



**COUNTY GOVERNMENT OF KIRINYAGA
COUNTY PUBLIC SERVICE BOARD**

VACANCIES

The Kirinyaga County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

**PROTOCOL OFFICERS, OFFICE OF THE GOVERNOR – 3 POSTS,
JOB GROUP J,K, L. JOB REF: CPSB/16/09/2014**

Reporting to the Director of Communications, the protocol officer will be responsible for public relations, media liaison, and protocol services in the County and Governor's Office.

Duties and Responsibilities

- Handling all aspects of visits, conferences, tours and social functions initiated within the office
- Arranging travel for the governor including scheduling travel, preparing trip folders, arranging bulleting, and preparing itinerary
- Scheduling events, determining need for audiovisual equipment, gathering of biographies and guest information, preparing agendas, and setting up locations
- Assist in the development of media plans, distributing and following up on medial releases, booking interviews and liaising with the media
- Drafts routine official and social correspondence related to protocol and events
- Provides back-up support to the Director of Communication when needed.
- Any other duties as may be assigned by Director of Communications

Requirements for appointment

- Be holder of a bachelors in any of the following Disciplines; Mass Communication, Journalism, Public Relations, Corporate communications or related qualifications from a University recognized in Kenya
- Diploma holders with relevant work experience will be considered
- Relevant progressive work experience of not less than 3 years
- Must have a very good working knowledge of the general etiquette and social standards
- Excellent written and oral communication skills
- Satisfy the requirements of chapter six of the Constitution of Kenya 2010
- Proficient in ICT tools

DRIVERS - 10 POSTS, JOB GROUP E. JOB REF: CPSB/17/09/2014

Duties and Responsibilities

- Driving motor vehicles as authorized
- Safety of passengers and goods
- Maintaining work tickets for motor vehicles as authorized
- Detecting and reporting motor vehicles of vehicle systems
- Maintaining cleanness of motor vehicles
- Ensuring security of vehicle on and off the road
- Checking routine checks of vehicle systems

Requirements for appointment

- Minimum KCSE Grade D or its Equivalent
- Valid driver's license class BCE
- Certificate of Good conduct
- Minimum three years of driving

Added advantage

- Defensive driving Certificate
- First Aid Certificate

ENFORCEMENT OFFICER (III) JOB GROUP E – 40 POSITIONS. JOB REF: CPSB/18/09/2014

Duties and Responsibilities

- Patrol/guarding of access points
- Providing market security
- Providing security to revenue collectors
- Protection of County Government property against theft and destruction
- Detection of unauthorized officers and vehicles
- Provide mutual aid and assistance to other law enforcement agencies as requested
- The officer should be able to control crowds, collect information, and report on matters of security

Requirements for Appointment

For appointment to this grade, the applicant must:

- Be in possession of at least Kenya Certificate of Secondary Education (KCSE) mean grade D- (minus) or its approved equivalent;
- Be physically and mentally fit, and
- Have no past criminal record
- Security/National Youth Service Training will be an added advantage.

Terms of Employment - Permanent

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. Applications can also be hand delivered to the County Governor's office, Kirinyaga at the County Public Service Board Office on or before **12th September 2014**. Only shortlisted candidates will be contacted.

Shortlisted candidates will be required to produce their original National Identity Cards and Testimonials, Clearance Certificates from CID, HELB, KRA, EACC, CRB and Professional Body during the interview.

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 each 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
KUTUS**