

COUNTY GOVERNMENT OF VIHIGA



**COUNTY PUBLIC SERVICE BOARD
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MARAGOLI**

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“Transforming Public Service”

CAREER OPPORTUNITIES

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

REF. NO. 01 DIRECTOR WATER & SANITATION- JOB GROUP “R” (1 POST)

Terms of Service: Three (3) Years Contract

Salary and allowances: as per the Salary and Remuneration Commission guidelines

(a) Duties and Responsibilities

Reporting to the Chief Officer, the Director will be responsible for the following;

- (i) Developing, Implementing and Evaluating strategic plans, programs and projects in collaboration with other Departments and stakeholders.
- (ii) Preparing professional and quality standards for construction of Water supply and sewerage infrastructure.
- (iii) Overseeing the construction of Water and Sewerage works undertaken directly or by contractors.
- (iv) Planning and supervising the programs and activities.
- (v) Organizing, directing, controlling and the co-coordinating the functions of the department.

- (vi) Interpreting and applying National and County laws and other related statutes in the department in line with the County goals and objectives.
- (vii) Developing appropriate County departmental policies, legal and institutional frameworks for the implementation of the mandate of the Division.
- (viii) Handling administrative, Human Resource and asset management issues.
- (ix) Overseeing preparation of annual work plan and financial budgets. Ensuring strict compliance with all financial, budgetary and procurement procedures.
- (x) Co-coordinating production, documentation, and dissemination of the relevant division's information.
- (xi) Providing advice and guidance in recruiting, hiring and staff development.
- (xii) Performing other duties that may be assigned from time to time by the Chief Officer.

Requirement for Appointment

For appointment to this grade, an officer must;

- (i) Be a Kenyan Citizen
- (ii) Be a holder of at least a Bachelor's Degree in Water engineering or Civil Engineering or any other relevant field from a recognized university in Kenya
- (iii) A Master's degree in the relevant field.
- (iv) Be registered by Engineers Registration Board of Kenya as an Engineer.
- (v) Have current valid annual Practicing License from the Engineers Registration Board of Kenya.
- (vi) Be a member of the institution of Engineers of Kenya (IEK)

- (vii) Have relevant knowledge and experience of not less than seven (7) years in a senior Public Service or the Private sector.
- (viii) Demonstrate a high degree in professional and technical competence as reflected in work performance and results.
- (ix) Demonstrate general administrative ability required for direction, control, and implementation of water and sewerage engineering programs and projects;
- (x) Demonstrate a thorough understanding of devolution, the County Development objectives and vision 2030.
- (xi) Be conversant with Policy formulation and implementation
- (xii) Be a strategic thinker and result oriented.
- (xiii) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

REF. NO. 02. DIRECTOR CLIMATE CHANGE- JOB GROUP “R” (1 POST)

Terms of Service: Three (3) Years Contract

Salary and allowances: as per the Salary and Remuneration Commission guidelines

Duties and responsibilities:

Reporting to the Chief Officer, the Director Climate Change will be responsible for the following:

- (i) Establishing Climate Change Directorate in the County and develop staff and institutional capacity;
- (ii) Advising on all matters related to climate change programmes, projects and activities in the County;
- (iii) Building capacity for other institutions and stakeholders for County’s Appropriate Mitigation Actions (CAMAs) and Measurement, Reporting and Verification (MRV)

- (iv) Advising on matters relating to National and County legislation, policy, coordination, regulation and monitoring of climate change governance;
- (v) In charge of developing, implementation and monitoring of climate change strategic plans, work plans, appropriate programs, performance targets, budgets, standards, rules and guidelines, and all other climate change activities in the county;
- (vi) Awareness creation on climate change matters in the county at all levels;
- (vii) Resource mobilization for climate change function including writing bankable proposals;

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

- (i) Served in the grade of Principal Climate Change Programme Coordination Officer or in a comparable position for a minimum of three (3) years;
- (ii) Served in the Public Service for at least Seven (7) years or equivalent, three of which must be at senior level, Job Group P, in the climate Change or related field;
- (iii) Bachelor's Degree in any of the following disciplines: Climate Change and Climate Systems; Meteorology, Environmental Studies and Natural Resource Sciences or related fields;
- (iv) Master's Degree in related fields;
- (v) Management course lasting not less than four (4) weeks from a recognized institution;
- (vi) Demonstrated merit and ability as reflected in work performance and results;
- (vii) Knowledge in computer applications;
- (viii) Good analytical and communication skills;
- (ix) Such other equivalent qualifications as may be approved from time to time.

- (x) Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

REF. NO. 03. DIRECTOR ENVIRONMENT - JOB GROUP "R" (1 POST)

Terms of Service: Three (3) Years Contract

- (a) **Salary and allowances:** as per the Salary and Remuneration Commission guidelines

(b) Duties and Responsibilities

Reporting to the Chief Officer, the Environment will be responsible for the following:

- (i) In charge of all environmental matters and activities pertaining to the environment in the County including environmental planning, research, compliance and enforcement.
- (ii) Coordinating the preparation of departmental strategic plans, annual work plans, performance contracts, budgets, procurement plans and other activities including monitoring their implementation and reporting, in consultation with other department and the Chief Officer for Environment, Energy and Natural Resources.
- (iii) In charge of environmental resource mobilization in the county.
- (iv) Ensure adoption and Implementation of appropriate Multilateral Environment Agreements (MEAs) to the county and other relevant agreements in the field of environment.
- (v) In charge of compliance and enforcement activities of the existing county environmental policies, laws, guidelines regulations and standards.
- (vi) Ensuring that the County develops the necessary capacity for environmental management and conservation.

b) Requirement for Appointment

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

- (i) Served in the position of a Deputy Director Environment or in a comparable position for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines; Environmental Sciences, Environmental Planning and Management, Environmental Engineering, Natural Resource Sciences, Waste Management, Forestry, Geology, Hydrology, Geo-Information science, Chemistry, Biology; or any other relevant field from a recognized institution;
- (iii) A Master's degree in the relevant field.
- (iv) Post Graduate qualification in Environmental Management field, -EIA or its equivalent;
- (v) Management course lasting not less than four (4) weeks from a recognized institution;
- (vi) Knowledge in computer applications, and Demonstrated managerial, administrative and professional competence in work performance.
- (vii) Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

REF. NO. 04. CLIMATE CHANGE OFFICER I - JOB GROUP "J" (1 POST)

Terms of Service: Three (3) Years Contract

Salary and allowances: as per the Salary and Remuneration Commission guidelines

(a) Duties and responsibilities at this level will entail:

- (i) Provision of analytical support on climate change programmes;
- (ii) Assist in coordination of climate change programmes and projects in different sectors of the county;
- (iii) Carrying out education on programs and projects on climate change in the County;
- (iv) Provision of technical assistance on climate change programmes and projects in the County;
- (v) Promoting public participation and awareness creation on climate change programmes and projects;
- (vi) Participating in sensitizing campaigns and creating public awareness in the communities on the importance of adopting appropriate measures and technologies to mitigate effects of climate change;

For appointment to this grade, a candidate must possess the following: -

- (i) Served in the grade of Climate Change Coordination Officer II or a comparable position for a minimum period of three (3) years
- (ii) Bachelor's Degree in Environmental Science, Climate Change, Meteorology, Natural Resource Sciences, Engineering, Climatology, Environmental Law, Environmental Planning and Management, Climate Change and related fields.
- (iii) Computer application skills
- (iv) Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

ENVIRONMENT OFFICERS

- a. REF. NO. 05. ENVIRONMENT OFFICER I IN CHARGE OF COMPLIANCE JOB GROUP "J" (1 POST)**
- b. REF. NO. 06. ENVIRONMENT OFFICER I IN CHARGE OF FORESTRY JOB GROUP "J" (1 POST)**
- c. REF. NO. 07. ENVIRONMENT OFFICER I IN CHARGE OF WASTE MANAGEMENT JOB GROUP "J" (2 POSTS)**

Terms of Service: Three (3) Year Contract

Salary and allowances: as per the Salary and Remuneration Commission guidelines

(a) Duties and responsibilities:

Duties and Responsibilities at this level shall entail: -

- (i) Participating in the implementation of the county's environmental policies, plans, projects, programs and activities in line with the departmental core mandate, mission and vision;
- (ii) Creating public awareness on environmental issues of the county through programs such as public Barazas, public service week, ASK shows, stakeholder meetings, environmental days and other exhibitions;
- (iii) Mobilizing the public to participate in environmental conservation and management activities in the county;
- (iv) Liaising with NGOs in coordinating community environmental activities at the implementation sites in the county;
- (v) Documenting and promoting best environmental practices in the county; and
- (vi) Supervising garbage collections and cleaning in urban, sub-urban and market centers in the county and ensuring safe disposal of the solid and liquid waste.

b) Requirements for Appointment

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

- (i) Served in the grade of Environment Officer II or a comparable position for a minimum period of three (3) years
- (ii) Bachelor's degree in any of the following disciplines; Environmental Sciences/Studies, Environmental Planning and Management, Environmental Engineering, Natural Resource Sciences, Waste Management, Forestry, Geology, Hydrology, Geo-Information

science, Chemistry, Biology; or any other relevant field from a recognized institution;

- (iii) Post Graduate qualification in Environmental Management field, EIA or its equivalent;
- (iv) A certificate in computer application; and
- (v) Shown merit and ability as reflected in work performance and results.

How to Apply

The applicants should download the application for Employment form “**VCPSB/APP.01A-2018**” on the official County Website, complete it and submit to the undersigned on or before **Tuesday 4th August, 2020 at 5pm.**

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

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

PLEASE NOTE

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