

**COUNTY GOVERNMENT OF VIHIGA**



**COUNTY PUBLIC SERVICE BOARD**

**P O BOX 880 -50300**

**MARAGOLI**

*Email: [cpsb@vihiga.go.ke](mailto:cpsb@vihiga.go.ke)*

***“Transforming Public Service”***

---

**CORRIGENDUM**

**DEPARTMENT OF PUBLIC SERVICE MANAGEMENT AND ICT**

**1. ENFORCEMENT OFFICERS JOB GROUP “E” – FIFTY (50) POSTS**

**Overall job responsibility;**

The Enforcement Officers will be responsible for maintaining order within the County, safeguarding property, ensuring public safety in collaboration with various stakeholders in the County. The Enforcement Officers will report to the Head of Security in the County.

**Duties and Responsibilities**

- i. Enforcing County Acts and regulations e.g on Revenue collection, physical planning, environment etc;
- ii. Assist in implementation of an immediate response to security incidents utilizing appropriate surveillance equipment; response to emergencies as and when need arise;
- iii. Ensure public order and sanity in markets, bus parks and other business areas within the County, including traffic control;
- iv. Make security recommendations to senior officers and share intelligence information;
- v. Receive, address and report on security related complaints from staff and the Public;
- vi. Ensuring compliance to the County Laws in conjunction with other law enforcement agencies;



- vii. Guarding and securing County Government buildings, resources and vital installations;
- viii. Assisting the customer care desk staff in receiving and directing visitors to relevant offices;
- ix. Ensure proper records are kept for necessary action;
- x. Providing security to select officers in the Executive in key functions and as required;
- xi. Any other relevant duties as may be assigned from time to time.

### **Requirements for appointment**

For appointment to this grade, an officer must have;

- i. Must be a Kenyan citizen;
- ii. Kenya certificate of Secondary Education (KCSE) Mean Grade of D(plain) or its equivalent from the Kenya National Examination Council or equivalent examination bodies;
- iii. Basic knowledge of relevant legislation;
- iv. Compliance with Chapter Six of the Constitution of Kenya, 2010;
- v. Skills on Musical Band and NYS training will be an added advantage.

**Salary scale:** The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission.

**Terms of Engagement:** Permanent and Pensionable

### **How to Apply**

Interested and qualified candidates should submit their filled job application forms with copies of their National Identity/passport, Academic & Professional certificates and current Chapter Six compliance certificates to the undersigned on or before **13<sup>th</sup> day of December, 2024.**

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

**P.O BOX 880-50300**

**MARAGOLI.**



**Please Note**

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

