

KIRINYAGA COUNTY GOVERNMENT



COUNTY PUBLIC SERVICE BOARD

Pursuant to the constitution of Kenya 2010 (Articles 185(2) (186 (1) and 187 (2) on distribution of functions between the National Government and the County Government's Act No.17 of 2012:- The County Government of Kirinyaga invites applications from suitably qualified persons to fill the following vacant positions:

Director Social Services – 1 Post

Job Ref: KCPSB/DSS/02/08/01/2016

Job Group: R

Terms of Service: Permanent and Pensionable/Contract

The Director Social Services will be responsible to the chief officer Culture and Social services.

Duties and responsibilities:

- a) Organization, direction, control and co-ordination of the functions of social services delivery in the County.
- b) Developing appropriate county departmental policies, legal and institutional frameworks for the implementation of the mandate of social services department.
- c) Interpreting and applying National and County laws and other related statutes in line with the county goals and objectives.
- d) To facilitate development of a planning framework for the department and ensure efficient coordination with partners and stakeholders in the sector.
- e) Ensure timely implementation of county activities as directed by the Chief Officer.
- f) Implement monitoring and evaluation systems for the department.
- g) Perform any other duties that may be assigned from time to time by the chief officer.

Requirements for appointment:

- a) Be a holder of at least a bachelors degree in Anthropology, Sociology or any other related degree from a recognized University.
- b) A Master degree in relevant field will be an added advantage.
- c) Have relevant knowledge and experience of not less than ten (10) years, in management position either in Public Service or Private Sector.
- d) Demonstrate a high degree of professional and technical competence as reflected in work performance and results.
- e) Demonstrate a thorough understanding of devolution, the County development objectives and Vision 2030.
- f) Be a strategic thinker and result oriented.
- g) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

Plaster Technicians – 5 Posts

Job Ref: KCPSB/PT/02/08/02/2016

Job Group: G

Terms of Service: Permanent and Pensionable

Duties and responsibilities:

- a) Work with the Orthopedic Surgeon and other health staff to provide cast to patients with bone & joint problems.;
- b) Fit and apply pre-operative braces, crutches and other soft goods;
- c) Help prepare and apply casts and orthopedic appliances; and removing sutures, casts and splints;
- d) Assist with orthopedic procedures, including wound care, aspirations, minor surgical procedures and fracture reductions;
- e) Give patients instructions concerning cast care and the use of orthopedic appliances;
- f) Prepare or set up traction as requested by the physician and can assess patients in traction, detect deficiencies in the equipment and make adjustments as needed;
- g) In addition, clean and stock the cast and soft goods room, order special supplies or equipment, and coordinate collection of patient data

Requirements for appointment

For appointment to this position, a candidate must:

- a) Be a Kenyan citizen;
- b) Be a holder of a certificate in Orthopedic Plaster & Traction Technology from a recognized training institution;
- c) Experience in the health sector will be an added advantage;
- d) Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution;
- e) Must have good inter-personal and communication skills;
- f) Must be conversant with computer applications;
- g) Must be able to work under minimal supervision.

Radiographer III – 7 Posts

Job Ref: KCPSB/RG/02/08/03/2016

Job Group: H

Terms of Service: Permanent and Pensionable

Duties and responsibilities:

- a) Ensure Radiation Protection Rules, policies, standards and procedures are adhered to;
- b) Undertake Radiographic and Imaging examinations as required;
- c) Participate in continuous medical education activities in the hospital on health facilitation;
- d) Perform routine daily inspection of equipment and quality assurance procedures and report any deficiencies or malfunctions;
- e) Keep up-to-date with current techniques and developments in Radiographic and imaging procedures and endeavor to achieve a high standard of image quality;
- f) Supervise and train assistant staff and student radiographers;
- g) Ensure effective and economic use of resources and report all occurrences of defects which may affect health and safety;

Requirements for appointment

For appointment to this position, a candidate must:

- a) Be a Kenyan citizen;

- b) Diploma in Diagnostic and Therapeutic Radiography from a recognized training institution;
- c) Have a registration certificate and valid practicing license issued by the Radiation Protection Board;
- d) Experience in the health sector will be an added advantage;
- e) Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution;
- f) Must have good inter-personal and communication skills;
- g) Must be conversant with computer applications;

Kenya Registered Community Health – 23 Posts (Diploma)

Job Ref: KCPSB/KRCHN/DIP/02/08/04/2016

Job Group: H

Duties and responsibilities:

- a) Responsible for day to day nursing services in the County and Sub - County health facilities.
- b) Maintaining records on patients/Clients health condition and care.
- c) Evaluating healthcare outcomes on patients/ clients and preparing individualized reports;
- d) Conducting assessment of schools' health needs;
- e) Planning, implementing interventions and preparing periodic reports;
- f) Identifying occupational health needs and making appropriate recommendations. Verifying and maintaining information relating to patients admission
- g) Keeping records of drugs and supplies
- h) Guiding, supervising and counselling staff performing routine duties
- i) Any other duties as may assigned from time to time.

Requirements for appointment

For appointment to this position, a candidate must:

- a) Be a Kenyan citizen;
- b) Be a holder of a diploma in Nursing from a recognized training institution;
- c) Have a registration certificate and a valid practicing license issued by the Nursing Council of Kenya;
- d) Produce evidence of successfully completed internship.
- e) Experience in the health sector will be an added advantage;
- f) Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution;
- g) Must have good inter-personal and communication skills;
- h) Must be conversant with computer applications.

Nursing Officers – 2 Posts (Degree)

Job Ref: KCPSB/NO/BSN/02/08/05/2016

Job Group: K

Terms of Service: Permanent and Pensionable

Duties and responsibilities:

- j) Responsible for day to day nursing services in the County and Sub - County health facilities.
- k) Maintaining records on patients/Clients health condition and care.

- l) Evaluating healthcare outcomes on patients/ clients and preparing individualized reports;
- m) Conducting assessment of schools' health needs;
- n) Planning, implementing interventions and preparing periodic reports;
- o) Identifying occupational health needs and making appropriate recommendations. Verifying and maintaining information relating to patients admission
- p) Keeping records of drugs and supplies
- q) Guiding, supervising and counselling staff performing routine duties
- r) Any other duties as may be assigned from time to time.

Requirements for appointment

For appointment to this position, a candidate must:

- i) Be a Kenyan citizen;
- j) Be a holder of a Bachelor's degree in Nursing from a recognized university;
- k) Have a registration certificate and a valid practicing license issued by the Nursing Council of Kenya;
- l) Produce evidence of successfully completed internship.
- m) Experience in the health sector will be an added advantage;
- n) Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution;
- o) Must have good inter-personal and communication skills;
- p) Must be conversant with computer applications.

Clinical Officer III (Anesthetists)- 5 Posts

Job Ref: KCPSB/RCO (A)/02/08/06/2016

Job Group: H

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- a) Preparing patients for surgery by explaining any risk or side effects.
- b) Giving anesthetics to patients.
- c) Observe and monitor patients during surgery and responding quickly to any changes.
- d) Resuscitate and stabilize patients in the emergency department.
- e) Carrying out minor surgical procedures as per training and skills.
- f) Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- g) Implementing Community Health care activities in liaison with other health workers;
- h) Guiding and counselling patients, clients and staff on health issues;
- i) Sensitizing patients and clients on preventive and promotive health;
- j) Collecting and compiling clinical data; and
- k) Referring patients and clients to appropriate health facilities.

Requirement for appointment

For appointment to this grade, an officer must have:-

- a) Diploma in Clinical Medicine and Surgery from a recognised Medical Training institution.
- b) Be a holder of higher National Diploma in Anesthesia from Kenya Medical Training College or any recognised training Institution.
- c) Certificate of Registration from the Clinical Officer' Council.
- d) Certificate in Computer Application Skills from a recognised institution.

- e) Ready to cope with a high and varied work load including emergency situations.

Principal Records and Archives Management – 1 Post

Job Ref: KCPSB/RAM/02/08/07/2016

Job Group: N

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Deliver professional archival management services in accordance with agreed standards and procedures and consistent with best practice.
- b) Facilitate the transferring of records between County's various records storage locations.
- c) Complete an archival program for selected records series for permanent retention, including arrangement, conservation, boxing and completion of series descriptions and finding aids.
- d) Devising and ensuring the implementation of retention and disposal schedules;
- e) Provide advice to the Management on the development, maintenance and retrieval of County's archive records.
- f) Manage archives / record-keeping projects and tasks, and deliver results, that consistently meet high standards of quality and timeliness.
- g) Assist with day to day records section activities as required.
- h) An understanding of and adherence to the requirements of maintaining confidentiality at all times.
- i) Maintaining good filing system and ensuring security of records
- j) Design and implement maintenance and tracking of records control tools
- k) Ensuring restricted access of County records.
- l) Ensuring that there is compliance with the National Archives and Documentation Act.
- m) Training and supervising records staff;
- n) Advising staff in other departments on the management of their records and information
- o) Performing any other duty as maybe assigned from time to time

Requirements for Appointment

- a) A Kenyan citizen.
- b) Bachelor's degree in Information or Library Science, or equivalent
- c) A masters Degree in relevant field will be an added advantage.
- d) At least 5 years in a busy registry at supervisory in public or private organisation.
- e) Be fully conversant with Kenyan legislation on record management.
- f) Excellent computer skills.

Director Roads – 1 Post

Job Ref: KCPSB/DR/02/08/08/2016

Job Group: R

Terms of Service: Permanent and Pensionable/Contract

Duties and Responsibilities

The Officer will be responsible for the following:

- a) Implementing road sector policies for efficient roads infrastructure services under the county jurisdiction
- b) Preparing, monitoring and evaluating projects and strategic plans
- c) Carrying out traffic planning and managing traffic data
- d) Preparing roads investment programs in the county
- e) Supervising roads consultancy services
- f) Collecting and collating economic, environmental and social data for road investment programs and strategies
- g) Designing roads projects
- h) Preparing tender documents for road projects
- i) Participating in preparing procurement plans and budget for road development projects
- j) Ensuring road construction projects are executed in accordance with standards and specifications

Requirements for Appointment:

- a) Be a Kenyan citizen;
- b) Be a holder of a Degree in Civil Engineering, or its equivalent from a recognized University
- c) Served in the grade of Principal Superintendent Engineer or comparable and relevant position in the Civil Engineering sector or its equivalent from a recognized institution;
- d) Have an Experience of not less than ten (10) years
- e) Be registered with the Engineers Registration Board of Kenya(ERB);
- f) A current valid Practicing license from the Engineers Registration Board of Kenya;
- g) Proficiency in relevant computer applications.

Mechanical Engineer – 1 Post

Job Ref: KCPSB/ME/02/08/09/2016

Job Group: K

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

The Officer will be responsible for the following:

- a) Preparation of drawings and designs for manufacture and fabrication of tools, equipment and machine/plant/vehicle components
- b) Repair and preparation of maintenance schedules for vehicles and plant machinery.
- c) Assist in the supervision of maintenance regimes for various mechanical plants including vehicles but not limited to: Co-ordination and supervision of transport of transport activities of the County Government ;
- d) Receiving, keeping and maintaining an updated full inventory records of County motor vehicles, plant and equipment;
- e) Provision of transport hire charges and rates; staff discipline and welfare.
- f) Overall co-ordination and supervision of all matters related to mechanical and transport services in the County.
- g) Preparation and implementation of overhaul, maintenance and repair programmes of vehicles and plant;
- h) Allocation of staff and work space to jobs to ensure the most effective use of manpower and workshop facilities;
- i) Enforcement of quality and cost control of all repair work;
- j) Inspecting and testing all items of equipment after work; submitting reports and returns;
- k) Advising on all matters connected with the maintenance and repair.
- l) Any other duty as may be delegated from time to time by the immediate supervisor

Requirements for appointment

- a) Be a Kenyan citizen.
- b) At least be a holder of a Bachelor's Degree in Engineering (Mechanical) or its equivalent (HND) from a recognized university.
- c) Must be eligible for registration with the Engineers Registration Board of Kenya (ERB)
- d) Working experience is an added advantage.
- e) Demonstrated general administration ability required for direction control and implementation of mechanical engineering programmes.

Electrical Engineer II – 1 Post

Job Ref: KCPSB/EE/02/08/10/2016

Job Group: K

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- a) Design of electrical/electronic engineering services in government buildings and construction works
- b) Repair and maintenance of electrical/electronic installations in airports, waterworks, offices, workshops, conference complexes and other government facilities.

Requirements for Appointment

For appointment to this grade, an officer must have:

- a) Be a Kenyan citizen
- b) Bachelors Degree in Electrical Engineering or its equivalent (HND) qualification from a recognized institution.
- c) Must be eligible for registration with the Engineers Registration Board of Kenya (ERB)
- d) Working experience is an added advantage.
- e) Demonstrated general administration ability required for direction control and implementation of electrical engineering programmes.

Structural Assistant II – 1 Post

Job Ref: KCPSB/SA/02/08/11/2016

Job Group: J

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Preparation of structural, survey and civil works drawings; including detailing of steel and concrete structures, layouts and details of drainage schemes, roads and paved areas.
- b) Production of bar bending schedules
- c) Work under the guidance of more experienced officer in preparation of scheme drawings and details pertaining to the design of sewerage disposal systems, paved areas and allied Engineering Structures
- d) Taking-off quantities for simple projects
- e) Carrying out elementary survey and leveling for Civil Engineering Schemes

Requirements for Appointment

For appointment to this grade, an officer must have:

- a) Served in the grade of Structural Assistant III or in a comparable and relevant position in the Public Service for at least three (3) years
- b) A Diploma in Civil Engineering or Building or its equivalent qualification from a recognized Institution
- c) A Construction Technician Certificate Part III; or its equivalent and relevant qualification from a recognized institution; and
- d) Shown merit and ability as reflected in work performance and results
- e) Proficiency in engineering draughting softwares including but not limited to Auto CAD, Civil 3D, Autodesk Revit.

Architectural Assistant I – 1 Post

Job Ref: KCPSB/AA/02/08/12/2016

Job Group: J

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Entail planning, scheduling and distribution of work
- b) Supervision of staff in an architectural drawing office
- c) Turning Architects' rough sketches into finished drawing, making models, presentation and perspective drawings
- d) Examination and checking of dimensions, annotations and construction details on all drawings to conform to standards
- e) Preparation of production drawings for various public buildings and institutions
- f) Responsible for safety of drawing office equipment and supply of drawing office materials
- g) Preparation of site inspection reports

Requirement for Appointment

For appointment to this grade, an officer must have:

- a) Served in the grade of Architectural Assistant II or in a comparable and relevant position in the Public Service for at least two (2) years
- b) A Diploma or Technician Certificate Part III in any of the following disciplines; Architecture or its equivalent and relevant qualification from a recognized institution; and
- c) Shown merit and ability as reflected in work performance and results
- d) Proficiency in Architectural draughting and rendering software (Computer Aided Design – ARCHICAD)

Assistant Architect – 1 Post

Job Ref: KCPSB/AAR/02/08/13/2016

Job Group: L

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Entail preparation of sketch/scheme designs and production drawings
- b) Interpretation of client's requirements

- c) Post contract administration

Requirements for Appointment

For appointment to this grade, an officer must have:

- a) A Bachelor Degree in Architecture or an equivalent and relevant qualifications from a recognized institutions; and
- b) Graduate membership with the Architectural Association of Kenya
- c) Three (3) years job experience

Office Administrative Assistant II – 1 Post

Job Ref: KCPSB/SEC/02/08/14/2016

Job Group: G

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Typing from manuscripts
- b) Processing data
- c) Operating office equipment
- d) Ensuring safety of office equipment, documents and records
- e) Attending to visitors/clients
- f) Handling telephone calls and appointments
- g) Undertaking any other secretarial duties that may be assigned.
- h) May be requirement to work for more than one officer or may be deployed in a typing pool

Requirements for Appointment

For appointment to this grade, an officer must have:

- a) Kenya Certificate of Secondary Education mean Grade C- (minus) with at least C (plain) in English Language or its equivalent qualification from a recognized institution;
- b) The following qualifications from the Kenya National Examinations Council:
 - Typewriting minimum 40 w.p.m./Computerized Document Processing II
 - Business II (
 - English I/Communications I
 - Office Practice I
 - Commerce I; and
- c) A Certificate in Computer Applications (Windows, Ms-Word, Ms-Excel, Ms-Access and Internet from a recognized institution

Plant Mechanic – 1 Post

Job Ref: KCPSB/PM/02/08/15/2016

Job Group: G/H

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

The Officer will be responsible for the following:

- a) Service and repair county heavy equipment which include but not limited to: Earth moving, road construction and high capacity diesel generators.
- b) Keep all tools, equipment and machinery used in heavy plant section safe and in good condition.
- c) Identify required materials / spare parts and initiate their procurement.

- d) Ensure compliance to occupational health and safety requirements.
- e) Perform other duties as may be assigned from time to time by the immediate supervisor

Requirements for appointment

- a) Be a Kenyan citizen.
- b) Diploma in Automotive Engineering – Heavy plant option (candidates in craft/certificate level but with wide experience will be considered).
- c) 5 years relevant experience.
- d) Computer literacy will be an added advantage.
- e) Valid driving license (Heavy Plant)

Roads Inspector – 1 Post

Job Ref: KCPSB/RI/02/08/16/2016

Job Group: J

Terms of Service: Permanent and Pensionable

Purpose of the Job

To inspect the conditions of roads and make appropriate report.

Duties and responsibilities

Key functions, duties and responsibilities will entail;

- a) Inspecting road maintenance and construction works
- b) Identifying defects and makes report for improvement
- c) Assisting in the selection and location of suitable materials for road works
- d) Carrying out regular road inspections and recommends maintenance activities where necessary
- e) Carrying out annual traffic count
- f) Preparation and maintenance of master rolls, paysheets, stores ledgers, tools and plant ledgers, logsheets and tickets, daily activity cards and any other records
- g) Assisting in data collection on tender document preparation
- h) Performing any other duties as assigned
- i) Carrying out survey and levelling for roads projects

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Served in the grade of Inspector (Roads) or a comparable and relevant position in the Public Service or Private Sector for at least three (3) years;
- b) Diploma in Civil Engineering or its equivalent qualification from a recognized institution;
- c) Be Proficient in GIS applications, MS Office and associated computer applications.

Vehicle Mechanic – 1 Post

Job Ref: KCPSB/VM/02/08/17/2016

Job Group: G/H

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

The Officer will be responsible for the following:

- a) Service and repair institutional vehicles which include but not limited to: All vehicles within the transport fleet;
- b) Keep all tools, equipment and machinery used in safe and in good condition;
- c) Identify required materials/spare parts and initiate their procurement.
- d) Ensure that resources within the section are used efficiently.
- e) Ensure compliance to occupational health and safety requirements.
- f) Perform other duties as may be assigned from time to time by the immediate supervisor

Requirements for appointment

- a) Be a Kenyan citizen.
- b) Diploma in Automotive Engineering – Automotive option (candidates in craft / certificate level but with wide experience will be considered).
- c) 3 years relevant experience.
- d) Computer literacy will be an added advantage.
- e) Valid driving license.

Plant Operator II – 6 Posts

Job Ref: KCPSB/PO/02/08/18/2016

Job Group: E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

The Officer will be responsible for the following:

- a) Operating heavy plants of ‘difficult rating’ B;
- b) Keeping monthly records of services of the plants;
- c) Preparing monthly and weekly service schedules and ensuring they are followed;
- d) Guiding turn boys and machine attendants;
- e) Repairing minor defects on machines; liaising with the officer-in-charge for major repairs;
- f) Supervising cleanliness of the plant; and assisting in training junior plant operators.
- g) Perform other duties as may be assigned from time to time by the immediate supervisor

Requirements for appointment

- a) Be a Kenyan citizen.
- b) Served in the grade of Plant Operator III
- c) A valid driving license free from any current endorsements for the relevant Class (es) of machines.
- d) Ability to operate at least two (2) machines of ‘different rating’
- e) Attended a First-Aid Course lasting not less than one (1) week from St. John Ambulance or the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- f) Working experience will be an added advantage.

RE-ADVERTISED POST

Audit Committee – 3 Posts

Job Ref: KCPSB/AC/02/08/19/2016

Contract, 3 Years Renewable for one extra term only

Requirements for Appointment

- a) Must be a holder of at least Masters Degree in a relevant field in Finance, Accounting or Law.
- a) Must be knowledgeable in Government Affairs, have leadership skills and shall not be a holder of a public or political office.
- b) Must not be past or present employee of the County or an agent of a business organization, which has carried out business with the County Government of Kirinyaga.
- c) Must be affiliated to professional bodies e.g ICPAK, ACFE, LSK, EBK and IIA or any other relevant body.
- d) Must possess good understanding of Government operation, financial reporting and auditing.
- e) Must possess good knowledge of objects, principles or function of County Government.
- f) At least 10 years experience in relevant field

Responsibilities

- a) Provide oversight on risk management, control and governance processes.
- b) Follow up implementation of recommendation of internal and external audit.

Terms Of Appointment

- a) Members of audit committee shall be appointed for a term of three years and shall be eligible for re-appointment for a further one term only.
- b) After expiry of every term, at least one third of the committee shall retire and not be eligible for reappointment.

How to Apply

All applications should be sent by post quoting the job reference number on the subject of the application and on the envelop. A photocopy of National ID card and PIN certificate should be Attached.

Applications can also be hand delivered to the County Governor's office Kirinyaga, at the County Public Service Board Office (**Room No.18**) on or before **29th February 2016**

Only shortlisted candidates will be contacted.

Shortlisted candidates will be required to produce their original National Identity Cards and Testimonials during the interview.

The Successful candidate will be required to produce: Clearance Certificate from CID, HELB, KRA, EACC, and CRB

The Kirinyaga County Government is an equal opportunity employer. Women, Persons with Disabilities and other disadvantaged persons who meet the specified requirements are encouraged to apply.

The Salary and benefits attached to the post may be subject to review as would be advised by Salaries and Remuneration Commission.

Secretary
Kirinyaga County Public Service Board
P.O Box 260 - 10304
KUTUS