

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Email: 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 TRANSPORT AND INFRASTRUCTURE

1. Accounts Assistant Job Group H-One (1) Post

Duties and responsibilities

The officer will be responsible for performing a variety of accounting work of limited scope under the guidance of a senior officer. Specifically, work will involve preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc.

Requirements for Appointment

- i. Certificate in part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications. OR Diploma in Commerce (Accounting or Finance option), Business Administration



(Accounting option) from a recognized institution or any other relevant equivalent qualification;

- ii. Ability to work with diverse workforce;
- iii. Certificate in computer applications;
- iv. Experience in accounting field.

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

Terms of Service: Permanent and Pensionable

2. Secretarial Assistant III Job Group G–One (1) Post

Duties and responsibilities

- i. Handling secretarial assistant position professionally;
- ii. Ensuring security of office records, documents and equipment;
- iii. Supervising office cleanliness and taking any other office administrative duties that may be assigned.

Requirements for Appointment

- i. Kenya certificate of Secondary Education, mean grade C- (Minus) with at least C plain in English or Kiswahili Language or its equivalent from a recognized institution;
- ii. Diploma in secretarial studies from the Kenya National Examination council or its equivalent certificate;
- iii. Certificate in computer applications;
- iv. Shown merit and ability as reflected in work performance and results.

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

Terms of Service: Permanent and Pensionable



3. Support Staff II Job Group E- Three(3) Posts

Duties and responsibilities

- i. Cleaning of departmental offices and areas around the offices by dusting, sweeping, vacuuming, mopping etc;
- ii. Collection and dispatch of office mail. iii. Liaising with the Office Administrators on operational matters;
- iii. Filing and Organization of the offices;
- iv. Prepare and serving office refreshments.

Requirements for Appointment

- i. Evidence of formal education;
- ii. Ability to work under minimal supervision;
- iii. Good interpersonal skills;
- iv. Evidence of experience.

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

Terms of Service: Permanent and Pensionable

4. Senior Superintendent (Electrical) Job Group L- One (1) Post

Duties and responsibilities

- i. Managing, designing, developing, creating and maintaining construction projects;
- ii. Conducting on site investigations and analyzing data (maps, reports, tests, drawings and other);
- iii. Planning, controlling and coordinating electrical and electronic designs for County Government Buildings and construction works;
- iv. Supervising and inspecting projects;
- v. Maintenance of electrical installations in public building and Government quarters;
- vi. Commissioning, testing and maintenance of electrical controls related to fire detection equipment, cookers, water heaters, general domestic



- appliances power generating plants and machinery catering equipment and low/medium voltage distribution systems;
- vii. Supervise staff working under him/her;
 - viii. Lighting protection of County Government installations;
 - ix. Preparation of design drawing and specifications and making estimates for electrical installations for supply of power to public buildings, hospitals and other institutions under the instruction of Electrical Engineer.

Requirements for Appointment

- i. Served in the grade of Superintendent (Electrical) or comparable and relevant position in the Public Service for at least three (3) years;
- ii. Diploma in Electrical Engineering or Electrical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution;
- iii. Shown merit and ability as reflected in work performance and results.

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

Terms of Service: 3 Years Contract

5. Electrical Technician II Job Group F-Two (2) Posts

Duties and responsibilities

Work at this level will involve undertaking improvement works, repair works and maintenance of Government buildings and facilities in their areas of specialization.

Requirements for Appointment

- i. Be in possession of Electrical Trade Test Grade II ;
- ii. Shown merit and ability in work performance and results.

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

Terms of Service: Permanent and Pensionable



6. Auto Electrician Job Group F- One (1) Post

Duties and responsibilities

- i. Carrying out County Vehicles/Plant and machinery Auto Electrical repairs under the supervision of the section head;
- ii. Trouble shooting and identifying Vehicles/Plant and machinery defects and report to the section head.

Requirements for Appointment

- i. Diploma in Automotive Engineering or equivalent qualification in Automotive Engineering from a recognized institution or Apprenticeship program lasting for more than 5 years in a reputable organization;
- ii. A minimum of three years Practical experience in the relevant field of automotive Engineering 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 Service: 3 Years Contract

7. Welder /Panel Beater/Fabricator Job Group F- One (1) Post

Duties and responsibilities

- i. Performing various welding techniques, such as MIG, TIG, to join metal components;
- ii. Safely and effectively using welding and cutting equipment, maintaining tools in good working condition;
- iii. Adhering to safety protocols and guidelines to prevent accidents and maintain a secure work environment.



Requirements for Appointment

- i. Government Trade test Three (3) certificate in Panel beating or Apprenticeship program lasting for more than 5 years in a reputable organization;
- ii. Able to carry out welding, fabrication.

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

Terms of Service: 3 Years Contract

8. Fleet Fuel Management Officer Job Group H- One (1) Post

Duties and responsibilities

- i. Monitor fuel consumption and implement measures to reduce fuel costs;
- ii. Track fuel usage patterns, identify inefficiencies, and implement measures to optimize fuel efficiency;
- iii. Regularly analyze fuel costs and generate reports for management review;
- iv. Identify cost-saving opportunities and implement strategies to reduce overall fuel expenditures;
- v. Utilize technology to monitor real-time fuel consumption, identify anomalies, and address issues promptly;
- vi. Analyze historical fuel data to forecast future fuel needs.

Requirements for Appointment

- i. Certificate in Transport and Logistics or a related field from a recognized institution;
- ii. Strong analytical and problem - solving skills;
- iii. Excellent negotiation and vendor management skills;
- iv. Effective communication and interpersonal skills;
- v. Ability to work collaboratively with cross-functional teams.



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

Terms of Service: Permanent and Pensionable

9. Structural/Civil Engineer I Job Group L – One (1) Post

Duties and responsibilities

An officer at this level will be assigned roads engineering duties and will work under close supervision of a senior officer. Duties and responsibilities will include: detailed design, supervision of construction and maintenance of classified and unclassified roads and design of small span drainage structures.

Requirements for Appointment

- (i) Served in the grade of Assistant Engineer II (Roads/Materials) or comparable and relevant position in the Public Service for a at least three (3) years;
- (ii) Bachelor's Degree in Civil Engineering or equivalent and relevant qualification from a recognized institution;
- (iii) Be registered by Engineers Registration Board of Kenya as a Graduate Engineer; and
- (iv) Shown merit and ability as reflected in work performance and results

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

Terms of Service: Permanent and Pensionable

10. Inspector (Roads) Job Group K – Three (3) Posts

Duties and responsibilities

- i. Supervision of construction and maintenance of classified and unclassified roads and small span drainage structures;
- ii. Assist in the selection and location of suitable materials for road works;
- iii. Carry out road inventory and conditions survey;
- iv. Carry out joint measurement for works done; and



v. Assist in preparing work programs in liaison with the officer in-charge.

Requirements for Appointment

- i. Diploma in Civil Engineering or its equivalent and relevant qualification from a recognized institution.
- ii. Prove of merit and ability as reflected in work performance and results.

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

Terms of Service: Permanent and Pensionable

11. Survey Assistants Job Group H – Five (5) Posts

Duties and responsibilities

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level shall entail: - carrying out angular and distance measurements and computation for small density topographical, site engineering, general boundary, and photo control surveys.

Requirements for Appointment

- i. Diploma in Land Surveying from a recognized institution;
- ii. Certificate in computer applications.

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

Terms of Service: Permanent and Pensionable

12. Quantity Survey Assistant II Job Group J – Two (2) Posts

Duties and responsibilities

- i. Squaring dimensions and abstracting for the preparation of bills of quantities;



- ii. Preparation of specifications; site measurements,
- iii. Preparation of payment certificates and final accounts;
- iv. Compilation of tender and contract documentation;
- v. Staffing of functional units relating to fees and cost planning.

Requirements for Appointment

- i. Served in the grade of Quantity Survey Assistant III or in a comparable and relevant position in the Public Service for at least three (3) years;
- ii. Diploma or Technician Certificate Part III in any of the following fields: Quantity Survey, Building/Civil Engineering, or its equivalent and relevant qualification from a recognized institution;
- iii. Shown merit and ability as reflected in work performance and results.

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

Terms of Service: Permanent and Pensionable

13. Chief Quantity Survey Assistant Job Group M – One (1) Post

Duties and responsibilities

Duties and responsibilities at this level includes: checking of bills of quantities, specifications and costs estimates for all projects; assisting in contract administration of all types of projects including valuation, site measurements, pre-contract documentation; contract documentation and records; audits of final accounts, preparation and checking of payment certificate.

An officer at this level in addition controls, trains and supervises staff working under him/her.

Requirements for Appointment

- i. Served in the grade of Senior Quantity Survey Assistant or in a comparable and relevant position in the Public Service for at least three (3) years.



- ii. Diploma or Technician Certificate Part III in any of the following fields: Quantity Survey, Building/Civil Engineering, or its equivalent and relevant qualification from a recognized institution;
- iii. Attended a supervisory management course lasting not less than four weeks from a recognized institution;
- iv. Shown administrative ability by being conversant with government procedures.

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

Terms of Service: Permanent and Pensionable

14. Vehicle Inspector Job Group H – One (1) Post

Duties and responsibilities

- i. Inspection of vehicles and plant machinery.
- ii. Verification of vehicle inspection documents.
- iii. Data entry of inspection results into the system.
- iv. Issuing stickers to compliant vehicles in relation to the NTSA Policy.
- v. Prepare inspection reports and forwarding to the sectional head for review.
- vi. Affixing of the road worthiness certificate/validation of inspection results into the RFID.
- vii. Preparation and issuing of prohibition orders.

Requirements for Appointment

- i. Diploma in Automotive Engineering or Apprenticeship program lasting for more that 5 years in a reputable organization or a related field from a recognized institution;
- ii. Computer proficiency;
- iii. A valid Driving License free from any current endorsements;
- iv. Team player with excellent interpersonal skills, analytical skills, communication skills, and report writing skills;



- v. Any other qualifications relevant to the Motor Vehicle Inspection functions 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 Service: Permanent and Pensionable

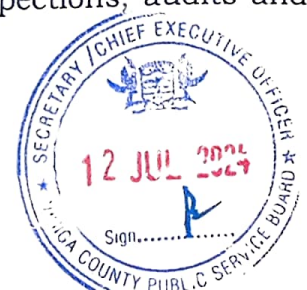
15. Safety Compliance Officer Job Group H – One (1) Post

Duties and responsibilities

- i. Relevant Safety, Health and Environmental Business administration certificate;
- ii. Health and Safety qualification or 3 years relevant experience;
- iii. Experience in a building service, hospitality or Facilities Management environment;
- iv. Experience or knowledge of environmental management systems;
- v. Experience of administrative work;
- vi. He/she should have a proven background successfully generating, monitoring and achieving health & safety objectives.

Requirements for Appointment

- i. Ensure that all policies, rules and regulations are adhered to and are regularly reviewed, updated and communicated;
- ii. Ensure that all accidents are documented, investigated and recommended improvements implemented;
- iii. Ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and employees are aware of their responsibilities;
- iv. Establish a full programme of documented safety inspections, audits and checks.



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

Terms of Service: Permanent and Pensionable

16. Plant Operator Job Group G – Two (2) Posts

Duties and responsibilities

- i. Operating heavy earth moving equipment of different ratings as authorized;
- ii. Keeping monthly records of services of the plants;
- iii. Preparing monthly and weekly service schedules and ensuring they are followed;
- iv. Standard daily inspection of the plant being operated before and after use, and recording the same;
- v. Reporting any defect on the machines;
- vi. Liaising with the officer in charge for major repairs.

Requirements for Appointment

- i. Served in the grade of Plant Operator III or in a comparable and relevant position in the Public Service for at least three (3) years;
- ii. Passed occupation trade test III for plant operators;
- iii. Ability to operate at least two machines of 'difficult rating' B;
- iv. KCSE Mean Grade D Plain or its equivalent qualifications from a recognized institution;
- v. A valid driving license (special class).

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

Terms of Service: Permanent and Pensionable



17. Automotive Mechanic Job Group F – Two (2) Posts

Duties and responsibilities

- i. Carrying out County vehicles mechanical repairs under the supervision of the section head;
- ii. Trouble shooting and identifying vehicles mechanical defects and report to the section head.

Requirements for Appointment

- i. Diploma in Automotive Engineering or equivalent qualification in Automotive Engineering from a recognized institution or Apprenticeship program lasting for more than 5 years in a reputable organization;
- ii. A minimum of three years Practical experience in the relevant field of Automotive Engineering 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 Service: Permanent and Pensionable

18. Plant Mechanic Job Group F – Two (2) Posts

Duties and responsibilities

- i. Undertaking routine inspections of engines, gearboxes, hydraulics, electrical systems, tyres and frames;
- ii. Dismantling and repairing or replacing faulty components;
- iii. Reassembling and testing components to ensure they're working safely;
- iv. Keeping records of work done to machinery.



Requirements for Appointment

- i. KCSE Mean Grade D Plain or its equivalent qualifications from a recognized institution;
- ii. Served for at least three years in the grade of plant mechanic II and be able to work in a busy environment.

OR

- iii. Passed occupation trade test II for plant mechanic;
- iv. Shown merit and ability as reflected in work performance and results;
- v. Responsible for machinery inspections, preventative maintenance, machinery lubrication, installation and repair of plant industrial machinery;
- vi. Coordinate with Plant Maintenance Planner, Supervisors and Predictive Maintenance personnel;
- vii. Direct and perform all duties required to maintain extraction plant mechanical, auxiliary and miscellaneous equipment in an efficient operating condition by dismantling, inspecting and repairing and/or replacing worn out or damaged parts;
- viii. Conduct daily maintenance activities such as adding oil, water, lubrication;
- ix. Keeps the Maintenance Manager fully informed of unusual plant conditions and current job progress as the job relates to facility maintenance and projects.

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

Terms of Service: Permanent and Pensionable



19. Fleet Monitoring and Valuation Officer Job Group K- One (1) Post

Duties and responsibilities

- i. Utilize GPS tracking systems and other monitoring tools to track the real-time location and movements of fleet vehicles.
- ii. Monitor driver behavior, vehicle speed, and adherence to prescribed routes.
- iii. Identify and address deviations from planned routes or schedules promptly. Conduct regular valuations of the fleet assets to determine their current market value.
- iv. Provide valuation reports to support financial planning and reporting processes.
- v. Analyze data related to fleet operations and vehicle performance.
- vi. Generate regular reports on fleet utilization, efficiency, and valuation for management review.
- vii. Identify trends, anomalies, and opportunities for improvement based on data analysis.
- viii. Ensure that all fleet documentation, including registration, insurance, and maintenance records, is up-to-date.
- ix. Collaborate with regulatory authorities to ensure compliance with relevant regulations and standards.
- x. Maintain accurate records of valuations, inspections, and related documentation.
- xi. Stay informed about advancements in fleet monitoring and valuation technologies.
- xii. Implement best practices to enhance the accuracy and efficiency of fleet monitoring and valuation processes.

Requirements for Appointment

- i. Bachelor's degree in Automotive Engineering, or Mechanical Engineering or any relevant field
- ii. Proven experience in fleet monitoring, valuation, or a related role.
- iii. Proficient in using fleet monitoring software and GPS tracking
- iv. Strong analytical and problem-solving skills.
- v. Excellent attention to detail and accuracy in valuation processes.



- vi. Knowledge of accounting principles related to asset valuation.
- vii. Effective communication and interpersonal skills.
- viii. Ability to work collaboratively with cross-functional teams.

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

Terms of Service: Permanent and Pensionable

20. Senior Fleet Management Officer Job Group L- One (1) Post

Duties and responsibilities

- i. Ensuring that vehicles are roadworthy, registered and licensed;
- ii. Look after the County Government's team of drivers;
- iii. Developing efficient driver schedules;
- iv. Establishing training needs and facilitating regular meetings.

Requirements for Appointment

- i. Experience in fleet management or must have general supervisory or managerial experience;
- ii. a proven track record of supervising staff, maintaining profitable, safe and compliant operations and delivering effective reporting and data analysis;
- iii. Good leadership skills to motivate, guide and inspire a team of Drivers;
- iv. Proficiency in relevant software programs, including databases and spreadsheets;
- v. Good analytical skills to effectively analyze fleet data and draw accurate conclusions.

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

Terms of Service: Permanent and Pensionable



21. Fleet Inventory Officer Job Group H- One (1) Post

Duties and responsibilities

- i. Maintaining accurate records for the vehicles and of spare parts;
- ii. Developing strategies for greater fuel efficiency;
- iii. Vehicle scheduling and dispatch.

Requirements for Appointment

- i. Diploma in Transport and Logistics or related field from a recognized institution.
- ii. Strong analytical and problem-solving skills.
- iii. Ability to employ computer knowledge and skills in work assignments.
- iv. Effective communication and interpersonal skills.
- v. Ability to work collaboratively with cross-functional teams.

Salary scale: The salary, allowances and other benefits attached to this position 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 **9th day of August, 2024.**

SECRETARY/CEO VIHIGA COUNTY PUBLIC SERVICE BOARD

P.O BOX 880-50300

MARAGOLI.

