

COUNTY GOVERNMENT OF VIHIGA



**COUNTY PUBLIC SERVICE BOARD
P O BOX 880 -50300
MARAGOLI**

When Replying Please Quote

OUR REF: CGV/CPSB/ADVERT/2/2(001)2018

Date: 23rd November 2018

DECLARATION OF VACANCIES IN THE DEPARTMENT OF TRADE

Pursuant to **Section 74** of the County Government act **No. 17 of 2012**, Vihiga County Public Service Board in conjunction with the Department of **Trade, Industry, Tourism and Entrepreneurship** wishes to recruit qualified staff from self-motivated **Kenyan citizens** in Vihiga County for the following vacancies

CGV/TTI-001/18 GENERAL CLERKS- NINETY (156) POSTS

Duties and Responsibilities

- Collect revenue in our markets within the county
- Prepare daily revenue reports for each revenue stream
- Prepare weekly market feedback reports

Requirements for Appointment

Be a holder of a minimum KCSE D plain and above or its equivalent

- Have good Communication skills;
- Certificate of Good conduct.
- Previous experience will be an added advantage

CGV/TTI-002/18 MARKET INSPECTORS (10) POSTS

Duties and Responsibilities

- Analyzing of revenue collection and cleaning within their area of jurisdiction
- Monitoring of daily collections and cleaning of markets
- Submission of daily , weekly and monthly reports
- Measuring daily collections against targets
- Consolidating market feedback reports for management use

Requirements for Appointments

Be a holder of a minimum KCSE C+ plus and above or its equivalent.

- Diploma or any other Post KCSE/O Level Certificate.
- Certificate in computer application will be an added advantage.
- Have good Communication skills;
- Certificate of Good conduct.

CGV/TTI-003/18 ENFORCEMENT (40) POSTS

Duties and responsibilities

- Enforcement of the Vihiga County finance act 2018
- Enforcement of the Vihiga County by laws



- Liaison with law enforcers for any breach of County by laws

Requirements for appointment

Be a holder of a minimum KCSE D plain and above or its equivalent

- Have good Communication skills;
- Certificate of Good conduct.
- Previous experience in the Security forces will be an added advantage.

CGV/TTI-004/18 CLEANERS AND LOADERS (559)

Requirements for Appointment

- Previous experience will be an added advantage
- Minimum KCPE or its equivalent
- Certificate of good conduct

Duties and responsibilities:

- Cleaning of streets ,market places, drainage system and taking care of garbage bins
- Maintaining of flower lawns and nature structures in their areas of work
- Advocate for no littering in various towns, market places and shopping centers within Vihiga County

Terms of services for all the above positions

- Six (6) months contract whose renewal will be based on performance.
- Performance appraisal will be done on month by month basis.

How to apply:

- Download the Public Service Board employment forms VCPSB/APP.01A-2018 from our official website www.vihiga.go.ke.
- Fill the forms and drop them at the Office of the Public Service Board CEO /Secretary at Vihiga County Governor's Building Ground floor Room 3 within 7 days from the date of this advertisement latest by 4pm on 28th November, 2018.
- People with disabilities are also encouraged to apply.

NB.

- CPSB and the Department of Trade does not charge any money for employment into these positions and applications will be considered on merit. Exercise caution against any fraudsters.

Any previous applicants should reapply if they are still interested

VIHIGA COUNTY PUBLIC SERVICE BOARD- COUNTY GOVERNMENT OF VIHIGA

