL INFORMATION OFFICER JOB GROUP "N" (1 POST) P&P

Duties and Responsibilities

An officer at this level will be answerable to the Director of Communication and Public Relations for the following duties and responsibilities:

- i. Research, plan and develop on air content, ideas and concepts in line with the station strategy and values.
- ii. On-air presentation/continuity and acting on feedback from listeners.
- iii. Write broadcasting reports and execute commercial logs.
- iv. Music research, identify and propose music that should be incorporated into the station sound.
- v. Carry out outdoor broadcasting/Road shows and attend functions on behalf of the station.
- vi. Receiving briefs from clients/ marketers/ supervisor and executing accordingly.
- vii. Managing, scripting, recording, packaging and producing station news/ features.
- viii. Create and execute creative on-air gaming elements.
- ix. Conceptualize and execute online campaigns for various projects.
- x. Ensure all social media platforms are updated regularly.
- xi. Update the Director of Communication & Public Relations on new trends in online tools, applications, channels, design & strategy.
- xii. Liaise with digital sales officers to create campaigns that can be commercialized
- xiii. Monitor competition stations and advise as appropriate.

Requirements for Appointment

- i. Must be a Kenyan Citizen;
- ii. Have vast knowledge and relevant work experience of not less than eight (8) years in media industry.
- iii. Bachelor"s degree preferably in Journalism and Mass Communication or its equivalent qualification from a recognized institution;
- iv. Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized Institution;
- v. Fulfilled all the requirements of Chapter six (6) of the Constitution of Kenya, 2010.
- vi. Proven communication, proficiency in computer applications and report writing skills;
- vii. Fluent in spoken and written English and Swahili **BUT** Maragoli, Kinyore and Tiriki will be added advantage;
- viii. Be registered with the Media Council of Kenya;
- ix. Demonstrate understanding and commitment to the National, Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya 2010;
- x. Be able to work long hours/odd hours without supervision;
- xi. Must be social media savvy, innovative and creative;
- xii. Demonstrate professional approach and appearance including enthusiasm, drive, commitment, honesty, trust and loyalty;
- xiii. Keep abreast of evolving trends through continuing professional education in the area of digital platforms;
- xiv. Understand Media Law and Ethics; and
- xv. Must have a rich voice with an ear for radio.

h. SENIOR ADMINISTRATIVE OFFICERS JOB GROUP "P" (10 POSTS) THREE (3) YEARS CONTRACT

Reporting to the Sub County Administrator,

Roles and responsibilities:

- i. Coordinate, manage and supervise the general administrative functions in the ward unit;
- ii. Develop policies and plans;
- iii. Liaise with National Government staff at the Ward level;
- iv. Ensure effective service delivery;
- v. Establish, implement and monitor performance management systems;
- vi. Coordinate developmental activities to empower the community;
- vii. Provide and maintain infrastructure and facilities of public service;
- viii. Facilitate and coordinate citizen participation in the development of policies and delivery of services;
- ix. Perform any other function delegated by the supervisor;
- x. Exercise any functions and powers delegated by the CPSB;

Qualification

For appointment to this grade, an officer must:

- i. Be a Kenyan Citizen.
- ii. Have a working experience of not less than 3 years in either the public sector or the private sector.
- iii. Bachelor"s Degree in any of the following disciplines: Public Administration; Business Administration/Management, Community Development or any other social science from a recognized institution.
- iv. Master"s Degree in any of the following disciplines: Public Administration; Business Administration/Management, Community Development or any other social science from a recognized institution will be an added advantage.
- v. Have good experience in management and conflict resolution;
- vi. Demonstrated high degree of professional competence, administrative capabilities and initiative in work performance.
- vii. Meet the requirements of Chapter Six of the Kenyan Constitution 2010.

- i. **DEPUTY DIRECTOR DISASTER MANAGEMENT JOB GROUP "P" (1 POST) THREE (3) YEARS CONTRACT**

An officer at this level will report to Chief Officer – Public Service, Administration and Coordination of County Affairs.

Job Duties and Responsibilities:

- i. Respond to disasters and emergencies within the County;
- ii. Design a Disaster Management Policy which stresses on the paradigm shift to Disaster Risk
- iii. Reduction (DRR) Approach including the Early Warning Systems (EWS) preparedness, prevention and mitigation;
- iv. Ensure public-private partnership and collaborations in all disasters matters;
- v. Ensure inter-agency coordination on disaster management inclined program
- vi. Coordinate cross-cutting departmental disaster issues;
- vii. Ensuring and facilitating food security assessments within the County;
- viii. Conduct regular visits to NGOs, project implementation sites and maintaining close coordination mechanisms;
- ix. Ensure promotion of continuous stakeholder consultations with relevant departments;
- x. Maintain superior work coordination with local key partners to ensure the successful implementation of the County Disaster Management Plan;
- xi. Maintain a register of all NGOs operating in the county, with their precise sectors, affiliations and location of their activities;
- xii. Embrace and ensure adherence to the Humanitarian Code of Conduct in Disaster Response Programmes undertaken by all NGOs/stakeholders working in the County;
- xiii. Coordinate and manage all research work and matters concerning alcohol, drugs and substance abuse in the County;
- xiv. Facilitate customer satisfaction surveys;
- xv. Present research proposal to management for approval and adoption;
- xvi. Monitor new trends and opportunities in the market and advise County; and;
- xvii. Design and implement feedback mechanisms for all County services.

Requirements for Appointment

- i. Must be a Kenyan Citizen;
- ii. Have vast knowledge and relevant work experience of 8 years in special programs of disaster management/ emergency services, 3 years of which should be in a senior/managerial capacity in a busy environment either in the Public Service or Private Sector;
- iii. Bachelor"s degree in any of the Social Sciences or equivalent qualification from a recognized institution;
- iv. Masters in Disaster Management / Humanitarian Assistance/ Sustainable Development or its equivalent qualification from a recognized institution will be an added advantage;
- v. Attended a Senior Management Course lasting not less than 4 weeks from a recognized institution;
- vi. Fulfilled all the requirements of Chapter 6 of the Constitution of Kenya, 2010;
- vii. Proven communication, proficiency in computer applications and report writing skills;
- viii. Demonstrated thorough understanding of County development objectives of vision 2030;
- ix. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- x. Demonstrated understanding and commitment to the National, Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya 2010; and
- xi. Demonstrated a high degree of professional competence and management capability.

j. CHIEF SECURITY OFFICER JOB GROUP "M" (1 POST) P&P

An officer at this level will report to Director of Administration.

Duties and Responsibilities

- i. In charge of Civilian Security Services in the County;

- ii.** Carry out supervision of in-house and contracted security services
- iii.** Liaise with external security agencies for preventive action;
- iv.** Assist in investigations and prosecutions:
- v.** Develop and implement security policies, regulations, rules, standards, norms, protocols and procedures;
- vi.** Design and implement new security measures;
- vii.** Identify and investigate security breaches and issues;
- viii.** Coordinate maintenance of security surveillance,
- ix.** Have knowledge of CCTV Codes of Practice; security systems and access control;
- x.** Analyze security operations to identify risks or opportunities for improvement;
- xi.** Liaise with other operational areas in the County to ensure harmony and consistencies in security requirements;
- xii.** Conduct physical examinations of property to ensure compliance with security policies and regulations;
- xiii.** Conduct security activities to safeguard County assets, properties, employees, clients and guests;
- xiv.** Document security status updates and submit confidential reports on security issues;
- xv.** Maintain regular contacts with state security agencies;
- xvi.** Maintain records of acts of unlawful interference or crime for possible prosecution or for reference;

- xvii.** Provide regular security briefs to the County management and staff;
- xviii.** Disposing of and accounting for lost and found properties;
- xix.** Maintain crime and incidents records and charts; and
- xx.** Coordination of security documents such as passes and registers.

Requirements for Appointment

- i. Must be a Kenyan Citizen;
- ii. Have vast knowledge and relevant work experience of 8 years in a relevant field, 3 years of which the applicant should have served as a Senior Security Officer or in a comparable position either in the Public Service or Private Sector;
- iii. Bachelor degree in Criminology, Security Studies or its equivalent qualification from a recognized institution.
- iv. Six (6) weeks approved security course from the Kenya Police Service or the Armed Forces at the rank of Inspector/Lieutenant and above;
- v. Leadership/Management course lasting not less than 4 weeks from a recognized institution;
- vi. Clean certificate of discharge and a valid First Aid Certificate from a recognized institution;
- vii. Be physically, mentally and medically fit;
- viii. Fulfilled all the requirements of Chapter 6 of the Constitution of Kenya, 2010;
- ix. Proven communication skills and proficiency in computer applications;
- x. Demonstrate a thorough understanding of County development objectives of vision 2030;

- xi. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- xii. Demonstrate understanding and commitment to the National, Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya 2010; and
- xiii. Demonstrate a high degree of professional competence and management capability.

3) DEPARTMENT OF ENVIRONMENT, WATER, NATURAL RESOURCES AND ENERGY.

a. DIRECTOR OF WATER SERVICES (JOB GROUP R) – 1 POST – 3 YEARS CONTRACT.

Duties and Responsibilities

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

Specific duties and responsibilities will entail the following: -

- i) Preparing professional and quality standards for construction of water supply and sewerage infrastructure;
- ii) Overseeing the construction of water and sewerage works undertaken directly or by contract;
- iii) Formulating, monitoring and evaluating requirements of physical and financial progress of development projects and programmes;
- iv) Verifying technical tender documents on water supply and sewerage infrastructure;

- v) Overseeing the formulation of water pricing policies and strategies for rural, urban and waste water recycling systems and;
- vi) Liaising with development partners and other stakeholders in the water sector for effective formulation, planning, coordination and implementation of programs, projects and activities.
- vii) In addition, the office will be responsible for developing and implementing water sector strategic plans and work plans; budgeting for the Department; and deployment, training and development of staff in the department.
- viii) Any other duties as may be assigned from time to time by Chief Officer Department of Water Services.

Requirement for Appointment

For appointment to this grade the officer must: -

- i) Be a Kenyan citizen;
- ii) Have served in a comparable and relevant position in public service for at least ten (10) years of which, at least three (3) years in the grade of Deputy Director, Water and Sewerage Engineer or its equivalent.
- iii) Have Bachelor's Degree in Civil Engineering, Water Engineering, Water and Environmental Engineering, Environmental and Sewerage Engineering, Bio-Systems Engineering, Agricultural Engineering, or a related Water Science from a recognized institution;
- iv) A Master's degree in the respective field from a recognized institution
- v) Be registered by Engineers Registration Board of Kenya as an Engineer with a valid current annual Practicing License;
- vi) Be a member of the Institution of Engineers of Kenya (IEK);

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

b. DIRECTOR OF ENVIRONMENTAL SERVICES (JOB GROUP R) – 1 POST – 3 YEARS CONTRACT.

Salary scale as per the Salaries and Remuneration Commission.

Duties and Responsibilities

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

Specific duties and responsibilities will entail the following: -

- i) Coordinating implementation of statutory provisions and other relevant legislations on Environmental and Natural Resources
- ii) Developing and implementing Environmental and Natural Resources policies, guidelines, standards and procedures;
- iii) Coordinating the implementation of Water, Sanitation and Hygiene (WASH) programmes in collaboration with the County Public Health Directorate;
- iv) Overseeing environmental protection and conservation programmes and projects in consultation with relevant departments and other stakeholders;
- v) Ensuring robust waste management systems including waste water recycling and e-waste management;

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

Requirements for Appointment

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

- i) Currently serving as Deputy Director, Environment/Natural Resources **OR** its equivalent;
- ii) Have Bachelor's Degree in Environmental Management, Environmental Resources Conservation, Environmental Engineering, Bio-Systems Engineering, Environmental Waste Management, Disaster Management, Geography, Environmental Health, Public Health, or a related Environmental Science from a recognized institution;
- iii) Post-Graduate Diploma in any of the following disciplines: Solid Waste Management, Ecosystems Management, Systems Ecology, Epidemiology,

Environmental Education, Disaster Management or equivalent qualification from a recognized institution; **OR** have a Master's degree in the respective field from a recognized institution;

- iv) Have at least ten (10) years' experience in the environmental sector.
- v) Certificate in Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized institution;
- vi) Proficiency in Computer Application Skills from a recognized institution;
- vii) Demonstrated high degree of professional competence and Administrative capability required for the effective planning, direction, control and coordination of the Environment and Natural Resources Functions.
- viii) Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

4) DEPARTMENT OF EDUCATION, SCIENCE, TECHNICAL AND VOCATIONAL TRAINING

- a. DIRECTOR OF EARLY CHILDHOOD AND DEVELOPMENT EDUCATION (JOB GROUP R) - 1 POST - 3 YEARS CONTRACT.**

Duties and Responsibilities

The Assistant Director of Early Childhood and Development Education will be responsible to the Chief Officer in-charge of Early Childhood and Development Education for planning, directing, controlling and coordinating technical administrative activities of Early Childhood and Development Education.

Specific duties and responsibilities will entail the following: -

Duties and Responsibilities.

- i. Assist in the co-ordination, development, review and the implementation of ECDE policies.
- ii. Monitor and implement the curricular, co-curricular and school feeding program.
- iii. Co-ordinate and evaluate ECDE programs and projects.
- iv. Prepare and implement the departmental annual work plans and budgetary requirements.
- v. Prepare ECDE strategies and give technical advice and guidance to personnel in lower cadre.
- vi. Implement the ECDE staff training and appraisals.
- vii. Promote awareness on early childhood needs and demands to local communities and parents.
- viii. Prepare and submit quarterly and annual reports.

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

Requirements for Appointment

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

- i. A Master's degree in Early Childhood Education (ECDE);
- ii. Must have Bachelor's degree in Early Childhood Education (ECDE)/Education or related degree from a recognized institution in Kenya;
- iii. Have at least five (5) years relevant working experience in education management, two (2) of which must have been in a senior managerial position in the public or private sector;
- iv. Be well versed in education policy design and development, monitoring and evaluation;
- v. Demonstrate a high degree of professional and technical competence in work performance and results;
- vi. Must be computer literate;
- vii. Satisfy the requirements of Chapter Six of the Constitution.

**b. CHIEF QUALITY ASSURANCE AND STANDARDS OFFICER – (JOB GROUP M) – 1
POST – P&P**

The Chief Quality Assurance and Standards Officer will be responsible to the Chief Officer in-charge of Early Childhood and Development Education for planning, directing, controlling and coordinating technical Quality Assurance and Standards matters.

Specific duties and responsibilities will entail the following: -

Duties and Responsibilities.

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

Any other duties that may be assigned from time to time by the chief officer

Requirements for Appointment

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

- i) Have a Bachelor of Education degree from a recognized institution;
- ii) Have served for a minimum period of three (3) years in the grade of Graduate Teacher I, Job Group 'L' or equivalent and relevant position within the Education Sector in the public service;
- iii) Have a Master's in Education from a recognized institution will be an added advantage;

OR

Have a Bachelor of Arts/Science with Education from a recognized institution;

OR

Have a Bachelor of Arts/Science and Postgraduate Diploma in Education from a recognized institution;

- iv) Certificate in computer applications skills from a recognized institution;
- v) Have shown merit and ability as reflected in work performance and results;
- vi) Certificate in Education Management course from a recognized institution is mandatory or an equivalent course;
- vii) in both ECDE and TVET sector.

Knowledge in special needs will be an added advantage

- viii) Satisfy the requirements of Chapter Six of the Constitution.

c. DIRECTOR OF TECHNICAL VOCATIONAL EDUCATION AND TRAINING (TVET) (JOB GROUP R) – 1 POST – 3 YEARS CONTRACT.

Duties and Responsibilities

The Assistant Director of Technical Vocational Education and Training (TVET) will be responsible to the Chief Officer in-charge of Early Childhood and Development Education for planning, directing, controlling and coordinating technical administrative activities of Technical Vocational Education and Training Education.

Specific duties and responsibilities will entail the following: -

Duties and Responsibilities

- i. Assist in the co-ordination, development, review and the implementation of TVET policies.
- ii. Monitor and implement the curricular, co-curricular activities, programmes and projects.
- iii. Prepare and implement the departmental annual work plans and budgetary requirements.
- iv. Prepare TVET strategies and give technical advice and guidance to personnel in lower cadre.
- v. Implement the TVET staff training and appraisals.
- vi. Promote awareness on TVET needs and demands to local communities and parents.
- vii. Prepare and submit quarterly and annual reports.
- viii. Advise and make recommendations to the chief officer on all matters related to training in TVET institutions.

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

Requirements for Appointment

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

- i. A Master's degree in Education from a recognized institution;
- OR
- ii. An appropriate Degree or equivalent qualification Education
- iii. Must have relevant work experience in the TVET or Post Schooling Education and Training Sector.
- iv. Extensive experience in any of the following general management spheres:
 - a. College/education institution management, strategy management, education management, human resource management and development.
 - b. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects.
- v. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint;
- vi. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework;
- vii. Satisfy the requirements of Chapter Six of the Kenyan Constitution.

5) DEPARTMENT OF TRADE, INDUSTRY, TOURISM AND ENTREPRENEURSHIP

a) DEPUTY DIRECTOR OF TOURISM (JOB GROUP Q) – 1 POST – 3 YEARS CONTRACT.

Duties and Responsibilities

The Deputy Director of Tourism will be responsible to the Chief Officer in-charge of Trade, Industry, Tourism and Entrepreneurship for planning, directing, controlling and coordinating technical administrative activities of Tourism.

Specific duties and responsibilities will entail the following: -

- i. Co-ordinate the implementation of tourism policies, strategies, programs and projects;

- ii. Technical advisor on matters pertaining to tourism;
- iii. Co-ordinate the implementation and review of county tourism policies and the county tourism strategies;
- iv. Facilitation of the county's membership and participation in tourism related international organizations;
- v. Overall management in matters related to marketing; planning and regulation of tourism in the county;
- vi. Overall coordinator in relation to niche tourism development in the county;
- vii. Promotion of domestic tourism in the county;
- viii. Overall planning, direction, supervision and performance management of all employees of the county directorate of tourism;
- ix. Oversee the use, maintenance and inventory of equipment and facilities used in the directorate of tourism;
- x. Undertaking tourism research and maintaining a depository of all data and information on tourism and tourism industry players within Vihiga county;
- xi. Maintain necessary linkages between the directorate and other stakeholders;
- xii. Any other duties as may be assigned from time to time.

Requirements for Appointment

- i. Must have a Bachelor's degree in Tourism from a recognized institution;
- ii. A Master's degree in Tourism or equivalent from recognized institution
- iii. Must have served on Job Group 'P' and above of its equivalent in tourism field;
- iv. Must have four (4) years' Relevant working experience as Assistant Director for 3 years;
- v. Must have attended a senior management course lasting not less than 4 weeks from a recognized institution;
- vi. Have good leadership and communication skills;
- vii. Have knowledge of Tourism and Wildlife legislation;
- viii. Demonstrate a high degree of professional and technical competence;
- ix. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010.

b) TOURISM OFFICERS (JOB GROUP J) – 2 POSTS – P&P.

Duties and Responsibilities

- i. Prepare and provide the senior management with team reports, statistics, forecasts and any other information.
- ii. Analyse tourism programs and other indicators and generate input to the higher decision-making group.
- iii. Provide management support whenever called upon by senior tourism officers.
- iv. Promotion of domestic tourism.
- v. Support the section in identifying potential projects and tourism activities in line with mission and objectives of the departmental sector.
- vi. Collection and effective interpretation of data.
- vii. Assess strategies and techniques for product development and marketing.
- viii. Monitor and assess tourism activities and services to enhance continuous improvement and adherence to sound principles and practices of sustainable tourism.
- ix. Any other duties as may be assigned from time to time.

Requirements for Appointment

- i. Degree in tourism or equivalent qualification from a recognized institution or its equivalent;
- ii. Strategic thinking, analysis and decision making abilities.
- iii. Planning and organizing skills.

- iv. Be a good team player with exemplary leadership qualities, interpersonal, communication and collaborative skills;
- v. Certificate in Computer;
- vi. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity
- vii. 1 year working experience in a relevant field.

c) DEPUTY DIRECTOR INDUSTRY AND INVESTMENT (JOB GROUP Q) – 1 POST – 3 YEARS CONTRACT.

Duties and Responsibilities

The Assistant Director Industry and Investment will be responsible to the Chief Officer in-charge of Trade, Industry, Tourism and Entrepreneurship for planning, directing, controlling and coordinating technical administrative activities of Industry and Investment.

Specific duties and responsibilities will entail the following: -

- i. Analyze investment reports to facilitate the investment decision making process.
- ii. Use financial models to project future earnings and profit potential.
- iii. Making decisions about financial and investment opportunities on behalf of the department.
- iv. Analyze market situations and departmental decisions that may impact one another.
- v. Develop financial models, conduct independent business valuations and update the department.
- vi. Attend investor and departmental meetings.

- vii. Prepare quarterly investment reports indicating performance statistics in liaison with the Chief Officer.
- viii. Analyze the macro and micro economic conditions and make recommendations to the department.

Requirements for Appointment

- i. Bachelor of Commerce Degree (Finance option) or Bachelor of Economics or Entrepreneurship or its equivalent from a recognized institution;
- ii. Master of Business Administration degree (Finance/Entrepreneurship option) from a recognized institution;
- iii. Skills in Product knowledge, market research, business intelligence, financial reporting, investment advice and research planning;
- iv. Good communication skills;
- v. Three (3) years and above working experience as an Assistant Director;
- vi. Must have attended a senior management course lasting not less than 4 weeks from a recognized institution;
- ix. Satisfy the requirements of Chapter Six of the Constitution of Kenya.

d) INVESTMENT OFFICERS (JOB GROUP J) – 2 POSTS – P&P.

Duties and Responsibilities

- i. Maintain current knowledge about financial products available for the department and its customers.
- ii. Maintain reports about financial and investment opportunities and programs.
- iii. Develop reports on market situations analysis and departmental decisions.
- iv. Develop relationship with customers and expand customer network in

- professional and social settings.
- v. Attend investor and departmental meetings.
 - vi. Prepare quarterly investment reports indicating performance statistics.
 - vii. Conduct customer presentations on specific investment options.
 - viii. Collate the macro and micro economic conditions and prepare a report.

Requirements for Appointment

- i. Bachelor of Commerce Degree (Finance option) or Bachelor of Economics or Entrepreneurship or its equivalent from a recognized institution;
- ii. Skills in Product knowledge, market research, business intelligence, financial reporting, investment advice and research planning;
- iii. Good communication skills;
- iv. A year and above working experience in a relevant field;
- v. Certificate in Computer
- vi. Satisfy the requirements of Chapter Six of the Constitution of Kenya.

6) DEPARTMENT OF HEALTH SERVICES

a. CONSULTANT PAEDIATRICIAN JOB GROUP 'Q' (1 POST)

Roles and responsibilities

- i. To apply the principles and procedures of modern medicine in preventing, diagnosing, caring for and treating illness, disease and injury using specialized testing, diagnostic, medical, surgical, physical and psychological techniques;
- ii. Supervise the implementation of care and treatment and plans by other medical personnel,
- iii. Conduct medical education and research activities in the clinical area
- iv. Participates in the development of clinical procedures for the department.

- v. Makes clinical decisions regarding work processes based on established guidelines.
- vi. Prioritizes and organizes work to meet changing conditions and carry out any roles and responsibilities assigned from time to time

Requirements for Appointment.

- i) Must be a Kenyan citizen.
- ii) Must have bachelor of medicine and bachelor of surgery (MBChB) degree from a recognised institution.
- iii) Successfully completed one year internship from a recognised institution.
- iv) Must possess a valid practicing certificate from Medical Practitioners and Dentist Board.
- v) Certificate in computer application skills from a recognised institution.
- vi) Must meet the requirement of the Chapter Six of the Constitution of Kenya.

b. MEDICAL OFFICER JOB GROUP 'M' (7 POSTS).

Roles and responsibilities

- i. To apply the principles and procedures of modern medicine in preventing, diagnosing, caring for and treating illness, disease and injury;
- ii. Supervise the implementation of care and treatment plans by other medical personnel,
- iii. Conduct medical education and research activities in clinical area of work
- iv. Participates in the development of procedures for the department
- v. Makes decisions regarding work processes based on established guidelines
- vi. Prioritizes and organizes work to meet changing conditions and any other roles and responsibilities that may be assigned from time to time

Requirements for Appointment.

- i) Must be a Kenyan citizen.
- ii) Must have bachelor of medicine and bachelor of surgery (MBChB) degree from a recognised institution.
- iii) Successfully completed one year internship from a recognised institution.
- iv) Must possess a valid practicing certificate from Medical Practitioners and Dentist Board.
- v) Certificate in computer application skills from a recognised institution.

vi) Must meet the requirement of the Chapter Six of the Constitution of Kenya.

c. PUBLIC HEALTH OFFICER III JOB GROUP 'H' (15 POSTS).

Roles and responsibilities

- i. To implement public health and environmental laws and regulations through proper sanitation, vector and vermin control, food and water safety, hygiene, solid and liquid waste management including disposal of hazardous waste, drinking water, quality;
- ii. Surveillance of environmental pollutants; prevention and control of disease outbreaks and hygiene education.
- iii. To support strengthening of community health services
- iv. Participates in the development of procedures for the department
- v. Makes decisions regarding work processes based on established guidelines
- vi. Prioritizes and organizes work to meet changing conditions

Minimum Requirements.

- i. Must be a Kenyan citizen.
- ii. Must possess at least Diploma in Environmental Health Sciences from KMTC or any other recognized health training institution.
- iii. At least a certificate in computer applications.
- iv. Must meet the requirements of the Chapter Six of the Constitution of Kenya.
- V. Must possess a practicing licence from Public Health Officers and Technicians Council of Kenya

d. REGISTERED NURSE III JOB GROUP ' H ' (48 POSTS).

Roles and responsibilities

- i. To supervise the implementation of nursing care plans, and conduct nursing education activities in the ward.
- ii. To supervise the preparation and maintenance of patient clinical records, ensure maintenance of established inventory standards for medicines solutions, supplies and equipment in the ward
- iii. Prepares ward duty roster
- iv. Supervises nursing interns and students

Requirements for Appointment.

- i. Must be a Kenyan citizen.
- ii. Must have diploma from the Kenya Medical Training College (KMTC) or other registered and recognize medical training colleges in any of the following:
 - a) Kenya registered Community Health Nursing.
 - b) Kenya registered nursing.
 - c) Kenya registered midwifery.
- iii. Must have registration certificate from Nursing Council of Kenya.
- iv. Must possess valid practicing license from the Nursing Council of Kenya.
- v. Should have a certificate in computer application skills form a recognized institution.
- vi. Must meet the requirement of the Chapter Six of the Constitution of Kenya.

e. REGISTERED CLINICAL OFFICER III JOB GROUP 'H' (20 POSTS).

Roles and responsibilities

- i. To apply advanced clinical procedures for treating and preventing diseases, injuries, and other physical or mental impairments.
- ii. To carry out clinical and/or surgical procedures, patient care procedures, medical protocols and testing procedures
- iii. Participates in the development of clinical procedures for the department
- iv. Makes clinical decisions regarding work processes based on established

guidelines

- v. Prioritizes and organizes clinical work to meet changing conditions and any other roles and responsibilities assigned from time to time

Minimum Requirements.

- i. Must be a Kenyan citizen.
- ii. Must have at least diploma in Clinical Medicine and Surgery from KMTC or other recognized training institutions.
- iii. Must have undergone internship program.
- iv. Must be registered by the Clinical Officers' Council of Kenya.
- v. Must possess a valid practicing license from Clinical Officers' Council of Kenya.
- vi. Training in computer application skills will be an added advantage.
- vii. Must meet the requirements of the Chapter Six of the Constitution of Kenya.

f. LABORATORY TECHNOLOGIST III JOB GROUP 'H'(15 POST).

Roles and responsibilities

- i. To conduct routine and complex haematological, clinical chemistry, histological, serological tests
- ii. To conduct laboratory procedures involving manual or automated techniques
- iii. Prioritizes and organizes work to meet changing and multiple demands and any other roles and responsibilities assigned from time to time

Minimum Requirements.

- i. Must be a Kenyan citizen.
- ii. Must possess diploma in Medical Laboratory Technology/Sciences from a recognized institution.
- iii. Must be registered with Kenya Medical Laboratory technician and technology Board (KMLTTB).
- iv. Must possess a valid practicing license from KMLTTB.
- v. Must meet the requirements of the Chapter Six of the Constitution of Kenya.

g. COMMUNITY ORAL HEALTH OFFICER III JOB GROUP 'H' (3 POSTS).

Roles and responsibilities

- i. Participate in all dental health demonstrations;
- ii. Do exhibitions and give lectures to community and schools on dental health;
- iii. Diagnose and treat common dental conditions; and
- iv. Reduce simple fractures of jaws and extraction and any other duties assigned

Minimum Requirements

- i. Must be a Kenyan citizen.
- ii. Must possess at least Diploma in Community Oral Health from KMTC or other recognized training institutions.
- iii. At least certificate in computer application skills.
- iv. Must meet the requirements of the Chapter Six of the Constitution of Kenya.

h. NUTRITION OFFICER III JOB GROUP 'H' (5 Posts).

Roles and responsibilities

- i. Planning, formulating and managing therapeutic diets
- ii. Being resource person on nutrition in the health team;
- iii. Developing weaning foods with families using community resources;
- iv. Initiating projects in the community which promote nutrition
- v. Supervising and guiding other staff working under the officer and other duties assigned.

Minimum Requirements

- i. Must be a Kenyan citizen.
- ii. Holder of Kenya certificate of secondary Education, or its equivalent.
- iii. Have a Diploma in Community Nutrition and Dietetics from Kenya Medical Training College or recognized institution.
- iv. Other requirements as per Scheme of Service for Community Nutritionists.
- v. Registered with Kenya Nutrition and Dietetic institute (KNDI).
- vi. At least certificate in computer application skills.
- vii. Must meet the requirements of the Chapter Six of the Constitution of Kenya.

i. PHYSIOTHERAPIST III JOB GROUP 'H' (2 Posts).

Roles and responsibilities

- i. Treating and rehabilitating patients/clients using physiotherapy interventions i.e electrotherapy, manipulative therapy/technology, exercise therapy among clinical areas and community.
- ii. Carrying out physical disability assessments for categorization, registration, and other support.
- iii. Providing health promotion and education to patients/clients on neuromuscular skeletal disorders and healthy living to prevent communicable diseases.
- iv. Inducting students on practical training on occupational therapy services.

Minimum Requirements

- i. Must be a Kenyan citizen.
- ii. Must possess at least Diploma in Physiotherapy from KMTTC or other recognized training institutions.
- iii. At least certificate in computer application skills.
- iv. Must meet the requirements of the Chapter Six of the Constitution of Kenya.

j. PHARMACEUTICAL TECHNOLOGIST III JOB GROUP 'H' (5 Posts).

Roles and responsibilities

- i. Receiving prescriptions for medicinal products from medical doctors and other health professionals and dispensing the drugs to patients;
- ii. Storing and preserving drugs subject to deterioration;
- iii. Conferring with the doctor or his assistants regarding the ordering, stocking and the pricing of the drugs.
- iv. Ensure order and cleanliness at the pharmacy
- v. Perform other duties as assigned and as the profession demands.

Minimum Requirements.

- i. Must be a Kenyan citizen.
- ii. Must possess at least Diploma in Pharmaceutical Technology from KMTTC **OR** other recognized training institutions.
- iii. At least certificate in computer application skills.
- iv. Must meet the requirements of the Chapter Six of the Constitution of Kenya.

v. Registered by the appropriate body

7) DEPARTMENT OF SPORTS, GENDER, YOUTH, CULTURE AND SOCIAL WELFARE

a) DIRECTOR SPORTS (JOB GROUP R) – 1 POST – 3 YEARS CONTRACT.

The Assistant Director Sports will be responsible to the Chief Officer in-charge of Gender, Youth, Culture and Social Welfare for planning, directing, controlling and coordinating technical administrative activities of Sports.

Specific duties and responsibilities will entail the following: -

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) A bachelor's degree in Sports management **OR** its equivalent from a university recognized in Kenya;
- (ii) Master's degree in relevant discipline
- (iii) Attended senior Management course in a recognized institution; a clear understanding of the National Development Goals ;the Kenya Vision 2030andthe role of sports in the achievement of same
- (iv) Demonstrated leadership, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to the sports function.
- (v) Must have served in the grade of Principal Sport Officer in the public service or its equivalent.

Duties and Responsibilities

An officer at this level will be responsible to the head of sports for the effective leadership and administration of the Department of sports.

Specific duties and responsibilities include:

- (i) formulating, implementing and reviewing sports policies, strategies and programmes;
- (ii) This position is responsible for coordination, supervision and implementation of sporting activities, policies and development programmes regarding sports at the county level.
- (iii) Overall coordination and management of sports activities in the county.
- (iv) Supervise full and part-time sports officers, full responsibility for training, mentoring, and evaluating sports officers in the County.
- (v) Liaise with stakeholders such as sports federations, clubs and teams in conducting clinics in sports standards.
- (vi) Act as strategic and policy advisor on sports matters to the chief officer in the department.
- (vii) Work with other agencies, bodies, government to improve the sports and other recreational facilities and enhance the use of the facilities.
- (viii) Collaborate with sports federations to monitor doping in sports and participate in organizing sports championship.
- (ix) Oversee the monitoring and evaluating of sport programmes and projects in the county
- (x) Prepare quarterly and annual reports detailing challenges and successes of the section
- (xi) Establish and maintain standards of dress, scholarship and conduct for team travel and training, and practice rules for all County Sports.
- (xii) Develop and manage departmental, team, and special events sports budgets.
- (xiii) Preside over elections of sports association and supervision of sports association in the county
- (xiv) Oversee development and maintenance of sports grounds, stadia and recreational facilities.

b) PRINCIPAL SPORTS OFFICER (JOB GROUP N) – 1 POST – PERMANENT AND PENSIONABLE

Reporting to the Assistant Director Sports

Duties and Responsibilities

An officer at this level will be responsible to the head of sports for the effective leadership and administration of the Department of sports.

Specific duties and responsibilities include:

- (i) formulating, implementing and reviewing sports policies, strategies and programmes;
- (ii) This position is responsible for coordination, supervision and implementation of sporting activities, policies and development programmes regarding sports at the county level.
- (iii) Overall coordination and management of sports activities in the county.
- (iv) Supervise full and part-time sports officers, full responsibility for training, mentoring, and evaluating sports officers in the County.
- (v) Liaise with stakeholders such as sports federations, clubs and teams in conducting clinics in sports standards.
- (vi) Act as strategic and policy advisor on sports matters to the chief officer in the department.
- (vii) Work with other agencies, bodies, government to improve the sports and other recreational facilities and enhance the use of the facilities.
- (viii) Collaborate with sports federations to monitor doping in sports and participate in organizing sports championship.
- (ix) Oversee the monitoring and evaluating of sport programmes and projects in the county
- (x) Prepare quarterly and annual reports detailing challenges and successes of the section

- (xi) Establish and maintain standards of dress, scholarship and conduct for team travel and training, and practice rules for all County Sports.
- (xii) Develop and manage departmental, team, and special events sports budgets.
- (xiii) Preside over elections of sports association and supervision of sports association in the county
- (xiv) Oversee development and maintenance of sports grounds, stadia and recreational facilities.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Be a Kenyan citizen
- (ii) Served as Chief Sport Officer in public service or its equivalent;
- (iii) A Bachelor's degree Sports Management OR its equivalent from a university recognized in Kenya;
- (iv) Attended a Senior Management Course in a recognized institution;
- (v) Demonstrated leadership, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to the sports function.
- (vi) Proficiency in Computer

c) DIRECTOR CULTURE (JOB GROUP R) – 1 POST – 3 YEARS CONTRACT.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in social Science from recognized institution in Kenya
- ii. Master's degree in the related field Or a post graduate diploma in Culture or related field
- iii. Served as a Principal Culture Officer in the public service of its equivalent
- iv. Sound organizational skills with the ability to set priorities, manage time,

- problem solve, and be detail oriented with thorough follow-through;
- v. Experience in the creation, implementation, and management of event and departmental budgets;
 - vi. Ability to build community through collaborations; ability to outreach and network across cultural and ethnic groups;

Duties and Responsibilities

An officer at this level will be responsible to the Chief Officer for the effective leadership and administration of the Department of culture.

- i. Organising, developing and delivering a varied range of cultural activities or programmes
- ii. Liaising and working with relevant organisations or agencies including cultural site officials among others.
- iii. Program development: enhance the quality of current programs; develop/find new innovative arts and cultural programming
- iv. Collaborative partnership development: increase agency collaborations both internally and externally, ability to recognize cultural opportunities and maximize their potential
- v. Financial development and budgeting: develop and manage budget; on going department and program financial analysis on all cultural programs.

d) YOUTH OFFICER (JOB GROUP J) – 2 POST – PERMANENT AND PENSIONABLE

Duties and Responsibilities

- i. Creating of awareness on the opportunities available within the county and the National Government

- ii. Manage youth information center
- iii. Guiding the youth in the post awareness activities such as;
 - a) Receive and track duly filled tenders for youth through the set up structures
 - b) Assist youth during tender filling
 - c) Liaise with other offices on matters related to youth
 - d) Sensitize youth on the available tenders across departments together with the youth office
 - e) Keep records of the youth entities in the county.
 - f) Profile all youth entities which have won tenders and the value of the tenders won ward wise/sub county wise
 - g) Liaise with youth office to guide youth viable projects
 - h) File reports quarterly and as need arised

Requirements for Appointment

- i. Be a Kenyan citizen
- ii. A degree holder preferably a social science (a degree in business, economics, sociology, psychology, history etc)
- iii. Aged below 35 years
- iv. senior management course lasting not less than 4 weeks
- v. resident of the county
- vi. be youth friendly
- vii. A diploma in procurement and or experience in government procurement will be an added advantage

8) DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

a) DIRECTOR OF REVENUE JOB GROUP "R" (1 POST) THREE (3) YEARS RENEWABLE CONTRACT

Salary scale as per the SRC regulations

The Director of Revenue will be the Head of Revenue and report to the Chief Officer,

Finance and Economic Planning.

An officer at this level will be based at the County Headquarters and will be responsible for the coordination of activities in the Revenue Section.

Duties and Responsibilities

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

Minimum Requirements

- i. Be a Kenyan citizen.
- ii. Be a holder of Bachelor's degree in Commerce (Accounting or Finance option); Finance, Economics or Business Administration/Management (Accounting or Finance) from a recognized institution.
- iii. A holder of a Master's degree in the relevant discipline from a recognized institution.
- iv. A member of Certified Public Accountant of Kenya (CPA-K) in good standing.
- v. Conversant with IFMIS and other revenue management accounting or Enterprise Resource Planning (ERP) packages.
- vi. Served as an Accountant in the public or private sector for a minimum period of

- ten (10) years, five (5) of which Must in a senior management position.
- vii. Attended a Strategic Leadership Development programme.
 - viii. Demonstrated a thorough understanding of national goals, policies and development objectives and ability to align them to the County's mandate.
 - ix. Be conversant with the provisions of the Public Financial Management Act.
 - x. Must satisfy the requirements of Chapter Six of the Constitution of Kenya.
 - xi. Be a good team player with exemplary leadership qualities, interpersonal, communication and collaborative skills. . .
 - xii. Proficiency in Computer Application Skills relevant to financial management from a recognized institution.

b) DIRECTOR OF ECONOMIC PLANNING JOB GROUP "R" (1 POST) THREE (3) YEARS RENEWABLE CONTRACT

Requirements For appointment to this position, a person should:

- i. Be a citizen of Kenya;
- ii. Be in possession of a Bachelor's degree in Economics, or Economics and Statistics, or Economics and Mathematics, Economics and Finance or its equivalent from a recognized institution in Kenya;
- iii. Be in possession of a relevant Master's degree from a university recognized in Kenya;
- iv. Possess a Strategic Leadership Development certification lasting not less than six weeks from a recognized institution.
- v. Membership to a relevant professional body shall be an added advantage;
- vi. Have at least twelve (12) years relevant hands proven professional experience in Economic Planning, five years of which should have been in a **Senior leadership** position or at a top management level in the Public Service or Private Sector;
- vii. Be conversant with laws governing public participation in decision making processes;
- viii. Be a good systems analyst;
- ix. Be proficient in computers;

- x. Be able to analyse data for interested stakeholders;
- xi. Be innovative and creative;
- xii. Articulate in figures and have a clear mind and interest in development issues; and
- xiii. Be a good team player and trainer.
- xiv. Demonstrate professional ability, initiative and competence in organizing, directing and executing work at this level.

Duties and Responsibilities.

- i. Shall be answerable to the Chief Officer, Finance and Economic Planning;
- ii. Prepare County Integrated Development Plan among other economic planning tools in line with County Government ACT 2012, Public Finance Management ACT 2012, Vision 2030, Sustainable Development Goals etc.;
- iii. Analyse the annual county budget and Action Plans;
- iv. Play an advisory role to the county government on economic development;
- v. Design programmes and projects of institutionalizing participatory planning up to the Village Councils;
- vi. Assemble and analyse data, be it International, National, County, or from best practices to be used by interested stakeholders;
- vii. Set planning benchmarks for the various county dockets for purposes of effective service delivery;
- h. Implement Huduma Services in the county in consultation with national government;
- ix. Be an active team member in preparation of County Budget and Policy Papers.
- x. Providing economic/statistical planning data;
- xi. Preparation and submission of periodic reports on specific assignments in the sector;
- xii. Identification, design and formulation of development projects and programmes in the County;
- xiii. Monitoring, evaluation and reporting of development projects and programmes;
- xiv. Coordinating feasibility studies and surveys to determine projects viability;

- Coordination of the Budget preparation process for the County Government;
- xv. Economic Policy formulation, analysis and reporting including the consolidation of the County Integrated Development Plans, Annual Development plans and other planning documents;
 - xvi. Preparation, analysis and reporting on MTEF and annual County Budgets;
 - xvii. In addition, the officer will be responsible for the coordination and supervision of all the Monitoring the budget implementation process for the various County Government Sectors/ Spending Units; and
 - xviii. Any other relevant duty as may be assigned by the relevant Chief Officer. An attractive remuneration package and benefits as set by SRC await a successful candidate. This appointment is on contractual terms for a period of three (3) years and is renewable once for further period of three (3) years based on experience.

c) DIRECTOR ACCOUNTING SERVICES - JOB GROUP "R" (1 POST) THREE (3) YEARS RENEWABLE CONTRACT

Salary scale as per the SRC regulations

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

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

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. Ability to work with IFMIS

Minimum Requirements

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

d) PROCUREMENT OFFICERS JG 'K' (3 POSITIONS)

The procurement assistants 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. Assistance with 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. Be a Kenyan citizen
- ii. Degree in Procurement in Procurement/Supply Chain Management
- iii. Proficiency in computer
- iv. Must have at least one (1) experience in relevant field
- v. Registered by the relevant professional body

e) ACCOUNTANTS JG 'K' (5 POSTS)

The accountants 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) and Passed CPA III of Certified Public Accountants (CPA) Examinations.
- ii. Must be a registered member of the Institute of Certified Public Accountants of Kenya (ICPAK)
- iii. Must have atleast a three (3) years' experience in public or private sector

f) BUDGET OFFICERS JG 'K' (2 POSTS) P&P

The Budget Officers shall report to the Director Budget and Expenditure and shall be responsible in management of the county budgetary 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 estimates budget; 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. Must be a Kenyan citizen
- ii. Bachelor's degree in Economics, Finance, Accounting or statistics
- iii. Minimum of CPA Part I1
- iv. Expert knowledge in Microsoft excels spread sheets.
- v. Minimum 2 years' experience in a busy budget office.
- vi. Satisfy chapter six of the constitution of Kenya, 2010.

g) INTERNAL AUDIT ASSISTANTS JOB GROUP 'K' (2 POSTS) P&P

The internal audit assistants 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. Minimum of CPA Part II.
- iii. Minimum of 2 years of experience in the internal control/audit function of a similar organization.
- iv. Fulfill requirements of chapter six of the constitution of Kenya, 2010.

h) DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT SERVICES – JOB GROUP 'Q' – THREE (3) YEARS CONTRACT (1 POST)

The Assistant Director Supply Chain Management Services will report to the County Director Supply Chain Management Services. An officer at this level will be based at the County Headquarters and will be responsible for management of activities in the Supply Chain Section.

Duties and Responsibilities

- i. Initiating and formulating of Supply Chain Management policies.
- ii. Assist the Director in preparation of the section's medium-term expenditure priorities and strategic plans.
- iii. Planning, organizing, administration and control of the supply chain management unit.
- iv. Assessing the impact of the supply chain management policies and regulations to the organization.
- v. Enhancing correct interpretation and management of the Public Procurement and Asset Disposal Act 2015 and other statutes, policies, rules and regulations that may impact on the Supply Chain Management practices of the organization.

Minimum Requirements

- i. Be a Kenyan citizen;
- ii. Must have served in the grade of Principal Supply Chain Management Officer or in a comparable and relevant position in the public service or private sector for a minimum of three (3) years;
- iii. Diploma in Supply Chain Management or its approved equivalent from a recognized institution;
- iv. Be a holder of Bachelor's degree in any of the following fields; Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing Law or their equivalent from a recognized institution.
- v. A holder of a Master's degree in any of the following disciplines: Procurement and Supply Chain Management, Logistics and Supply Chain Management, Business Administration, Commerce, or any other relevant field from a recognized institution.
- vi. Attended a management course lasting not less than four weeks.
- vii. A member of the institute of Supplies Management of Kenya in good standing.
- viii. Shown merit and ability as reflected in work performance and results.

Personal Qualities

- i. Ability to articulate and implement the directorate's mandate
- ii. Organizational, analytical, managerial and decision-making skills.
- iii. Creativity and decision-making skills.
- iv. Creativity and innovation
- v. Technical problem solving
- vi. Interpersonal and communication skills.
- vii. Integrity and commitment to producing results.
- viii. Leadership, advocacy, relationship building in the work environment.
- ix. Passion for continuous professional development
- x. Initiative to achieve expected results.

Core Competencies

- i. People management
- ii. Financial management
- iii. Policy Implementation
- iv. Planning
- v. Coordinating
- vi. Strategy implementation
- vii. Ability to work with an ERP system – IFMIS E-Procurement an added advantage.

- i) **PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER – JOB GROUP 'N' P&P (1 Post)**

The Principal Supply Chain Management Officer will report to the Assistant Director Supply Chain Management. An officer at this level will be based at the County

Headquarters and will be in charge of a schedule of duties consisting of a number of county departments.

Duties and Responsibilities

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

Minimum Requirements

- i. Be a Kenyan citizen;
- ii. Must have served in the grade of Chief Supply Chain Management Officer or in a comparable and relevant position in the public service or private sector for a

- minimum of three (3) years;
- iii. Diploma in Supply Chain Management or its approved equivalent from a recognized institution;
 - iv. Be a holder of Bachelor's degree in any of the following fields; Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing Law or their equivalent from a recognized institution.
 - v. Attended a management course lasting not less than three weeks.
 - vi. A member of the institute of Supplies Management of Kenya in good standing- an added advantage.
 - vii. Demonstrated general administrative ability required for direction, control and implementation of Public Procurement and Asset Disposal Act 2015.

Personal Attributes

- i. Organizational, managerial and administrative skills
- ii. Positive working attitude and ability to give and take instructions
- iii. Creativity and innovativeness
- iv. Professionalism and integrity
- v. Interpersonal skills including being a team player
- vi. Good communication skills.

Core competencies

- i. Supervisory management
- ii. Policy implementation
- iii. Oral/Written Communication skills
- iv. Target setting
- v. Administration skills
- vi. Team leadership
- vii. Problem solving
- viii. Ability to work with an ERP system – IFMIS E-Procurement an added advantage.

j) ADMINISTRATIVE OFFICER – COUNTY TREASURY JOB GROUP 'J (1 POST) P&P

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 sectoral 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

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

Minimum Requirements

- i. Be a Kenyan Citizen
- ii. A Diploma in Business Administration or Management
- iii. A Certificate in Accounting or Human Resource Management shall be an

- added advantage.
- iv. Minimum of 4 years' experience in a similar organization and must have served as an Administrative Officer for at least two (2) years .
 - v. Meet the provisions of chapter six of the constitution of Kenya 2010.

Kindly note that:

- i. Vihiga County Government is an equal opportunity employer and any canvassing shall lead to automatic disqualification.
- ii. Salary scales attached to the above vacant positions are as per the SRC guidelines.
- iii. All the above vacant posts are on a 3-year renewable contract terms based on satisfactory performance.
- iv. More details on the above advertised positions can be obtained on the County's website page.

9) DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES & CO-OPERATIVES

**a) ASSISTANT DIRECTOR OF LIVESTOCK PRODUCTION - JOB GROUP "P" (1POST)
THREE (3) YEARS CONTRACT**

Salary scale as per the Salaries and Remuneration Commission.

(a) Duties and Responsibilities

- i. Providing technical advice and information in animal production, Livestock Marketing, Range Management, Apiculture and ranching;
- ii. Guiding the preparation of technical papers and reports for professional forums;

- iii. Promoting economic Livestock Farming;
- iv. Organizing extension activities which include field days, Agricultural shows Field demonstrations, Farmer field schools and farm visits.
- v. Participating in collaborative research activities;
- vi. 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;
- vii. 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
- viii. Capturing Maintaining and storing livestock data

For appointment to this grade, a candidate must

- i. Be a Kenyan Citizen
- ii. Served in the grade of Principal Livestock Production officer for a minimum period of three (3) years;
- iii. Bachelor's Degree in any of the following disciplines:- Animal Science, Animal Production, Animal Husbandry, Dairy Science and Technology, Farm Management, Range Management or Natural Resource Management from a recognized institution;
- iv. Master's Degree in relevant field from recognized institution
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

- vi. Must have excellent interpersonal skills;
- vii. Must be able to work under minimal supervision;
- viii. Proficiency in Computer applications from a recognized institution (added advantage)
- ix. Satisfy the requirements of chapter 6 of the Constitution of Kenya 2010 on Leadership and integrity

b) LIVESTOCK PRODUCTION OFFICER - JOB GROUP "K" (1POST) P & P
Salary scale as per the Salaries and Remuneration Commission.

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

- i. Be a Kenyan Citizen
- ii. Bachelor's Degree in Animal Science, Animal Production, Animal Husbandry, Dairy Science and Technology, Animal Production, Farm Management, Range Management or Natural Resource Management from a recognized institution
- iii. Must have excellent interpersonal skills
- iv. Must be able to work under minimal supervision
- v. Certificate in Computer applications from a recognized institution (added advantage)
- vi. Must have at least 1 year experience in relevant field
- vii. Satisfy the requirements of chapter 6 of the Constitution of Kenya 2010 on Leadership and integrity

**c) ASSISTANT ANIMAL HEALTH OFFICER III -- JOB GROUP "H" (2POSTS) P&P
(MEAT INSPECTOR/ARTIFICIAL INSEMINATION/ DISEASE CONTROL)**

Salary scale as per the Salaries and Remuneration Commission.

(a) 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, disburding, docking, debecking and hoof treaming.
- 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.

(b) For appointment to this grade, a candidate must

- i. Kenyan citizenship
- ii. Diploma in Animal health, Environmental Health, Animal Health and Production from a recognized institution.
- iii. Be registered by the Kenya Veterinary Board
- iv. Must have excellent interpersonal skills
- v. Must be able to work under minimal supervision
- vi. Proficiency in Computer applications from a recognized Institution (added advantage).

d) FISHERIES OFFICER - JOB GROUP "K" (2POSTS) P&P
Salary scale as per the Salaries and Remuneration Commission.

Duties and Responsibilities

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

For appointment to this grade, a candidate must

- i. Kenyan citizenship
- ii. Bachelor's Degree in Fisheries Management, Aquatic sciences or equivalent from a recognized institution.
- iii. Must have excellent interpersonal skills
- iv. Must be able to work under minimal supervision
- v. Proficiency in computer applications from a recognized institution (added advantage).
- vi. Satisfy the requirements of chapter 6 of the Constitution of Kenya 2010 on Leadership and integrity
- vii. Must have atleast 1 year experience in relevant field

e) CO-OPERATIVE AUDITOR II - JOB GROUP "J" (1 POST) P&P
Salary scale as per the Salaries and Remuneration Commission.

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

- i. Be a Kenyan citizen
- ii. Degree in Commerce, Economics or Business Administration from a recognized institution;
- iii. CPA part II or Certified Internal Auditors (CIA) part III;
- iv. Must have excellent interpersonal skills
- v. Must be able to work under minimal supervision
- vi. Proficiency in Computer applications from a recognized institution (added advantage).

f) CO-OPERATIVE OFFICER II - JOB GROUP "J" (1 POST) P&P
Salary scale as per the Salaries and Remuneration Commission.

Duties and Responsibilities

- i. Promoting co-operative societies and enforcing compliance with cooperative legislations.
- ii. Overseeing co-operative elections
- iii. Appraising of newly proposed co-operatives
- iv. Analyzing data for policy formulation
- v. Any other extension services as need arises

For appointment to this grade, a candidate must

- i. Kenyan citizenship
- ii. Diploma in Co-operative Management, Marketing or Finance from a recognized institution.
- iii. Proficiency in Computer applications from a recognized institution (added advantage).
- iv. Must have atleast 1 year experience in relevant field.

10) DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE

a) SENIOR ARCHITECTURAL ASSISTANT – JOB GROUP "L" – (1 POST) P&P

The officer will work under the supervision and guidance of the County Architect

Requirements for appointment

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

Duties and Responsibilities:

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

b) QUANTITY SURVEYOR ASSISTANT II – JOB GROUP “J” – (2 POSTS) P&P

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

Requirements for appointment

- i. Kenyan citizenship
- ii. Diploma or a Technician Certificate Part III in the field of Quantity Surveying or its equivalent and relevant qualifications from a recognized institution;
- iii. Registered as a licentiate member of Institution of Quantity Surveyor of Kenya (IQSK)
- iv. Proficiency in computer application skills from a recognized Institution.
- v. At least one year relevant experience

Duties and Responsibilities:

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

**c) ASSISTANT ENGINEER II STRUCTURAL (BUILDING SERVICES) – JOB GROUP “K”
– (1 POST) P&P**

The officer will work under the supervision and guidance of the County Structural Engineer

Requirements for appointment

- i. Kenyan citizenship
- ii. Bachelor’s degree in Civil Engineering or equivalent and relevant qualification from a University recognized in Kenya
- iii. At least one year relevant experience
- iv. Working knowledge of AutoCAD
- v. Be registered as a graduate engineer by the Engineer Board of Kenya (EBK)

Duties and Responsibilities:

- i. Preparation of structural survey and civil works drawings including detailing of

steel and concrete structures layouts and details of drainage schemes roads and paved areas

- ii. Production of bending schedules
- iii. In addition, the officer will work under the guidance of a more experienced officer in preparation of scheme drawings and details pertaining to the design of sewerage disposal systems, paved areas and allied engineering structures
- iv. Taking off quantities for simple projects
- v. Carry out elementary survey and levelling for civil engineering schemes.
- vi. Supervision of construction of civil and structural works

d) INSPECTOR ROADS – JOB GROUP “H” – (3 POSTS) P&P

Requirements for appointment

- i. Kenyan citizenship
- ii. Kenya Certificate of Secondary Education Mean Grade “C” with C- or above in both Mathematics and Physics,
- iii. A Diploma in Civil Engineering from a recognized institution.

Duties and Responsibilities:

This is the entry and training Grade for this cadre. An officer at this level will work

Under a Senior Officer. Duties and responsibilities will include: -

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

e) TRANSPORT OFFICER JOB GROUP "K" (1POST) P&P

An officer at this level will report to Chief Officer Transport and Infrastructure.

Duties and Responsibilities;

- i. Standardize procurement procedures for transport and hired equipment
- ii. Generate revenue through leasing and hiring of plant and equipment;
- iii. Schedule drivers for the various assignments.
- iv. Repair and maintain vehicles, plant and equipment
- v. Develop procedure manual for disposal of motor vehicles
- vi. Monitor utilization, analyse and generate fuel consumption reports for all vehicles, plant and equipment in the County.
- vii. Coordinate the department"s technical consultancy services for motor vehicles and plant equipment with other public and private sectors;
- viii. In charge of transport logistics and coordinate all aspects of driver management.
- ix. Prepare income and expenditure forecasts.
- x. Review the vehicle movement logs on a minimum monthly basis (including surprise checks) to ensure that the logs are recorded in a real time, accurate and comprehensive manner and any deficiencies addressed formally
- xi. Review manuals for hired plant and equipment
- xii. Keep inventory of motor vehicles, plant and equipment in counties;
- xiii. Plan and organize the maintenance of all county vehicles, ensuring that service and inspection intervals are adhered to;

- xiv.** Organize highest standards and regular inspections of County vehicles ;
- xv.** Deal with all aspects of the county's obligations to the Ministry of Transport including vehicle annual tests, record keeping and fleet inspections;
- xvi.** Manage and maintain a balanced team to cover the workload and ensure that you have adequate breakdown cover at all times outside the working day;
- xvii.** Ensure that Drivers' Defect notices are dealt with correctly and all completed defect notes are stored properly;
- xviii.** Advise the chief officer on vehicle replacement and purchasing policies, displaying a sound knowledge of new vehicle types and vehicle related products and;
- xix.** Develop and implement standard operational standards to maintain vehicles by advocating best practices in industry.

Requirements for Appointment

- i.** Be a Kenyan Citizen;
- ii.** Have vast knowledge and relevant work experience of 8 years" in the relevant field, 3 years of which should have served as Fleet Management officer I or in a comparable position either in the Public Service or Private Sector;
- iii.** A bachelor"s degree in social sciences or its equivalent qualification from a recognized institution.
- iv.** Higher/ Advanced Diploma in automotive / Fleet Management or related field will be added advantage;
- v.** Valid Class BCE Driving License;
- vi.** Experience of fleet/logistics systems a distinct advantage;

- vii. Ability to prioritize workload and demonstrate outcomes on strict deadlines;
- viii. Fulfilled all the requirements of Chapter 6 of the Constitution of Kenya, 2010;
- ix. Leadership/ Management Course lasting not less than 4 weeks from a recognized institution;
- x. Proven communication and proficiency in computer applications;
- xi. Demonstrate thorough understanding of County development objectives of vision 2030;
- xii. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- xiii. Demonstrate understanding and commitment to the National, Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya 2010; and
- xiv. Demonstrated high degree of professional competence and management capability.

11) DEPARTMENT OF LANDS, HOUSING AND URBAN PLANNER

**a. MUNICIPAL MANAGER JOB GROUP "P" (1 POST) - RE-ADVERTISEMENT
THREE (3) YEARS CONTRACT**

Terms of Service

Three (3) year contract, renewable for a further term.

Remuneration

As prescribed by Salaries and Remuneration Commission.

i. Duties and Responsibilities

The functions of the Municipal Manager shall be on behalf of the Board:

- i. Ensuring the execution of the decisions of the Board
- ii. Prepare and present for approval to the Board of the Municipality, an annual estimate of revenue and expenditure.
- iii. Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board and the civil society, private sector and community based organizations;
- iv. Prepare, and submit to the Board an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the Municipality.
- v. Act as a secretary (an ex-officio member) of the Board and all her committees.
- vi. Exercise supervision over all departments and agencies of the Municipality and coordination of its activities on daily basis;
- vii. Administer and enforce all Municipality By-laws, resolutions, franchises, leases, contracts, permits, and other Municipality decisions;
- viii. Prepare and administer the annual Municipality budget;
- ix. Administer Municipality utilities and property;
- x. Encourage and support regional and intergovernmental cooperation;
- xi. Promote cooperation among the Board of the Municipality, staff and citizens in developing Municipality policies and building a sense of community;
- xii. Any other duties as directed by the Board.

Requirements for Appointment

Subject to Article 232 of the Constitution, a person shall qualify to be appointed as city or municipal manager if the person:-

- a) Be a citizen of Kenya;
- b) Holds a degree from a university recognised in Kenya or its equivalent; and

- c) Has proven experience of not less than five (5) years in administration or management either in the public or private sector.
- d) Be ordinarily resident or have a permanent dwelling within the County.

**b. DIRECTOR GEOSPATIAL TECHNOLOGY SERVICES JOB GROUP "R" (1 POST)
THREE (3) YEARS CONTRACT**

Duties and responsibilities

- i. Formulation of County mapping and spatial data infrastructure policies, guidelines and strategies
- ii. Identification and positioning of photo control and third order geodetic measurement
- iii. Creation, maintenance of the County GIS datasets, documentation; carrying out of spatial data analysis for development control including presentation and dissemination of spatial data, production of digital charts, maps and related Geo-spatial data
- iv. Ensuring the efficient Management of County Land Information Management System (CLIMS)
- v. Carrying out research on the latest technologies in Geomatics and Earth observation.
- vi. The officer will be responsible for guidance, supervision and development of staff.

Requirements for appointment

For appointment to this grade, an officer must;

- i. Have served in the grade of Principal Land Surveyor/Cartographer Officer or Assistant Director Land Surveys or Deputy Director Land Surveys in a comparable and relevant position in the Cartographic, Mapping and Geoinformatics sector for at least three (3) years;

- ii. Possess a Bachelor's Degree in either of the following disciplines; Geographic Information Systems, Cartography & Remote Sensing, Technology in Geo-informatics, Geo-spatial Engineering, 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. 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

- iv. Possess a Master's degree in any of the following: Cartography, Technology in Geo-informatics, Geospatial Information Science, Geographical Information Systems or equivalent qualification from a recognized institution.
- v. Have worked in Cartography, Remote Sensing or Geo-informatics sector in a senior position for a period not less than five (5) years.

c. HOUSING OFFICER I JOB GROUP "K" (1 POST) P&P

Duties and responsibilities

Duties will entail

- i. Collection of data on housing to update the County housing database and establish the levels of demand and supply;
- ii. Identification of land for housing development;
- iii. Preparing project briefs;
- iv. Preparation of maintenance schedule for County houses;
- v. Disseminating information on appropriate building technologies to stakeholders;
- vi. Planning and implementing housing and human settlement projects;
- vii. Preparing low-cost house type plans and construction manuals for the County Government.

Requirements for appointment

- i. A Kenyan citizen
- ii. A Bachelor's degree in any of the following disciplines: Land Economics, Building Economics, Building/Construction Management, Real Estate and Land Management or equivalent qualification from a recognized University.

d. PHYSICAL PLANNER/GIS JOB GROUP "K" (1 POST) P&P

Duties and responsibilities

This will entail: initiating, preparing and monitoring the implementation of county physical development plans; Preparing action plans for specific projects such as residential housing schemes, shopping centres, industrial estates and recreational facilities; Providing advice to County government and private agencies on development proposals and plans; Implementing and providing feedback on physical planning guidelines and standards; Undertaking thematic regional studies on matters relating to physical planning; Managing physical planning data; Setting agenda and convening physical planning liaison committee meetings; Keeping record of deliberations and communicating decisions of the physical planning liaison committees; Providing advice on development control; Carrying out public education on physical planning matters; Preparing annual state of physical planning reports on county and local physical development plans.

Requirements for appointment

For appointment to this grade a candidate must possess a Bachelor's Degree in either Urban & Regional Planning or Urban Planning or Town Planning or equivalent qualification from a recognized institution.

Diploma in GIS an added advantage.

e. GIS SYSTEM ADMINISTRATOR JOB GROUP "K" (1 POST) P&P

Duties and responsibilities

This will entail: to oversee data automation and maintenance of the Geo-spatial database, including data standards and quality assurance, to maintain the systems Hardware, Software, Telecommunications, peripherals and all associated components, be able to carry out Web programming and other user system customization, and maintain the County Web server, to carry out GIS programming to customize the system to user's demands and maintain IT systems of the County GIS LAB.

Requirements for appointment

For a appointment to this grade a candidate must possess a Bachelor's degree in any of the following disciplines; Computer Science, Information Technology or equivalent qualification from a recognized Institution.

f. LAND SURVEY ASSISTANT III JOB GROUP "H" (1 POST) P&P

Duties and responsibilities

This will entail: carrying out angular and distance measurements and computation for medium and high density topographical, general engineering, sub-divisional schemes, medium area cadastral and photo control and boundary determination surveys, use of modern surveying and mapping software and applications.

Requirements for appointment

For this appointment the candidate must possess a Diploma or Higher Diploma in any of the following disciplines; Land Surveying , Geomatics, Geomatic Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, or equivalent qualification from a recognized Institution.

g. CARTOGRAPHIC ASSISTANT II JOB GROUP "H" (1 POST) P&P

Duties and responsibilities

This will entail: to design and prepare maps; plans; charts; models and globes that represent the Earth's surface, to collect data from a range of sources such as; satellite imagery, to be able to manipulate and use graphics in the production of new maps, to be able to use modern mapping and GIS software and applications in the management of Geospatial datasets, be able to carry out mapping projects with minimum supervision.

Requirements for appointment

For this appointment the candidate must possess a Diploma or Higher Diploma in any of the following disciplines; Cartography and Remote Sensing, Geoinformatics, Technology in Geo-information or equivalent qualification from a recognized Institution.

h. GIS TECHNICIAN III JOB GROUP "H" (1 POST) P&P

Duties and responsibilities

This will entail: creating maps and graphs using GIS software and related equipment, gather; analyze; and integrate spatial data from various sources; including ;census; field observations; satellite imagery; aerial photographs and existing maps, maintenance of the County's Geospatial database.

Requirements for appointment

For this appointment the candidate must possess a Diploma in any of the following disciplines; Geospatial Information Science, Geo-Informatics, Cartography, Geomatics or equivalent qualification from a recognized Institution.

COUNTY PUBLIC SERVICE BOARD

a) LEGAL OFFICER - JOB GROUP "P"- 1 POST

(Three years renewable Contract)

Other Allowances are as issued by SRC from time to time

Requirements for Appointment

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

Job Responsibilities

- i. Conduct legal duties on the applicable domestic and international law.
- ii. Review and analyse different issues pertaining to Criminal, Civil, Investments and trade law.
- iii. Adjudication of causes related to the privatization process, commercial transactions between parties. Ownership claims, negotiation between parties and liquidation procedures.
- iv. Draft legal documents, letters to parties, orders, decisions, judgments and their corresponding court documents.

- v. Any other duty as assigned by County Attorney

**b) ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT &
DEVELOPMENT- JOB GROUP "P" 1 POST**

Terms of Service: Three (3) Year Contract

Other Allowances are as issued by SRC from time to time

Job Description

- i. The Principal Human Resource Management Officer will be responsible for effective administration and management of the Secretariat.
- ii. To support the planning, development, coordination and administration of Human Resource policies and programmes, rules and regulations in the county departments for effective performance and productivity.

Job Responsibilities

Managerial/Supervisory Responsibilities

- i. Provide guidance on and oversight of the implementation of human resource management policies, rules and regulations for county departments and county public service committees;
- ii. Supervise staff in the unit for effective work performance;
- iii. Coordinate human resource services in areas of recruitment, induction, promotion, job placement, leave scheduling, welfare and benefits management;
- iv. Any other duties as assigned by the superior

Operational Responsibilities/Tasks

- i. Implement human resource services in areas of recruitment, induction, promotion, job placement, leave scheduling, welfare and benefits management;

- ii. Maintain the work structure by ensuring job requirements and job descriptions for all positions are updated to meet evolving County Public Service Board human capital needs;
- iii. Conduct required analysis into remuneration, salaries, bonuses and other benefits;
- iv. Coordinate training and staff development initiatives for the county human capital;
- v. Assist in ensuring maintenance of good industrial relations among employees, the organizations and various trade unions;
- vi. Facilitate in-house training to ensure employees understand the rationale underpinning policy change and monitor its successful implementation.
- vii. Prepare accurate and timely recommendations for consideration by the County Public Service Board relevant committees;
- viii. Support formulation of policy and oversight of Occupational Safety and Health (OSH) for the County Public Service Board;
- ix. Act as a link and support the management of the Integrated Payroll and Personnel Database (IPPD) system in the county.

Jobs Requirements

- i. Be a Kenyan citizen
- ii. Bachelor's degree in Human Resource Management **OR** Bachelor's degree in social science and a post graduate diploma in Human resource management and development from a recognized institution;
- iii. Membership of Institute of Human Resource Management (IHRM) and practicing certificate;
- iv. Practising licence (CHRP) will be an added advantage
- v. Evidence in computer literacy;
- vi. Knowledge in Computer Human Resource Integrated System;
- vii. Knowledge of relevant legislation;
- viii. Six (6) years relevant experience in HR or related field from a reputable organization.

Interested serving officers are eligible to apply.

Requirements for all applicants

1. National Identity card
2. Academic certificates.
3. Professional certificates
4. Any other relevant testimonials
5. Comply with Chapter Six of the Constitution by providing the following current clearances:
 - (a) Police Clearance Certificate from CID
 - (b) Tax compliance Certificate from Kenya Revenue Authority
 - (c) Ethics and Anti-Corruption Commission Form
 - (d) Clearance Certificate from HELB (where applicable)
 - (e) Clearance from any Credit Reference Bureau

Hand Delivered applications should be submitted in a sealed envelope to the office of the Secretary County Public Service Board, on or before **31st January, 2019, by 5: 00p.m** Governors Building ,Ground Floor Room 03.

The position applied for should be clearly indicated on top of the envelop

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

County Government of Vihiga is an equal opportunity employer
Women and persons living with disabilities are encouraged to apply
Canvassing will lead to automatic disqualification
Only shortlisted Candidates will be notified.