

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.

OFFICE OF THE GOVERNOR

1. CHIEF OFFICER OFFICE OF THE GOVERNOR

The Chief Officer will report to the respective County Executive Committee Member. The Officer will be the Accounting and Authorized Officer of the Department and will also be responsible for the following;

Duties and Responsibilities

- i. Day-to-day administration and coordination of the respective county department as provided under section 46 of the County Government Act;
- ii. Providing strategic policy direction for effective service delivery within the department;
- iii. Coordinate functions in the office of the Governor and maintain effective collaboration between County departments and other entities;



- iv. Implementing policies and programs within the department;
- v. Developing and implanting strategic plans and sector development goals including performance management;
- vi. Formulating and implementing effective programs to attain Vision 2030 and;
- vii. Promoting and ensuring compliance with National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- viii. Overseeing the management of finances, preparation of budget estimates, annual work plans and programs;
- ix. Maintaining effective collaboration and partnerships with other organs of the County, other Counties as well as the Private Sector;
- x. Performing any other duties as may be assigned by the relevant Executive Committee member from time to time.

Requirements for Appointment:

- i. Be a Kenyan citizen;
- ii. Be in possession of a first degree in Public Administration, Business Administration, Political Science or related discipline from a University recognized in Kenya;
- iii. A masters degree in a relevant field from a recognized institution in Kenya will be an added advantage;
- iv. Have at least ten(10) years relevant professional experience, five(5) years of which should have been in a leadership position or at a Senior Management level in the public service or private sector;
- v. Senior management Course from a recognized institution in Kenya will be an added advantage;



- vi. Demonstrate a high degree of professional and technical competence in work performance and results;
- vii. Satisfy the requirements of Chapter Six of the Constitution;
- viii. Demonstrate a high degree of professional and technical competence in work performance and results;
- ix. Satisfy the requirements of Chapter Six of the Constitution;
- x. Demonstrate a thorough understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the Constitution of Kenya and understanding of Vision 2030;
- xi. Be a strategic leader and results oriented;
- xii. Have excellent communication, organizational and interpersonal skills.

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

Terms of Service: Two and a half years Contract

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

1. Senior Sub- County Revenue Officer Job Group L-Two (2) 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 banked intact;
- xiv. Perform any other related duties as may be assigned from time to time.

Requirements for Appointment:

- 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 this position as determined by the Salaries and Remuneration Commission.

Terms of Service: 3 years Renewable Contract

DEPARTMENT OF AGRICULTURE, LIVESTOCK AND FISHERIES

Agricultural Engineer Job Group K- One(1) Post

Duties and Responsibilities

- i. To provide technical advice on use of farm machinery, plants, structures and equipment;
- ii. Guiding Project management teams and committees;
- iii. Guiding tender evaluation committees on bills of quantities and engineer's estimates;
- iv. Supervising construction of agricultural projects and structures;
- v. Supervising soil and water conservation;
- vi. Advising on farm power and mechanization;
- vii. Advising on irrigation and drainage programmes;
- viii. Advising on Designing Agricultural machinery, plants structures, components and equipment;
- ix. Advising on installation and testing of agricultural machinery and equipment;
- x. Advising on Designs food processing plants and operations;
- xi. Designing structures of storage;
- xii. Providing advice on water, quality and issues related to managing pollution, rivers bank protection and use of water resources;
- xiii. Resource mobilization for the section;

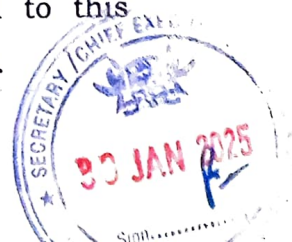


- xiv. Developing Bills of quantities and engineer's estimates for projects;
- xv. Coordinating Networking and creating partnerships with other stakeholders;
- xvi. Preparing reports and briefs for projects status;
- xvii. Participate in preparation of the Annual work plan and budget;
- xviii. Ensuring projects implementation according to approved budgets and plans;
- xix. Preparing and reviewing all Bills of works for contracts to be awarded to vendors of goods and services related to Agriculture, Irrigation, Environment, Livestock and fisheries projects;
- xx. Preparing terms of reference s for project's surveys, evaluation and review evaluation reports.

Requirements for Appointment:

- i. Must be a Kenyan citizen
- ii. Hold a Bachelor of Science in Agricultural Engineering or any other Engineering related field
- iii. Be registered by Institute of Engineers of Kenya (IEK) or Engineer's Board of Kenya (EBK)
- iv. Must have at least 3 years' experience in similar work
- v. Good design and visualization skills, AutoCAD, Google Earth, GIS and other design tools will be an added advantage
- vi. Computer literate with knowledge on related Computer packages
- vii. Possess Proposal development skills,
- viii. Good Communication skills,

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 MEDICAL SERVICES

Chief Executive Officer (C.E.O) - Vihiga County Referral Hospital - Job Group R 1 Post

Duties and Responsibilities

- i. Be the Accounting Officer of the Hospital and ensure its management is in line with statutory requirements;
- ii. The Chief Executive Officer is responsible to the Hospital Management Board, Chief Officer Health services and County Executive Committee Member for health services providing strategic leadership management, drawing and execution of plans for the implementation of the hospital's mandate and the overall implementation of the Board's decisions;
- iii. The Chief Executive Officer is also responsible for the day-to-day operations and administration of the Hospital, under the general direction and supervision of the Board;
- iv. The CEO is responsible for ensuring that the hospital offers the highest-possible quality health care in an affordable and efficient manner while remaining financially sustainable for the long term;
- v. Identify, evaluate and implement the scope of services, practice and governance of the hospital;
- vi. Provide visionary leadership and direction to the organization and to ensure that hospital mandates and policies are implemented fully and effectively in line with the strategic plan;
- vii. Oversee and direct the development and implementation of the Hospital's strategic initiatives and capacity building in line with goals and aspirations of the County Government of Vihiga;
- viii. Formulate and ensure that the Hospital's Strategic Plans are timely implemented, the Performance Contract objective and targets are negotiated, achieved and timely reported and the annual operational



plans and budgets prepared and submitted in compliance with statutory requirements;

- ix. Initiate, establish, strengthen and oversee inter-institutional collaborations and strategic partnerships in line with the Hospital's mandates and strategic objectives';
- x. Maintain an organized system of management and controls that ensure smooth function of hospital health system operations, timely accomplishment of clinical and infrastructural goals;
- xi. Establish and sustain effective relationship with the Hospital Management Board, other County and National Government facilities and other stakeholders, including the medical community referring physicians and the media;
- xii. Spearhead mobilization of resources from the county, development partners and other stakeholders as well as through payment for services;
- xiii. Ensure prudent management of resources for the achievement of the Hospitals mandates and strategic objectives:
- xiv. Ensure that the Hospital's staff remains motivated to discharge their responsibilities effectively and efficiently, and in compliance with Human Resource Management Policies and Practices;
- xv. Promote a culture of performance, compliance with regulations, statutory requirements, good corporate governance principles and best health care practices in the Hospital;
- xvi. Promote strong community relations and create collaborative partnerships that advance the interests of the Hospital and contribute to the health and well-being of the communities served;
- xvii. Appraise and recommend to the Hospital Management Board on strategic matters that influence and impact the Hospital's health system performance:
- xviii. Promote and sustain the strict and effective referral policy for specialized care as per the hospitals mandates;
- xix. Ensuring effective communication within the Hospital;
- xx. Perform any other duties as may be assigned by the Board from time to time.



Requirement for appointment

- i. Holder of Bachelor of Commerce, Business Administration, Health Systems Management or any other social science degree from a recognized University;
- ii. Master's in Business administration, Health Systems management or any other social science degree from recognized university will be an added advantage;
- iii. Minimum of (10) years' experience of progressive responsibility in an integrated health care system five (5) years at senior management level in public or private sector;
- iv. Strategic leadership Development Programme or senior management Course will be an added advantage;
- v. Have capacity to timely deliver on the strategic plan of the hospital, targets, and any other Board's outlined deliverables;
- vi. Demonstrate financial acumen with the ability to manage cost and revenues;
- vii. Ability to demonstrate familiarity and experience in healthcare quality management will be an added advantage;
- viii. Previous experience in a similar position will be an added advantage;
- ix. A strategic thinker with the ability to create, sustain and lead a highly motivated multidisciplinary team comprising of directors, heads of departments, manager's medical specialists, and other health care workers, ensuring implementation of best practices and competitive advantage for the organization;
- x. Exceptional ability to deal with, and lead, change and to present ideas that motivate staff to strive for increased achievement of the organization's mission, vision, and strategic goals and objectives;
- xi. Proven ability to build collaborative, impactful relationships with a diverse group of internal and external stake holders;
- xii. Exceptional problem-solving ability – both systematic and data based: the ability to be creative and intuitive;
- xiii. Excellent communication, networking, management skills;



xiv. Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

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

Terms of Service: Three (3) years contract

INTERNAL ADVERTISEMENT

Assistant Director, Nursing Services Job Group P –One (1) Post

Reports to the Deputy Director of Health.

Duties and Responsibilities

- i. Developing, maintaining and implementing nursing and midwifery policies and procedures that conform to current standards of nursing and midwifery practice and operational policies while maintaining compliance with National laws and regulations;
- ii. Communicating and interpreting policies and procedures to nursing and midwifery staff and monitor their practices and implementation;
- iii. Coordinating patient care activities in collaboration with heads of nursing and midwifery units, administrative and other technical personnel in the County;
- iv. Developing nursing and midwifery standards and playing a leading role in the implementation, monitoring and evaluation of the standards;
- v. Ensuring that the planning and delivery of nursing and midwifery services are addressed and meet the changing needs of clients;
- vi. Participating in the development and implementation of strategic plans for nursing and midwifery services;
- vii. Provide strategic and operational leadership to the nursing and midwifery staff, ensuring the delivery of high-quality patient care;
- viii. Collaborate with other departments and healthcare partners to ensure seamless coordination of patient care and achieve organizational goals;



- ix. The candidate should demonstrate ability to Implement and monitor quality assurance programs to enhance patient safety and satisfaction;
- x. Foster a culture of continuous learning and professional growth within the nursing team;
- xi. Participating in the annual planning and budgeting for nursing and midwifery services during preparation of the health department budget and ensuring proper allocation and utilization of allocated funds;
- xii. Preparing employees for the desired changes in working styles attitudes and work ethic through mentoring and training nursing and midwifery staff and helping them develop their skills and knowledge;
- xiii. Planning, coordinating, monitoring and evaluating the divisional /individual performance targets.

Requirements for Appointment:

- i. The candidate should be a holder of a bachelor's degree in nursing or midwifery from a recognized institution;
- ii. Registered Nurse (RN) or Certified Nurse Midwife (CNM) license;
- iii. Twenty (20) years of work experience in nursing and or Midwifery;
- iv. The candidate should have at least 15 years of senior managerial experience to effectively oversee the nursing and midwifery department, including staffing, scheduling, and performance evaluations;
- v. Senior Management Course lasting four weeks from a recognized institution;
- vi. Certificate in Strategic Leadership Development Program will be an added advantage;
- vii. Strong mentorship and training skills;
- viii. Excellent communication and leadership abilities;
- ix. Ability to manage partnerships and collaborate with other healthcare professionals;
- x. Knowledge of healthcare regulations and best practices;
- xi. Budget management skills;
- xii. Must fulfil the requirements of Chapter six of the constitution.



How to Apply

Interested and qualified candidates should submit their filled application forms with copies of their National Identity/passport, Academic & Professional certificates and current Chapter Six compliance certificates to the undersigned on or before **21st day of February, 2025**.

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.

