

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 FINANCE AND ECONOMIC PLANNING

1. Director Internal Audit Job Group R –One (1) Post

The Director Internal Audit shall report to the Chief Officer Accounting, Revenue and Supply Chain Management.

An officer at this level will be based at the County Headquarters and will be responsible for the coordination of activities in the Internal Audit Section in the County Government.

Duties and responsibilities

- i. Head day- to-day activities of the internal audit directorate of the County Government;



- ii. To streamline and co-ordinate implementation of Internal Control Framework and Risk Management systems in the County Government;
- iii. Review the internal control framework and consistently ensure its compliance;
- iv. Co-ordinate and facilitate the development and implementation of the formal Risk Management Framework;
- v. Co-ordinate departmental audits, develop criteria, review and analyze evidence and document audit processes and procedures;
- vi. Identify, develop and document audit issues and recommendations;
- vii. Co-ordinate and liaise with external auditors to ensure external audits and financial reporting processes are efficient and effective;
- viii. Conduct appropriate governance and performance assessment exercises so as to streamline the County's performance and governance processes;
- ix. Lead in the development of the County Audit Charter and Annual Audit Work plan;
- x. Perform any other related duties as may be assigned from time to time.

Requirement for Appointment

- i. Be a Kenyan Citizen;
- ii. Served for cumulative ten (10) years, three (3) of which should have been at the grade of Principal Internal Auditor, Job Group 'W' and above or in a comparable and relevant position in the Public Service;
- iii. Bachelor's degree in any of the following disciplines: Commerce (Accounting or Finance option), Business Management, Business Administration, Economics or any other relevant field;
- iv. Must be in possession of CPA(K)/ACCA and registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing;
- v. Must have a relevant Master's Degree from a recognized institution;
- vi. Attended a Senior Management Course or Strategic Development programme lasting for at least four (4) weeks.



- vii. Be conversant with the provisions of the Public Financial Management Act, 2012, the Public Procurement and Assets Disposal Act, 2015 and the regulations thereto;
- viii. Must satisfy the provisions of chapter six of the Constitution of Kenya 2010;
- ix. Conversant with IFMIS and other revenue management accounting or Enterprise Resource Planning (ERP) packages;
- x. Demonstrate a thorough understanding of national goals, policies and development objectives and ability to align them to the County's mandate;
- xi. Be a good team player with exemplary leadership qualities, interpersonal, communication and collaborative skills;
- xii. Proficiency in Computer Application Skills relevant to financial management from a recognized institution.

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 Renewable Contract

2. Deputy Director Monitoring and Evaluation Job Group Q – One (1)
Post

The Deputy Director Monitoring and Evaluation shall report to the Chief Officer Planning, Budgeting, Monitoring and Evaluation in the County Government of Vihiga.

An officer at this level will be based at the County Headquarters and will be responsible for the coordination of activities in Monitoring and Evaluation Section in the County Government.

Duties and Responsibilities

- i. Assist the Director monitoring and Evaluation in the day to day running of the Planning, Monitoring and Evaluation section;



- ii. Direction of Economic planning functions or production of statistical data at the County level;
- iii. Coordination and formulation of county development strategies, policies and programs within the department responsible for the County's Economic Planning and in other departments' collation and presentation of statistical data from the survey reports and bulletins;
- iv. Preparation of county development plans and coordination of county positions on international economic subjects;
- v. Monitoring and evaluation of policies and programs;
- vi. Planning and management of human resources, projection of manpower needs and training to meet County development objectives, population surveys and compilation of data for planning and social services, manpower surveys and in conjunction with the department responsible for employment, undertaking labor force studies and monitoring unemployment in the county;
- vii. Assist in collection, collation, processing and administration of statistical data in accordance with the Statistics Act;
- viii. Formulating coordinated strategies, policies and programmes for the harmonious development of the economic sectors, carrying out sectoral studies and research, monitoring changes in key indicators of sectoral economic structures, trends and efficiency;
- ix. Perform other duties related to the field as assigned from time to time.

Minimum Requirements

- i. Be a Kenyan Citizen;
- ii. Must have served in the grade of Deputy Chief Economist / Deputy Chief Statistician for at least three (3) years or other comparable and relevant position in economic Planning or a compilation and production of statistical data county Economic planning and development public sector for at least twelve (12) years of which three must be at a Senior Economic Policy Research/Planning position;



- iii. Must have attained qualifications in Economics or Statistics of at least Masters of Arts (MA), Masters of Science (Msc) or Master of Philosophy (MPhil) level or their equivalent recognized qualifications;
- iv. Must satisfy the provisions of chapter six of the Constitution of Kenya 2010.

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 Renewable Contract

3. Principal Internal Auditor Job Group N- One (1) Post

The Principal Internal Auditor shall report to the Director Internal Audit in the County Government.

Responsibilities and Responsibilities

- i. Monitoring Implementation of Accounting Standards and Systems for Compliance;
- ii. Follow up on audit matters;
- iii. Ensure Implementation of the Senate and the County Assembly Public Accounts Committee recommendations;
- iv. Ensure Management Financial Reports are prepared and submitted to the required entities on time;
- v. Ensure accurate and appropriate Audit records, reports and returns are maintained;
- vi. Interpretation and Implementation of Financial results and Procedures;
- vii. Perform any other related duties as may be assigned from time to time.



Minimum Requirements

- i. Be a Kenyan Citizen;
- ii. Must have served in the grade of Chief Internal Auditor, Job Group 'M' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iii. Bachelor's Degree in commerce (Accounting or Finance option) and passed part II of the certified public Accountants (CPA) Examination or its recognized equivalent;
- iv. Must have registered with the Institute of Certified Public Accountants of Kenya (ICPAK);
- v. Must be a Kenyan citizen;
- vi. Must satisfy the provisions of chapter six of the Constitution of Kenya 2010.

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. Internal Auditor I Job Group K – One (1) Post

The internal Auditor I will report to the Principal Internal Auditor.

Duties and Responsibilities

- i. Heading functional units in the various departments within the County;
- ii. Analyzing departmental data and policy formulation;
- iii. Examining vouchers, cashbooks, ledgers and confirming the accuracy of transactions in the department;
- iv. Auditing annual accounts for the department;
- v. Undertaking audit inspections of County projects and development projects;



- vi. Verifying statement of accounts of the various departments and reporting the findings to the immediate supervisor;
- vii. Offering any other extension services as need arises;
- viii. Perform any other related duties as may be assigned from time to time.

Minimum Requirements

- i. Be a Kenyan Citizen;
- ii. Bachelor's Degree in any of the following disciplines; Commerce (Accounting or Finance option), Business Management, Business Administration or Economics;
- iii. Passed Part II of the Certified Public Accountants (CPA) Examinations or it's recognized equivalent qualifications;
- iv. Must satisfy the provisions of chapter six of the Constitution of Kenya 2010.

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

5. Principal Supply Chain Management Officer Job Group N –Two (2)

Posts

The Principal Supply Chain Management officer shall report to the County Director Supply Chain Management.

Duties and Responsibilities

- i. Ensure procurement of goods, works and services are done within approved budget;
- ii. Prepare, process and upload procurement plans on IFMIS in conformity with the medium-term fiscal frame work and fiscal policy objectives and submit them to the relevant authorities;



- iii. Maintain proper inventory control, assets and stores management and distribution of goods to County entities by maintaining a stores management systems to manage inventory electronically;
- iv. Enhance the preferences and reservation scheme in order to comply with the Public Procurement and Asset Disposal Act, 2015 and regulations, 2020;
- v. Maintain an updated list or register of prequalified suppliers;
- vi. Maintain a monthly record of all contracts awarded giving specific details as per who won the tender;
- vii. Analyze appropriate records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit purpose;
- viii. Preparation of management information and statistical reports;
- ix. Ensure that the right goods and services are acquired for the Departments;
- x. Coordination of the selected bidder to ensure completion of administrative processes including Bid Security, contract award notice and distribution of contract documents accordingly;
- xi. Coordinate the administrative process throughout the duration of the preparation of all documentation until the award of the contract;
- xii. Maintain appropriate records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit purpose;
- xiii. Perform other duties related to the field as assigned by the Director Supply Chain Management from time to time.



Minimum Requirements

- i. Be a Kenyan Citizen;
- ii. Bachelor's degree in any of the following: Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution: and
- iii. A Diploma in Supplies Management or its approved equivalent from a recognized institution.
- iv. Demonstrate general administrative ability required for direction, control and implementation of Public Financial Management Act, 2012, the Public Procurement and Assets Disposal Act, 2015 and the regulations thereto.
- v. A certificate in Senior Management Course from a recognized institution will be an added advantage;
- vi. Served as a procurement officer in the public or private sector for a minimum period of five (5) years;
- vii. Demonstrate a thorough understanding of national goals, policies and development objectives and ability to align them to the County's mandate;
- viii. Must satisfy the provisions of chapter six of the Constitution of Kenya 2010;
- ix. Conversant with IFMIS and other revenue management accounting or Enterprise Resource Planning (ERP) packages;
- x. A member of the Kenya institute of Supplies in good standing;
- xi. Attended a Senior Management Course or Strategic Leadership Development programme lasting for at least four (4) weeks;
- xii. Proficiency in Computer Application Skills relevant to financial management from a recognized institution.

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. Supply Chain Management Officer I Job Group K – Two (2) Posts

The Procurement Officer shall report to the Principal Supply Chain Management Officer.

Duties and Responsibilities

- i. Assist in preparation of request for Quotation, initiations to Bid, requests for proposal and co-ordination of their timely dispatch;
- ii. Assist the Principal Supply Chain Management Officer in maintaining accurate and up to date Procurement documents and Manuals;
- iii. Routing, copying and circulation of quotes, bids and proposal for evaluation;
- iv. Researching on pricing, obtaining quotes locally on low value items;
- v. Assist in coordination of the selected bidder to ensure completion of administrative processes including Bid Security, contract award, notice and distribution of contract documents accordingly;
- vi. Assist in management of the administrative process throughout the duration of the preparation of all documentation until the award of the contract;
- vii. Check and classify the precedence of the requisition and process as priority setting of the goods/services needed;
- viii. Coordinate with departments and make sure the right goods/ services are acquired;
- ix. Provide purchased goods/services to the responsible receiving office and do all actions for completing the process;
- x. Perform other duties related to the field as assigned by the Principal Supply Chain Management Officer from time to time.



Minimum Requirements

- i. Be a Kenyan Citizen;
- ii. Degree in Procurement/Supply Chain Management;
- iii. Proficiency in computer;
- iv. Must be familiar with use of IFMIS e- procurement;
- v. Served as a procurement officer in the public or private sector for a minimum period of two (2) years;
- vi. Must satisfy the provisions of chapter six of the Constitution of Kenya 2010.

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

7. Senior Sub- County Revenue Officer Job Group L-Three (3) Posts

The Sub-County Revenue Officer will report to the Principal Revenue Officer in the County Government.

An officer at this level will be based at the Sub-County Headquarters and will be responsible for co-ordination of the activities of the Revenue Directorate at the respective Sub-County.

Duties and Responsibilities

- i. Planning, directing and coordinating activities of the revenue unit;
- ii. Developing new strategies on revenue mobilization;
- iii. Managing the training and development function of the revenue unit staff;
- iv. Supervising and Co-coordinating collection of Revenue in line with stipulated revenue laws and regulations;
- v. Identifying and reporting untapped sources of revenue.



- vi. Preparing relevant daily, weekly, monthly and quarterly reports on revenue collection targets, trends and variances;
- vii. Conducting revenue potential assessment and baseline surveys for existing and new streams for adoption by the county government.
- viii. Detecting, preventing and reporting fraudulent activities in revenue collections;
- ix. Ensuring only duly authorized County documents are in use in revenue collection activities;
- x. Ensuring safe custody of the Vihiga County Revenue assets and records;
- xi. Providing professional leadership and guidance to revenue collectors;
- xii. Reporting revenue defaulters;
- xiii. Ensuring all own source revenue collected is accounted for and handed intact;
- xiv. Perform any other related duties as may be assigned from time to time.

Minimum Requirements

- i. Must be a Kenyan citizen;
- ii. Must have a bachelor's degree in Commerce (Accounting or Finance) or a bachelor's degree in Business Administration, Management (Accounting or Finance) from a recognized institution;
- iii. Must be a qualified Certified Public Accountant of Kenya (CPA K);
- iv. Must be a member of the Institute of Certified Public Accountant of Kenya (ICPAK);
- v. Must have working experience of at least five (5) years in a comparable position in public or private sector;
- vi. Must satisfy the provisions of chapter six of the Constitution of Kenya 2010.

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



Terms of Service: 3 years Renewable Contract

8. Economist I Job Group L- One (1) Post

The Economist I shall report to the Chief Economist.

Duties and Responsibilities

- i. Preparation and provision of Economic Planning Data;
- ii. Carry out Economic analysis for the county;
- iii. Formulation of development strategies that can be adopted and used by the county;
- iv. Taking charge of a small functional area within the Department;
- v. Co-ordination of Departmental development plans, projects and programs;
- vi. Review of development policy strategies/ projects and programs;
- vii. Perform other duties related to the field as assigned from time to time.

Requirements for Application

- i. Be a Kenyan Citizen;
- ii. Be a holder of Bachelor's degree in Economics, or Economics and Mathematics, or Economics and Statistics from a recognized institution;
- iii. Demonstrate professional ability, initiative and competence in organizing, directing and executing work at this level;
- iv. Must satisfy the requirements of Chapter Six of the Constitution of Kenya;
- v. Be a good team player with exemplary leadership qualities, interpersonal communication and collaborative skills;
- vi. Must satisfy the provisions of chapter six of the Constitution of Kenya 2010.

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. Principal Information Communication Technology Officer, Job Group 'N' – One (1) Post

The Principal Information Communication Officer shall report to the Director Information Communication Technology.

Duties and Responsibilities

- i. Carrying out systems allocation, coordination and implementation;
- ii. Carrying out System development and maintenance;
- iii. Carrying out feasibility studies;
- iv. Preparing progress reports of the systems development;
- v. Evaluating systems and ensuring adherence to established ICT Standards;
- vi. Training and preparing staff performance reports;
- vii. Planning, monitoring and evaluating program/activities within an Information Communication Technology division/Unit;
- viii. Ensuring adherence to Information Communication Technology standards;
- ix. Liaising with user departments to ensure effective maintenance of Information Communication Technology equipment;
- x. Reviewing and evaluating hardware maintenance feasibility studies and detailed specifications before implementation.

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Must have served in the grade of Chief Information Communication Technology Officer or in an equivalent position in the Public Service minimum period of three (3) years;



- iii. Must have a degree in Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering from a recognized institution;
- iv. Attended a Management Course lasting not less than four (4) weeks;
- v. Demonstrated professional ability, initiative and competence in organizing and directing work;
- vi. Must satisfy the provisions of chapter six of the Constitution of Kenya 2010.

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. Clerical Officer I Job Group G - One (1) Post

Duties and Responsibilities

- i. Compiling statistical records;
- ii. Sorting, filing and dispatching letters;
- iii. Preparing and maintaining an efficient filing system;
- iv. Preparing payment vouchers;
- v. Computation of financial or statistical records based on routine or special sources of information;
- vi. Compiling data and drafting simple letters.

Requirements for Appointment

For appointment to this grade, an officer must-

- i. Have served in the grade of Clerical Officer II for a minimum period of three years;
- ii. Have passed the Proficiency Examination for Clerical Officers;
- iii. Be proficient in Computer Application.



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

DEPARTMENT OF COMMERCE, TOURISM AND CO-OPERATIVES

1. Assistant Director-Industries, Investment and Research Job Group P-One (1) Post

The Assistant Director-Industries Investment and Research shall report to the Chief Officer Commerce, Tourism and Co-operatives.

An officer at this level will be based at the County Headquarters and will be responsible for the coordination of activities in the Industrialization and Research Section including the County Aggregation and Industrial Park (CAIP).

Duties and Responsibilities

- i. Oversee the start and growth of manufacturing and investments through Agro- Industries and especially County Aggregation and Industrial Park (CAIP);
- ii. Provide a platform where farmers, processors, exporters, research institutions, industrial bodies and Government can engage for Agro- Industrial development;
- iii. Collect data, analyze and disseminate information on industrial production, investment, local raw materials availability and industrial expansion programmes;
- iv. Undertake monitoring and evaluation on the implementation of industrial projects/ programmes;
- v. Prepare monthly, quarterly and annual county industrial performance reports to enhance productivity;



- vi. Identify potential investment opportunities based on industry experience, reputation, market potential, financial capability and strategic fit;
- vii. Contribute to drafting strategies for various sectors in the county for business development; and develop and execute strategies for more complex sector engagements with the objective of building a robust investment;
- viii. Gather market intelligence to stay informed of emerging trends in sectors and the country that could have broad impact on a country or subsector portfolio;
- ix. Develop long- term relationships and engagement plans with key local investors to identify and act on opportunities for sustainable business;
- x. Compile researched materials in a systematic way and prepare background briefs/ briefing notes as and when required;
- xi. Present thoroughly researched information for background research implementation of the projects; preparation of project documents' drafts, work plans, budgets, progress reports;
- xii. Provide guidance to contractors/ consultants/executing agencies on routine implementation of the projects and monitor quality of work of contractors and consultants;
- xiii. Liaise with the various research institutions to ensure they conduct relevant and timely researches, interviews and focus group discussions;
- xiv. Responsible for development of proposals for approval by Chief Officer to source for funding from donors and other organizations to sustain industries, investments and research activities in the county;
- xv. Any other duties as may be assigned from time to time by the relevant Chief Officer.



Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Served in the grade of Senior Principal Investment, Industries and Research Officer Job Group N for a minimum of three (3) years or in any comparable and relevant position in the Public Service or Public Sector;
- iii. Bachelors degree in any of the following disciplines: Commerce ,Business Administration, Mathematics, Biological/ Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, Engineering(Mechanical, Civil, Electrical, Chemical, Industrial, Electronics), Metallurgy, Aeronautical, Agriculture , Animal Sciences, Food Technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry or Computer Science from a recognized institution or its equivalent;
- iv. A master's degree in any of the respective fields from a recognized institution will be an added advantage;
- v. Certificate in any of the following field: Project Planning, Project Appraisal, Project Monitoring and Evaluation, Entrepreneurship, Public Policy Analysis, Small Enterprises, Policy and Promotion, Environmental Impact Assessment and Auditing, Environmental Management or Business Development Services lasting not less than two (2) weeks from a recognized institution or its equivalent;
- vi. Attended Senior Management Course lasting not less than four (4) weeks from Kenya School of Government or any other recognized institution;
- vii. Certificate in computer applications from a recognized institution;
- viii. Have good leadership and interpersonal communication skills;



- ix. Have knowledge of industries, investments and research development related legislations and other statutes;
- x. Demonstrate a high degree of professional and technical competence;
- xi. Solid analytical and problem-solving skills;
- xii. Must satisfy the requirements of Chapter Six of the Constitution of Kenya.

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. Assistant Director- Innovation, Digital Economy and Start- Ups Job Group P- One (1) Post

The Assistant Director- Innovation, Digital Economy and Start- Ups shall report to the Chief Officer Commerce, Tourism and Co-operatives.

An officer at this level will be based at the County Headquarters and will be responsible for the coordination of activities in the Innovation, Digital Economy and Start- Ups.

Duties and Responsibilities

- i. Formulating, implementing and reviewing innovation, digital economy and start- up; policies, strategies and programmes in the Public Service;
- ii. Cultivate partnerships to foster innovation and sustainable growth;
- iii. Develops and recommends sustainable funding mechanisms to support innovation, digital economy and start- ups core missions;
- iv. Sensitization and awareness campaigns to promote innovation and digital economy by start-ups;
- v. Partnerships with Constituency Innovation Hubs (CIH) to establish centers of excellence for training and execution of work;
- vi. Coordinating research and development on emerging technological issues;



- vii. Establish Sub-County/Ward- based incubation programmes;
- viii. Research and innovation activities regarding technology enabled jobs and the future of work;
- ix. Recruitment, training and management of digital workers or digital enabled workers who are registered on the County Ajira Digital platform;
- x. Coordinate Vihiga County Start - Up Stakeholder engagement;
- xi. Coordinate Vihiga Start- Up eco- system exposure to global innovation forums;
- xii. Establishment of Start-Up seed funding and grant mechanism;
- xiii. Enabling policy interventions for Vihiga Start- Up eco- system;
- xiv. Providing resources and support to Start- Ups and small businesses, contributing significantly to promoting digital entrepreneurship and innovation in Vihiga;
- xv. Developing innovation, digital economy and Start- Ups training programs and other resources to teach various aspects of innovation, digital economy and Start- Ups to the youth;
- xvi. Delivering training sessions to individuals or groups, either in- person or through remote methods. This may involve teaching basic innovation and Start- Ups skills or more advanced topics in innovation and Start- Ups;
- xvii. Collaborating with other trainers, subject matter experts and stakeholders to ensure that the training program meets the needs of the organization and learners;
- xviii. Monitoring and evaluating innovation, digital economy and Start- Ups programmes and policies;
- xix. Preparing innovation, digital economy and Start- Ups reports and ensuring professional standards and guidance are adhered to;
- xx. Responsible for the development of proposals for approval by Chief Officer to source funding from donors and other organizations to sustain innovation, digital economy and Start- Ups activities in the county;
- xxi. Any other duties as may be assigned from time to time by the relevant Chief Officer.



Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Served in the grade of Senior Principal Innovation, Digital Economy and Start- Ups Group N for a minimum of three (3) years or in any comparable and relevant position in the Public Service or Public Sector;
- iii. Bachelor' degree in any of the following disciplines: Commerce, Business Administration, Business Innovation and Technology Management, Entrepreneurship, Statistics, Economics, Project Planning and Management, Computer Science, Information Technology, Information systems, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agriculture) from a recognized institution or its equivalent;
- iv. A master's degree in any of the respective fields from a recognized institution will be an added advantage;
- v. Attended Senior Management Course lasting not less than four (4) weeks from Kenya School of Government or any other recognized institution;
- vi. Certificate in Computer applications from a recognized institution;
- vii. Have good leadership and interpersonal communication skills;
- viii. Have knowledge of innovation, digital economy and Start- Ups related legislations and other statutes;
- ix. Demonstrate a high degree of professional and technical competence;
- x. Solid analytical and problem-solving skills;
- xi. Must satisfy the requirements of Chapter Six of the Constitution of Kenya.



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. Assistant Director- Tourism Development and Promotion Job Group
P- One (1) Post

The Assistant Director- Tourism Development and Promotion shall report to the Chief Officer Commerce, Tourism and Co-operatives.

An officer at this level will be based at the County Headquarters and will be responsible for the coordination of activities in the Tourism Development and Promotion.

Duties and Responsibilities

- i. Technical advisor on matters pertaining to tourism development and promotion;
- ii. Coordinating the implementation and review of County Tourism Development and Promotion policies; and tourism development and promotion strategies, programmes and projects;
- iii. Facilitation of the county's membership and participation in tourism related national and international organizations, events and conventions;
- iv. Evaluating, planning and implementing County Tourism development and promotion issues in consultation with relevant Departments and Stakeholders;
- v. Overseeing the enforcement of tourism development and promotion regulations and legislation in consultation with relevant agencies;
- vi. Overall management in matters related to marketing, planning and regulations of tourism development and promotion in the county;
- vii. Overall coordinator in relation to niche tourism development and promotion in the county;



- viii. Promotion of domestic tourism development, development and promotion in the county;
- ix. Mapping and promotion of tourism opportunities in the county;
- x. Undertaking tourism research and maintaining a depository of all data and information on tourism and tourism industry players within Vihiga County;
- xi. Responsible for development of proposals for approval by the Chief Officer to source for funding from donors and other organisations to sustain Tourism Development and promotion projects and activities; and
- xii. Any other duties as may be assigned from time to time by the relevant Chief Officer.

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Served in the grade of Senior Principal Tourism Development and Promotion Officer Job Group N for a minimum of three (3) years or in any comparable and relevant position in the Public Service or Public Sector;
- iii. Holds a bachelor' degree in any of the following disciplines: Tourism and Hospitality Management, Eco- Tourism, Hotel and Institutional Management and Information Technology, Travel and Tours Operations Management, International Tourism Management, Hospitality Management, Environmental Tourism, Sociology, Geography, Business Administration, Commerce (Marketing option), International Relations from a recognized institution or its equivalent qualification from a recognized institution or its equivalent ;
- iv. A master's degree in any of the respective fields from a recognized institution will be an added advantage;



- v. Attended Senior Management Course lasting not less than four (4) weeks from Kenya School of Government or any other recognized institution;
- vi. Certificate in Computer applications from a recognized institution;
- vii. Have good leadership and interpersonal communication skills;
- viii. Have knowledge of Environment, Tourism and Wildlife related regulations and statutes;
- ix. Demonstrate a high degree of professional and technical competence;
- x. Solid analytical and problem-solving skills;
- xi. Must satisfy the requirements of Chapter Six of the Constitution of Kenya.

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. Co-operative Officer II Job Group J- Three (3) Posts

This is the entry and training level for officers under this cadre.

An officer at this level will work under the guidance of a Senior Officer.

Duties and Responsibilities

- i. Promotion of Cooperative Societies;
- ii. Training Cooperatives;
- iii. Enforcing Cooperative Legislation;
- iv. Advise Cooperatives;
- v. Cooperative credit administration;
- vi. Implementing Cooperative Development Policies;



Requirements for Appointment

For appointment to this grade a candidate must have

- i. Bachelors' degree in any of the following disciplines: Cooperative Management, Business Administration, Sociology, Marketing, Entrepreneurship, Banking or Management and Organizational Development from a recognized institution or its equivalent;
- ii. Certificate in computer application from a recognized institution;

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

5. Assistant Co-operatives Officer III Job Group H- Two (2) Posts

This is the entry and training level for officers under this cadre.

An officer at this level will work under the guidance of a Senior Officer.

Duties and Responsibilities

- i. Promotion of Cooperative Societies;
- ii. Training of Cooperative leaders and members;
- iii. Enforcing compliance with Cooperative legislation;

Requirements for Appointment

- i. Diploma in any of the following disciplines Cooperative Management, Cooperative Auditing, Marketing, Internal Auditing or Finance from a recognized university OR
- ii. CPS Kenya Part I or CPA Kenya Part I Examination from KASNEB;
- iii. Certificate in computer application from a recognized institution or its equivalent.



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. Audit Examiner III Job Group H- Two (2) Posts

This is entry level for officer under this cadre.

Duties and Responsibilities

- i. Examination of books and record of Cooperative Societies;
- ii. Prepare Cooperative Societies entry ledger;
- iii. Entrance of trial balance and financial account of Cooperative Societies
Promotion of Cooperative Societies;
- iv. Training Cooperatives;
- v. Enforcing Cooperative legislation;
- vi. Advise Cooperatives;
- vii. Cooperative credit administration;
- viii. Implementing Cooperative Development Policies.

Requirements for Appointment

- i. Diploma in Cooperative Management, Cooperative Audit, Accounting, Auditing and Finance from a recognized institution or its equivalent;
- ii. CPA Part I from KASNEB;
- iii. Certificate in Computer Application.

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



DEPARTMENT OF HEALTH SERVICES

1. Clinical Pathologist Job Group Q- One(1) Post

The Clinical Pathologist coordinates and provides specialized clinical pathology services, coordinates clinical pathology, research and training in the hospital.

Duties and Responsibilities

- i. Analyzing body fluids and tissue samples;
- ii. Perform and report bone marrow aspirates and trephine biopsy, report and interpret peripheral blood films;
- iii. Reporting and interpretation of specialized tests in hematology e.g flow cytometry;
- iv. Management of quality processes in chemical pathology;
- v. Interpretation of culture and sensitivity results and annual antibiogramme data;
- vi. Coordinate and provide laboratory services and service delivery in the laboratory unit of the hospital ensuring that they meet the expected standards and compliance in the hospital;
- vii. Supervise laboratory staff together with their services in the laboratory unit of the hospital to ensure that they offer timely laboratory services within the expected standards, complying with the established ethics and regulations in the hospital;
- viii. Ensure and coordinate continuous training and development of pathology staff for their effective and efficient performance and productivity in the hospital;
- ix. Coordinate and provide laboratory research and training within the hospital;



- x. Monitor and evaluate progress achievement of the laboratory unit and services, research and training programs in the hospital;
- xi. Any other duties that may be assigned by the Head of the Department.

Requirements for Appointment

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution;
- ii. Master of Medicine in Pathology from a recognized institution;
- iii. Registration with the Kenya Medical Practitioners and Dentists Council KMPDU;
- iv. Recognition as a specialist by KMPDU;
- v. Valid Practicing License;
- vi. Professional Insurance Indemnity Cover;
- vii. Proficiency in computer applications;
- viii. At least three (3) years' experience as a Clinical Pathologist in a busy hospital.

Soft Skills Required:

- a. Communication skills;
- b. Organizational skills;
- c. Observational skills;
- d. Analytical skills;
- e. Compassionate skills;
- f. Be a team player.



DEPARTMENT OF PHYSICAL PLANNING, LANDS AND HOUSING

1. County Director of Physical Planning, Job Group 'R'- One (1) Post

Duties and Responsibilities

The Director of Physical Planning will be responsible to the Chief Officer for the organization, management and administration of the physical planning function.

The County Director of Physical and Land Use Planning shall be responsible for:-

Advising the county government on physical and land use planning matters that impact the county;

- i. Formulating county physical and land use planning policies, guidelines and standards;
- ii. Preparation of county physical and land use development plans;
- iii. Preparation of local physical and land use development plans;
- iv. Participating in the preparation of inter-county physical and land use development plans;
- v. Undertaking research on matters relating to physical and land use development planning at the county level;
- vi. Recommending to the County Government the establishment of planning units as may be necessary;
- vii. Maintaining a land information system to guide physical and land use planning;
- viii. Communicating decisions of the County Government development applications; and



- ix. Issuance of development permission and other development control instruments under physical planning & land use act with the approval of the county executive committee member.

Requirements for appointment.

A person is qualified for appointment as the County Director of Physical and Land Use Planning if that person—

- i. Is a citizen of Kenya;
- ii. Holds a bachelor's degree in urban and regional planning or related discipline from a recognized university;
- iii. In addition to (ii) above, holds a Masters Degree;
- iv. Is registered as a physical planner under the Physical Planners Registration Act, 1996 (No. 3 of 1996) and is in good standing with the relevant professional body;
- v. Certificate in Strategic leadership Development Programme (SLDP) Course from a recognized institution OR its equivalent will be an added advantage;
- vi. Has at least five years' post-qualification professional experience in physical and land use planning;
- vii. Has worked in senior management position for a period not less than three years.
- viii. Is not otherwise disqualified under the provisions of Chapter Six of the Constitution or any other written law.

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

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 **19th day of April 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.

