

**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"**

**CAREER OPPORTUNITIES**

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

**DEPARTMENT OF PUBLIC SERVICE MANAGEMENT AND ICT**

**1. Deputy County Secretary and deputy Head of Public Service – Job Group "S" (1 Post)**

**Duties and Responsibilities**

The Deputy County Secretary & Deputy of Public Service will deputize the County Secretary in taking charge of Public Service Administration and Coordination of County Affairs. She/he will be responsible to the County Secretary for;

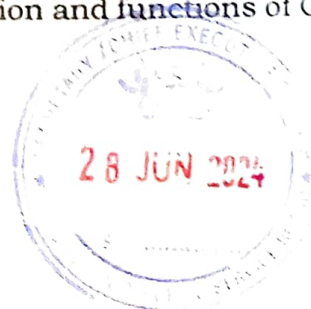
- i. Arranging the business and keeping the minutes of the executive committee subject to the directions of the County Secretary;



- ii. Conveying decisions of the County Executive Committee to the appropriate persons or authorities
- iii. Ensuring efficient management of resources and co-ordination of County Government resources;
- iv. Providing strategic policy direction for improved service delivery;
- v. Developing and implementing an effective performance management systems;
- vi. Implementing strategic plans;
- vii. Maintaining effective collaboration and partnerships with other organs of the County Government, the National Government, the private sector and other stakeholders;
- viii. Providing leadership in mainstreaming Information Communication Technology in the operations of the County;
- ix. Promoting values and Principles spelt out in Articles 10 and 232 of the Constitution of Kenya in the operations of the County;
- x. Ensuring achievement of the goals and objectives of Kenya Vision 2030 and of other County and Inter-Governmental programs and projects;
- xi. Receiving official County Government correspondence;
- xii. Liaison activities between the County Secretary's Office and other departments;
- xiii. Coordinating and managing Logistics for County forums;
- xiv. Performing and other functions and directed by the County Secretary.

### **Requirements for Appointment**

- i. Be a Kenyan citizen;
- ii. Have vast knowledge and relevant work experience not less than ten (10) years, 5 years of which should have been in a leadership position or at a management level in the Public Service or Private Sector.
- iii. Possess knowledge of the organization and functions of Government;



- iv. Be in possession of Bachelor's degree in any of the following Social Sciences: Public Administration, Business Management/Administration, Human Resource Management, Strategic Management, Finance, Economics or equivalent qualification from a recognized institution;
- v. Master's degree in any of the following Social Sciences: Public Administration, Business Management/Administration, Human Resource Management, Strategic Management, Finance Management, Economics or equivalent qualification from a recognized institution will be an added advantage;
- vi. Fulfilled all the requirements of Chapter Six (6) of the Constitution of Kenya, 2010;
- vii. Proven communication, proficiency in computer applications and report writing skills;
- viii. Demonstrated thorough understanding of Devolution, the County Development objectives/National Goals Policies and Vision 2030;
- ix. Have thorough knowledge of structural, legislative and regulatory framework of the Public Service and Administration;
- 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 demonstrated leadership and management capacity including knowledge of Financial Management and strategic people management; and
- xii. Demonstrated high degree of professional and technical competence as reflected in work performance and results; and
- xiii. Membership to a professional association/body will be an added advantage.

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

**Terms of service:** 5 years Contract



**OFFICE OF THE GOVERNOR**

**2. Assistant Director Remote Sensing Analyst Job Group “P” (1 Post)**

**Duties and Responsibilities**

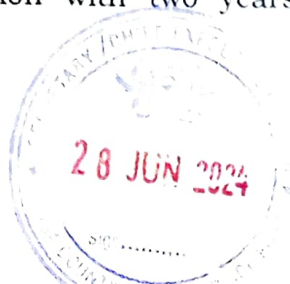
- i. Lead a team of remote sensing and geospatial professionals in the design, development and implementation of imaging and GIS solutions that support local and global spatial decisions;
- ii. Provide technical expertise in satellite imagery, GIS, statistics and programming to develop novel software imaging solutions that provide non-subjective, quantitative data to growers;
- iii. Develop temporal solutions and models using satellite images for informed decision making;
- iv. Perform data mining activities for the spatial and temporal datasets available on e-platforms;
- v. Lead collaborations with external stakeholders and organizations where remote sensing and Geospatial technology is a key stakeholder;
- vi. Provide views on remote sensing competence in reviews of academia institutions and companies;
- vii. Stay up to date with the latest developments in remote sensing technology and develop new methods to improve the accuracy and efficiency of image analysis;
- viii. Lead research in remote sensing and GIS technologies by developing proposals for donor funding;



- ix. Provide remote sensing techniques on crop suitability mapping, early warning models, weather pattern analysis and other services as required;
- x. Recommend needs and inform spatial and temporal mapping tools and other services as required;
- xi. Recommend needs and inform spatial and temporal mapping tools and products. Work closely with DTM and Information Management (IM) departments to identify needs and produce the relevant products and maps; plan, develop and provide training and develop skills for IM and GIS activities;
- xii. Participate in the development of data collection tools and training of field staff to facilitate the inclusion of GIS- related requirements and indicators in other departments;
- xiii. Update and produce online maps (with ArcGIS Server for data review and analysis) and printable maps (with ArcGIS and Adobe Illustrator/InDesign), as well as Dashboards, Graphs, Profiles, Shapefiles and KMZ files for reporting while ensuring accurate representation of spatial features with the most updated common operation datasets (CODs);
- xiv. Improve geo-referencing/Global Positioning System (GPS) cleaning and documentation of geo-coordinates;
- xv. Coordinate creation of the county atlas and regularly update base maps in line with identified requirements.

### **Requirements for Appointment**

- i. Master's degree related to Geo-information Science and Earth observation, Remote Sensing or Natural Resource Management from an accredited academic institution with two years of relevant professional experience; and



- ii. Have a Bachelors degree or related qualifications in Cartography, Photogrammetry and remote sensing, Geo-informatics, Natural Resource Management, Land Resources Planning and Geography or any other related field from a recognized institution of higher learning;
- iii. High analytical thinking to effectively analyze information database;
- iv. Skilled in managing Geo-databases and Relational Database Management System;
- v. Good oral and written communication and interpersonal skills;
- vi. Profound GIS and remote sensing knowledge as a GIS/RS specialist expected to work with raster and vector GIS tools;
- vii. Ability to pay particular attention to details to work with databases, analyze information and prepare reports.

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

**Terms of service:** Permanent and pensionable

### 3. Assistant Director G.I.S Analyst Job Group “P” (1 Post)

#### Duties and Responsibilities

- i. Provide technical guidance for GIS and remote sensing activities in Vihiga County;
- ii. Participate in planning and development of the geographic data management tools (shapefiles and processes of DTM specifically related to data collection done in natural and socio-economically modified landscapes and settlements), as well as in the maintenance of the County Government of Vihiga geo-database;
- iii. Carry out thematic geo-statistical data analysis as required relating to natural hazards and climate related displacement in the Vihiga context;



- iv. Provide GIS techniques throughout the design and implementation of DTM assessment and data initiatives related to durable solutions and anticipatory actions including artificial intelligence (AI), the Urban Planning, Analysis and Projections Framework, Spatial planning and other activities as required;
- v. Provide remote sensing techniques on crop suitability mapping, early warning models, weather pattern analysis and other services as required;
- vi. Recommend needs and inform on GIS/mapping tools and products. Work closely with DTM and Information Management (IM) departments to identify needs and produce the relevant products and maps; plan, develop, and provide training and develop skills for IM and GIS activities;
- vii. Participate in the development of data collection tools and training of field staff to facilitate the inclusion of GIS-related requirements and indicators in other departments;
- viii. Update and produce online maps (with ArcGIS Server for data review and analysis) and printable maps (with ArcGIS, and Adobe Illustrator/InDesign), as well as Dashboards, Graphs, Profiles, Shapefiles and KMZ files for reporting while ensuring accurate representation of spatial features with the most updated common operation datasets (CODs);
- ix. Improve geo-referencing/Global Positioning System (GPS) cleaning and documentation of geo-coordinates;
- x. Coordinate creation of the county atlas and regularly update base maps in line with identified requirements;
- xi. Perform such other duties as may be assigned.

### **Requirements for Appointment**

- i. Master's degree related to Geo-information Science and Earth observation, Remote Sensing or Natural Resource Management from



an accredited academic institution with two years of relevant professional experience; and

- ii. Bachelor's degree in one of the following fields: Geo-information Science and Earth observation, Remote Sensing, Natural Resource Management, Geo-informatics, Land Resources Planning and Geography or related field from an accredited academic institution with two years of relevant professional experience;
- iii. High analytical thinking to effectively analyze information database;
- iv. Skilled in managing Geo-databases and Relational Database Management System;
- v. Good oral and written communication and interpersonal skills;
- vi. Profound GIS and remote sensing knowledge as a GIS/RS specialist expected to work with raster and vector GIS tools;
- vii. Ability to pay particular attention to details to work with databases, analyze information and prepare reports.

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

**Terms of service:** Permanent and pensionable

#### 4. **Assistant Director G.I.S Data Developer Job Group "P" (1 Post)**

##### **Duties and Responsibilities**

- i. Design, code and integrate application with database management systems including artificial intelligence;
- ii. Programing languages such as Python, JavaScript, and SQL, and use these languages to develop custom tools, applications, and workflows for analyzing and visualizing spatial data;





- iii. Developing and maintaining codes for GIS applications, tools, and scripts using languages such as Python, JavaScript, and SQL;
- iv. Developing geospatial algorithms, data processing workflows, test applications and perform bug fixes;
- v. Perform data mining activities for the spatial and temporal datasets available on e- platforms;
- vi. Implementing APIs (Application Programming Interfaces) to integrate GIS functionality into other software systems or web applications;
- vii. Optimizing codes for performance and scalability, especially when dealing with large datasets;
- viii. Designing and implementing spatial database schemas and queries for efficient data storage and retrieval;
- ix. Collaborating with GIS analysts, Cartographers and other stakeholders to understand requirements and translate them into technical solutions;
- x. Utilizing version control systems (e.g., Git) to manage code base and collaborate with team members;
- xi. Writing Python scripts to automate geoprocessing tasks in GIS software such as ArcGIS, QGIS, or open-source libraries like GDAL/OGR;
- xii. Developing batch scripts or shell scripts to handle data conversions, transformations, and analyses;
- xiii. Creating custom arcpy scripts for ArcGIS geoprocessing and automation tasks;
- xiv. Using JavaScript to develop scripts for web mapping applications using frameworks like Leaflet or Mapbox;
- xv. Implementing scripting solutions to automate data updates, map production, or spatial analysis workflows;



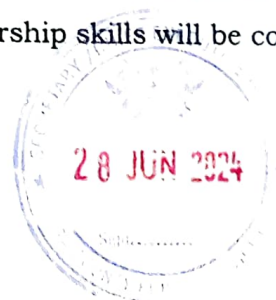
- xvi. Debugging and troubleshooting scripts to ensure accuracy and efficiency in GIS processes;
- xvii. Documenting scripts and workflows for internal use and knowledge sharing;
- xviii. Collaborating with GIS analysts and users to identify opportunities for script automation and optimization;
- xix. Researching and experimenting with scripting libraries, programming techniques and tools to enhance GIS capabilities and efficiency;
- xx. Providing scripting support and training to GIS users to enable them to utilize and customize scripts for their workflows.

#### **Requirements for Appointment**

- i. Master's degree related to Geo-information Science and Earth observation, Remote Sensing or Natural Resource Management from an accredited academic institution with two years of relevant professional experience; and
- ii. Bachelor's Degree in Engineering, GIS, Geospatial Science/Engineering, or a related field;
- iii. Seven (7) years working experience in GIS in design, development, deployment and support of ArcGIS solutions overseeing large-scale geospatial data infrastructures;
- iv. Additionally, he/she should demonstrate a strong grasp of platform integration;
- v. The candidate must demonstrate a Proven experience and strong comprehension of the ESRI ArcGIS suite, encompassing the following specific components: GIS Server (required), Geo Event Server, Geo Analytics Server, Portal (required), Web App Builder (required) and ArcGIS Enterprise and the ArcGIS Online environment;



- vi. Should possess a thorough understanding of workforce management, reporting, and productivity tools, particularly within a large and high-activity environment, knowledge in a utility company will be an added advantage;
- vii. The candidate should have a background in implementing GIS workflows for repetitive tasks, remote workforce management, and the design and execution of advanced reporting tools;
- viii. Posses certificates in fields such as in ArcGIS, data science, spatial analytics, data transformation using BIMs, as well as proficiency in programming languages like Python, R, and JavaScript will be an added advantage;
- ix. Experience with Python and developing REST APIs with Python, Ability to create, edit, and analyze Geospatial data;
- x. Experience with Geodatabase design and management;
- xi. Experience with ArcGIS Enterprise setup, configuration and administration;
- xii. Strong understanding of Cartographic principles and map design;
- xiii. Knowledge of remote sensing techniques and satellite imagery analysis;
- xiv. Familiarity with Global Positioning System (GPS) technology and data collection;
- xv. Expertise in spatial data manipulation, transformation, and projection, Knowledge of QGIS is an added advantage;
- xvi. Coding and programming skills ;
- xvii. Having the capacity to enhance internal capabilities through training, mentoring, and team leadership skills will be considered an additional advantage.



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

**Terms of service:** Permanent and pensionable

## 5. G.I.S Assistant Job Group 'J'- (1) Post

### Duties and Responsibilities

- i. Assist in technical guidance for GIS and remote sensing activities in Vihiga County;
- ii. Assist in planning and development of the geographic data management tools (shapefiles and processes of DTM specifically related to data collection done in natural and socio-economically modified landscapes and settlements), as well as in the maintenance of the County Government of Vihiga geo-database;
- iii. Carry out thematic geo-statistical data analysis as required relating to natural hazards and climate related displacement in the Vihiga context;
- iv. Assist in GIS techniques throughout the design and implementation of DTM assessment and data initiatives related to durable solutions and anticipatory actions including artificial intelligence (AI), the Urban Planning, Analysis and Projections Framework, Spatial planning and other activities as required;
- v. Assist in remote sensing techniques on crop suitability mapping, early warning models, weather pattern analysis and other services as required;
- vi. Participate in the development of data collection tools and training of field staff to facilitate the inclusion of GIS-related requirements and indicators in other departments;



- vii. Update and produce online maps (with ArcGIS Server for data review and analysis) and printable maps (with ArcGIS, and Adobe Illustrator/InDesign), as well as Dashboards, Graphs, Profiles, Shapefiles and KMZ files for reporting while ensuring accurate representation of spatial features with the most updated common operation datasets (CODs);
- viii. Improve geo-referencing/Global Positioning System (GPS) cleaning and documentation of geo-coordinates;
- ix. Assist in the creation of the county atlas and regularly update base maps in line with identified requirements;
- x. Perform such other duties as may be assigned.

**Requirements for Appointment**

- i. Bachelor's degree in one of the following fields: Geo-information Science and Earth observation, Remote Sensing, Natural Resource Management, Geo-informatics, Land Resources Planning and Geography or related field from an accredited academic institution with two years of relevant professional experience;
- ii. High analytical thinking to effectively analyze information database;
- iii. Skilled in managing Geo-databases and Relational Database Management System;
- iv. Good oral and written communication and interpersonal skills;
- v. Profound GIS and remote sensing knowledge as a GIS/RS specialist expected to work with raster and vector GIS tools;

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

**Terms of service:** Permanent and pensionable



## 6. Protocol Officer I Job Group 'J'- (1) Post

The Protocol Officer I will support in the delivery of efficient, effective and timely protocol services for the County Government of Vihiga and its staff.

### Duties and Responsibilities

- i. Implementing County Government of Vihiga processes, procedures, standards and guideline;
- ii. Facilitate processing of passports and other travel documents;
- iii. Receive, accompany and see off Official delegations and County Government guests;
- iv. Assist in drawing up programs for official visits;
- v. Assist in organizing hospitality and other logistic arrangements for Official County Government visitors;
- vi. Provide guidance to senior staff, including the Governor, for high-level and official visits including on program development and event protocols;
- vii. Research complex issues to provide advice and recommendation to senior management on national regulations and protocol guidelines;
- viii. Contribute to the improvement of quality and efficient service by applying innovative initiatives to events and protocol management;
- ix. Assist in planning and organizing receptions, banquets and dinners for County Government functions; and 10. Preparing and updating the guest profiles.



## **Requirements for Appointment**

The candidate must: -

- i. Have a Bachelor's Degree in International Relations or Studies or Diplomacy or Communication or Public Relations; or
- ii. A Bachelor's Degree in Social Science with a Diploma in International Relations or diplomacy or Public Relations or Communications or human resource from a recognized institution;
- iii. Have a minimum of Three (3) years' experience in Protocol management or related field in the Public or Private sector;
- iv. Have a Supervisory Course lasting not less than Two (2) weeks which will be an added advantage;
- v. Be proficient in Computer applications; and 6. Have good personality and high integrity.

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

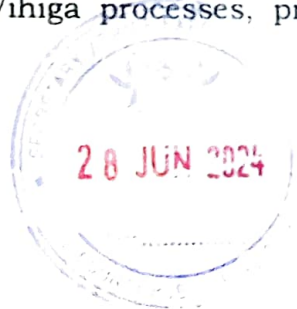
**Terms of service:** Permanent and pensionable

### **7. Protocol Officer II Job Group 'H'- (2) Posts**

The Protocol Officer II will support in the delivery of efficient, effective and timely protocol services for the County Government of Vihiga and its staff.

#### **Duties and Responsibilities**

- i. Implementing County Government of Vihiga processes, procedures, standards and guidelines;



- ii. Receive, accompany and see off Official delegations and County Government guests;
- iii. Assist in drawing up programs for official visits;
- iv. Assist in organizing hospitality and other logistic arrangements for Official County Government visitors;
- v. Contribute to the improvement of quality and efficient service by applying innovative initiatives to events and protocol management;
- vi. Assist in planning and organizing receptions, banquets and dinners for County Government functions; and
- vii. Assist in preparing and updating the guest profiles;
- viii. Preparing periodic departmental reports.

### **Requirements for Appointment**

The candidate must: -

- i. Have a Diploma in International Relations or Studies or Diplomacy or Communication or Public Relations; or
- ii. Have a minimum of Three (3) years' experience in Protocol management or related field in the Public or Private sector;
- iii. Be proficient in Computer applications; and 4. Have good personality and high integrity.

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

**Terms of service:** Permanent and pensionable

### **8. Communications Officer – Graphic Designer 'J'- (1) Post**



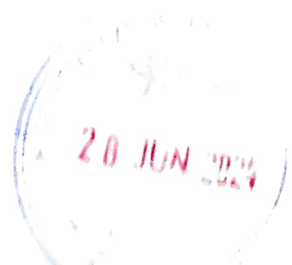


The Communications Officer – Graphic Designer will support the Head of Communications and Public Relations, and is primarily responsible for the graphic design of a range of assets including publications, resources, social media and campaign collateral.

The role will be responsible for strengthening the visual identity of County Government of Vihiga external and internal facing products through creative and consistent style and branding across assets, publications and campaigns – as well as innovative design to meet the needs of target audiences.

### **Duties and Responsibilities**

- i. Produce high-quality, brand-aligned assets to meet the needs of target audiences through a range of mediums including publications, social media graphics, flyers and templates;
- ii. Manage and develop branding style guide collections using existing art work;
- iii. Develop new and update existing assets for campaigns and communications activities as needed;
- iv. Develop new and innovative ideas for visual communication of information e.g. infographics;
- v. Ensure all assets are on-brand and consistent with the overarching branding/visual style guide;
- vi. Oversee visual style guide and provide guidance on use of logos, templates and brandings;
- vii. Develop new and review, update and maintain templates for organization use;
- viii. Collaborate and support broader Communications team activities when required;



- ix. Undertake other duties, which are appropriate to the level of the position, as directed by the Director of Communications.

**Requirements for Appointment**

- i. University Degree in Graphic Design, Service Design, Communications, Marketing or a related subject;
- ii. Design catalogue of previously undertaken projects;
- iii. Minimum of 3 years in graphic communication.

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

**Terms of service:** Permanent and pensionable

**9. Housekeeper Job Group 'H'- (2) Posts**

**Duties and Responsibilities**

- i. Keeping facilities and common areas clean and maintained;
- ii. Vacuuming, sweeping, and mopping floors;
- iii. Cleaning and stocking restrooms;
- iv. Cleaning up spills with appropriate equipment.;
- v. Notifying managers of necessary repair;
- vi. . Collecting and disposing of trash;
- vii. Assisting guests when necessary;
- viii. Keeping the linen room stocked;



- ix. Properly cleaning upholstered furniture;
- x. Preparing and assembling ingredients for menu items;
- xi. Preparing high-quality meals and food items according to required recipes;
- xii. Storing excess food at the correct temperature in order to avoid spoilage.

**Requirements for Appointment**

- i. Diploma in housekeeping/food nutrition or beverage;
- ii. At least should have some experience doing housekeeping;
- iii. Ability to manage your time efficiently;
- iv. Work well unsupervised;
- v. Handle basic maintenance and cleaning;
- vi. Ability to maintain a professional appearance and interact positively with hotel guests;
- vii. Hard worker.

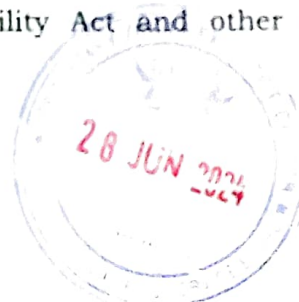
**Salary scale:** The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

**Terms of service:** Permanent and pensionable

**10. Disability Officer Job Group "J"- Two (2) Posts**

**Duties and responsibilities**

- i. Conduct registration of persons with disabilities;
- ii. Working closely with the national council of persons with disability for implementation of the County's Disability Act and other relevant legislations;



- iii. Facilitate registration of companies and businesses of persons with disabilities under AGPO and provide them with LPO financing under AGPO;
- iv. Facilitate Training of economic empowerment beneficiary groups on entrepreneurship;
- v. Assisting the local communities and self-help groups to identify viable projects, advise and report on the progress;
- vi. Conflict resolutions among group members disaggregate data on gender, disability, gender, disability, age etc;
- vii. Participate in community mobilization and sensitization on programmes of the Council

**Minimum Requirements**

- i. Degree in Special Needs Education, social science and its equivalent;
- ii. Minimum 2 years working experience;
- iii. Experience in working in the Disability Sector or a similar sector.
- iv. People living with disability are encouraged to apply

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

**Terms of Service:** Permanent and Pensionable

**How to Apply**

Interested and qualified candidates should submit their application with copies of their National Identity/passport, Academic & Professional certificates and current Chapter Six compliance certificates to the undersigned on or before **26<sup>th</sup> day of July, 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.

