

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Email: Cpsbvihiga@yahoo.com

Queens Arcade, along Kisumu - Kakamega Road, Mbale Town.

“Transforming Public Service”

INVITATION FOR APPLICATIONS

Pursuant to the provisions of Article 235 of Constitution of Kenya (2010) and Section 45, of the County Governments Act No. 17 of 2012, Vihiga County Public Service Board wishes to consider applications from highly qualified, results oriented and self-motivated Kenyan citizens for appointment to the following positions:

1. THE EXECUTIVE

COUNTY CHIEF OFFICERS – 14 POSITIONS J/G ‘S’ (Contract)

The County Chief Officer shall be the authorized officer in respect of the exercise of delegated power in the respective department and shall be responsible to the respective County Executive Committee Member.

The Fourteen (14) posts will be as follows:

1. County Chief Officer, Office of H.E. The Governor (1 Position)
2. Department of Finance and Economic Planning:
 - a) County Chief Officer, Accounting, Revenue & Supply Chain Management (1 Position)
 - b) County Chief Officer, Planning, Budget, Monitoring & Evaluation (1 Position)
3. County Chief Officer, Department of Public Service Management & ICT (1 Position)
4. County Chief Officer, Department of Health Services (1 Position)
5. County Chief Officer, Department of Agriculture, Livestock and Fisheries (1 Position)
6. County Chief Officer, Department of Environment, Natural Resources;
 - a) County Chief Officer, Environment, Natural Resource & Climate Change (1 Position);
 - b) County Chief Officer, Water and Sanitation (1 Position)
7. County Chief Officer, Department of Physical Planning, Lands, Housing and Urban Development (1 Position)

8. Department of Gender, Culture, Youth, Sports & Social Services:
 - a) County Chief Officer, Youth & Sports (1 Position)
 - b) County Chief Officer, Gender, Culture & Social Services (1 Position)
9. County Chief Officer, Department of Transport and Infrastructure (1 Position)
10. County Chief Officer, Department of Education, Science & Technical Vocational Training (1 Position)
11. County Chief Officer, Department of Commerce, Tourism and Cooperatives (1 Position)

Duties and Responsibilities

1. Be responsible for the overall administration of a County Department to which he/she is assigned or re-assigned;
2. Be responsible for needs of the local community and the functions and competences assigned to and transferred to the County;
3. Facilitate a culture of public service and accountability in the county public service;
4. Be performance oriented and focused on the objects of devolved government as set out in the Constitution;
5. Be efficient and ensure that the County Departments align their roles and responsibilities with the priorities and objectives set out in the County's policies and plans;
6. Organize his/her department and other structures in a flexible way in order to respond to changing priorities and circumstances;
7. Assign clear responsibilities for the management and coordination of the County department and functions;
8. Allow participatory decision making as far as practicable;
9. Provide an equitable, fair, open and non-discriminatory working environment;
10. Submit quarterly reports of the respective department to the County Executive Committee through the respective CEC- Member and to the County Assembly through the County Secretary and to respect the oversight role of the County Assembly by giving information and honoring summons whenever required;
11. Implement the policies and plans developed by the County Government;
12. Provision of strategic policy direction for effective service delivery;
13. To ensure departmental compliance with National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution;
14. Performance of any other functions conferred by the Constitution, National or County Legislation;
15. He/ She will be responsible to the County Executive Committee Member (CECM) for administration of a county department as provided under section 46; and

16. Carry out any other function incidental to any of the assigned functions and/or as may be assigned from time to time by the County Governor.

Requirements for Appointment

For appointment to this position, a person should:

- i. Be a Kenyan citizen.
- ii. Holds a first degree from a university recognized in Kenya.
- iii. A Master's degree or higher academic qualifications from a university recognized in Kenya will be an added advantage.
- iv. Have vast knowledge and experience of not less than Five(5) years in the relevant field, three (3) of which should be in a senior/managerial position in a large organization;
- v. Demonstrate thorough understanding of County development objectives of vision 2030;
- vi. Be a strategic thinker and results-oriented;
- vii. Have excellent communication, organizational and interpersonal skills;
- viii. Have capacity to work under pressure to meet strict timelines;
- ix. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- x. Demonstrate 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. Be Computer literate; and
- xii. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010.

Terms of Service: Contract.

Remuneration: as prescribed by Salaries and Remuneration Commission (SRC)

2. DEPARTMENT OF PUBLIC SERVICE ADMINISTRATION & COORDINATION OF COUNTY AFFAIRS

Deputy Director Geospatial Technologies Services Job Group "Q" (1 Post) (Permanent & pensionable)

Duties and responsibilities

- i. Formulation of County mapping and spatial data infrastructure policies, guidelines and strategies
- ii. Creation and maintenance of the County GIS datasets, documentation, carrying out of spatial data analysis for development control including presentation and dissemination of

- spatial data, production of digital charts, maps and related Geo-spatial data.
- iii. Ensuring the efficient Management of County Database Information Management System for all departments.
 - iv. Administer efficient working of all GIS staff, manage projects and evaluate performance of all employees in the GTS Lab.
 - v. Conduct training for all County Staff on the Geospatial Technologies Systems.
 - vi. Carrying out research on the latest technologies in Geomatics and Earth Observation.
 - vii. Ensuring the efficient Management of County Land Information Management System (CLIMS)
 - viii. Be responsible for guideline, supervision and development of other staff under the Directorate of Geospatial Technologies Services.
 - ix. Reports to the director GTS all the progress and plans of the department for implementation and action.

Requirements for appointment

- i. Possess a Bachelor's Degree in either of the following disciplines; Geographic Information Systems, Geography & Remote Sensing, Technology in Geo-Informatics, Geo-Spatial Engineering or equivalent qualification from a recognized institution.
- ii. Served as Assistant Director Geo-Information services or in a comparable and relevant position in the public service for at least three (3) years.
- iii. Demonstrated a high level of competence and administrative ability to work as a team leader in Geo-Information system.
- iv. Well- developed leadership and project management skill; must be a team player with the ability to navigate large, complex organizations and have ability to coordinate and organize multi-sectoral disciplines and programmes
- v. Proficiency with Project Management tools
- vi. Be proficient in using common GIS/Image processing software such as ArcGIS, ERDAS Imagine, QGIS, e.t.c.
- vii. Should be self-motivated and ready to work under pressure, have good inter-personal skills, and be able to work in a multi-disciplinary and multi-cultural setup.

3. COUNTY PUBLIC SERVICE BOARD

Assistant Director, Human Resource Management, Job Group CPSB 05 ("P") 1 Post

Duties and Responsibilities

- (i) Facilitating, coordinating and ensuring execution of the Board's mandate and overseeing follow up of implementation of the Board's decisions

- (ii) Monitoring implementation of the County Public Service Board's training and development, discipline, promotions, deployment and staff performance and appraisal;
- (iii) make proposals on Human Resource Planning and Succession Management;
- (iv) analyzing staff performance and career progression and make appropriate recommendations;
- (v) ensuring correct interpretation and implementation of human resource management policies, rules and regulations including those relating to pensions, salary administration, labour laws and other statutes relating to human resource management;
- (vi) Investigating and reporting on Human Resource Management complaints and carrying out ad hoc investigations on issues that require urgent attention from the Board;
- (vii) promotion of values and principles of public service;
- (viii) preparing regular, quarterly and annual reports as may be required;
- (ix) Offering guidance and supervision to the officers below him/her;
- (x) Any other duty as may be assigned from time to time.

Requirements for appointment

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Principal Administrator or similar position for a minimum period of three (3) years;
- iii. Bachelor's degree in Human Resource Management or equivalent qualification from a recognized institution in Kenya;
- iv. Master's degree in relevant field will be an added advantage;
- v. Membership to Institute of Human Resource Management of good professional standing;
- vi. Certified Public Secretary of good professional standing (Certified Public Secretaries of Kenya)
- vii. Demonstrated merit and ability as reflected in work performance and results.

Salary Scale: The salary, allowances and other benefits attached to these positions will be as determined by the Salaries and Remuneration Commission.

Terms of Service: 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 January, 2023**.

All applications should be clearly marked with the **specific position applied for** on top of the envelope and submitted Hand delivery to the office

of the Secretary /CEO situated at the third floor of **Queens Arcade, along Kisumu - Kakamega Road, Mbale Town.** Or **Posted** applications should be addressed to the:-

**SECRETARY/CEO,
Vihiga County Public Service Board,
P.O Box 880-50300,
Maragoli**

Please take note that;

1. County Government of Vihiga is an equal opportunity employer.
2. **Youth, Women and Persons Living with Disabilities, Marginalized and Minority** Communities are encouraged to apply.
3. **Canvassing in any form will lead to automatic disqualification.**
4. Please be informed that Vihiga County Public Service Board **DOES NOT USE AGENTS** nor **CHARGE ANY FEE** for its services.

ONLY Short listed candidates will be contacted and they shall be required to produce originals of their National Identity Card, Academic and Professional certificates, Transcripts and Clearance certificates (*Directorate of Criminal Investigations (Certificate of Good Conduct), Kenya Revenue Authority, Higher Education Loans Board, Credit Reference Bureau, Clearance certificate from Commission for University Education (for holders of degrees from foreign Universities)*) and any other relevant documents during interviews.



SECRETARY/CEO
VIHIGA COUNTY PUBLIC SERVICE BOARD