



KIRINYAGA COUNTY GOVERNMENT

KIRINYAGA COUNTY PUBLIC SERVICE BOARD

VACANCIES

The Kirinyaga County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions pursuant to the constitution of Kenya article 176 and the County Government Act No.17 of 2012.

1. County Director of Administration – 1 Post. Ref: CPSB/01/06/2014 Job Group - R

The Director will be answerable to the County Secretary and will be responsible for the following tasks.

Duties and responsibilities

- Organization, direction, control and co-ordination of the functions of the devolved units
- Development, implementation and evaluation of the division's strategic plans, programs and projects in collaboration with other departments and stakeholders
- Supervise devolved units and support in coordination of stakeholders
- Interpreting and applying national and county laws and other related statutes in the relevant division in line with the county goals and objectives.
- Developing appropriate county departmental policies, legal and institutional frameworks for implementation of the mandate of the division.
- Handling administrative, Human Resources and assets management issues.
- Oversee preparation of annual work plans and financial budgets for devolved units
- Ensuring strict compliance with all financial, budgetary and procurement procedures
- Co-ordination of production, documentation and dissemination of the relevant division's information.
- Provide advice and guidance in recruiting, hiring and staff development.
- Perform other duties that may be assigned from time to time by the County Secretary and County Public Service Board.

Requirements for appointment

- Be a Kenyan Citizen.
- Be a holder of at least a first degree from a University recognized in Kenya.
- Have qualifications and knowledge in administration or management
- Satisfy the requirements of Chapter Six of the Constitution; and
- Have knowledge, experience and a distinguished career of not less than five years in a senior administration/management position
- Demonstrate a high degree of professional and technical competence as reflected in work performance and results.
- Demonstrate a thorough understanding of Devolution, the County development objectives and vision 2030

2. Roads Engineer - 1 Post. Ref: CPSB/02/06/2014 Job Group - P

Duties and Responsibilities:

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

Requirements for Appointment:

- Be a Kenyan citizen;
- Be a holder of a Degree in Civil Engineering, or its equivalent from a recognized University
- Served in the grade of Principal Superintendent Engineer or comparable and relevant position in the Civil Engineering or its equivalent from a recognized institution;
- Be registered with the Engineers Registration Board of Kenya (ERB);
- A current valid Practicing license from the Engineers Registration Board of Kenya;
- Proficiency in relevant computer applications.

3. Architect - 1 Post. Ref: CPSB/03/06/2014 Job Group - P

Duties and Responsibilities:

- Work on architectural projects within the County including client liaison and design;
- Assist the County Engineer in the day to day operations of the County designs;
- Providing various pre-design services;
- Take responsibility for time management of assigned jobs;
- Keep an accurate daily record of the time spent on each assigned job;
- Attend meetings and provide reports to the Director on a regular basis regarding the progress of individual projects under their responsibility.

Requirement for Appointment:

- Be Kenyan citizen
- A degree in Architecture from a recognized university;
- Have sound technical knowledge of architectural project delivery;
- Demonstrable skills in the areas of design, presentation and technical skills;
- Proficiency with Auto CAD/Civil 3 Dimensions;
- Computer literacy using Microsoft Office Products and presentation software;
- Experience of 3 years and above in the relevant field.

4. Quantity Surveyor - 1 Post. Ref: CPSB/04/06/2014 Job Group - P

Duties and Responsibilities:

- Evaluation and Reporting on contractual claims from contractors, Checking valuations for payments to contractors, resolution of disputes on cases requiring litigation or arbitration;
- Responsible for cost information services, control and implementation of tendering and procuring procedures for construction projects, preparation of cost hand books, handling correspondence, reports and papers on policy matters.
- Preparation of cost estimates, Bills of Quantities; Monthly valuation on site; Site measurements; Preparation of variation orders and final accounts involving the implementation of development projects for the County.
- Supervise quantity surveying services in the county and supervise the staff working under him or her.

Requirements for Appointment

- Be a Kenyan citizen
- Served in the grade of Chief Superintendent Quantity Surveyor or comparable and relevant position in the Public Service/Private Sector for at least three (3) years
- A Bachelor of Arts degree in Building Economics/ Quantity Surveying or its equivalent from and relevant qualifications an institution recognized in Kenya;

- Be registered with the Board of Registration of Architects and Quantity Surveyors of Kenya as a Quantity Surveyor;
- Corporate Membership of the Institute of Quantity Surveyors of Kenya (IQSK) or Architectural Association of Kenya (AAK);
- Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution; and
- Demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of quantity surveying functions.

5. a. Senior Inspector (Buildings) - 1 post. Ref: CPSB/05/06/2014 (a) b. Senior Inspector (Roads) – 1 Post. Ref: CPSB/05/06/2014 (b) Job Group - L

Duties and Responsibilities

- Assisting in the planning of supervision programs for large complex building/roads projects;
- Monitoring and supervision of works in progress;
- Assisting in preparation of monthly physical progress reports of individual projects;
- Ensuring specifications and standards are adhered to during construction of buildings/roads;
- Arranging for testing of materials;
- Preparation of cost estimates and schedule of materials for simple buildings/roads on labour contracts;
- Allocation of Duties and supervision of staff carrying out repairs and alteration of existing buildings/roads;
- Preparation of cost estimates and schedule of materials; and
- Control of usage of materials on site.

Requirement for Appointment

- Served in the position of Inspector or Comparable position for a period not less than 5 years for roads.
- Have a diploma in Civil Engineering/Building Construction from a recognized institution.
- Attended a Supervisory Management Course lasting not less than 4 weeks.
- Show administrative ability, wide knowledge and experience in preparation of drawings and management of drawings.
- Show administrative ability by being conversant with government procedures.

6. Mechanical and Transport Officer - 1 Post. Ref: CPSB 06/06/2014 Job Group - N

Duties and Responsibilities:

- Ensure effective preventive maintenance of county fleet.
- Prepare and manage fleet records.
- Ensure optimal and economical allocation of vehicle and plant to departments.
- Ensure the efficient scheduling of vehicle movement.
- Adopt new fleet management technologies.
- Ensure effective deployment of drivers and plant operators.
- Monitor and manage fuel consumption.
- Manage outsourced transport services.
- Ensure effective management of public transport.

Requirements for Appointment

- Possess a bachelor degree in mechanical engineering from a recognized University.
- Should have a minimum of 5 years relevant experience with a minimum of two years in logistics management.
- Excellent interpersonal communications, feedback and analytical skills and must be computer literate.
- Meets the requirements of Chapter Six of the Kenya Constitution 2010 and is not disqualified for appointment to office by County Government Act or any other law.

7. Cooperative Officer - 2 Posts. Ref: CPSB 07/06/2014 Job Group - L

Duties and Responsibilities

- Implementation of cooperative policies, standards and regulations
- Implementation of strategies for promotion of steady growth of the cooperative movement
- Registration of cooperative movements
- Arbitration and settlement of co-operative disputes
- Undertake investigations/inquiries into cooperative malpractices
- Conduct co-operatives education and training services
- Carry out Co-operatives audit and registration of audited accounts
- Carry out Cooperative extension, consultancy and advisory services

Requirements for appointment

- Be a Kenyan citizen
- Be a holder of a relevant first degree from a recognized university
- A relevant masters degree will be an added advantage
- A minimum of 5 years' experience in the cooperative movement or relevant field
- Demonstrate attention to detail and ability to follow procedures
- Meet deadlines and work independently and cooperatively with team members
- Ability to write reports and conduct trainings
- Satisfy the requirements of chapter six of the Constitution of Kenya 2010

8. County Payroll Manager - 1 Post. Ref: CPSB 08/06/2014 Job Group - P

Reporting to Head of Human Resources Management

Duties and Responsibilities

- Developing an integrated County payroll management system
- Timely preparation of monthly payroll
- Ensuring enforcement of statutory deductions
- Conduct periodic audits to ensure payroll integrity
- Assist in the preparation of the Human Resources budget
- Preparing and maintaining a payroll records
- Coordinating with relevant departments
- Satisfy the requirements of chapter six of the Constitution of Kenya 2010

Requirements for appointment

- Be a holder of at least a relevant first degree from a University recognized in Kenya.
- A masters degree will be an added advantage
- A holder of CPA (K) is preferred
- Relevant experience in payroll management of not less than 5 years
- Hands on experience on payroll applications preferably IPPD and G-Pay
- Proficient in relevant computer applications

9. Director Alcoholic Drinks Control - 1 Post. Ref: CPSB 09/06/2014 Job Group - R

The Director shall be the head the Kirinyaga County Alcoholic Drinks Control Directorate and will be responsible for:

Roles and Responsibilities

- Recommend to executive committee member and participate in the formulation of laws and regulations related to alcoholic drinks
- Support and facilitate the sub-county Alcoholic Drinks Regulation Committees in carrying out their functions
- Carry out public education and research on alcoholic drinks control in the county directly and in collaboration with other public or private bodies and institutions
- Facilitate public participation in matters related to alcoholic drinks control in accordance to framework for public participation
- Facilitate and promote in collaboration with other county and national government the establishment of treatment facilities and programs
- Carry out research in collaboration with other institutions and serve as repository of data and statistics related to alcoholic drinks control
- In collaboration with other relevant County departments, prepare and submit a bi-annual alcoholic drink status report

Requirements for appointment

- Be a holder of at least a first degree from a University recognized in Kenya
- Have qualifications and knowledge in administration or management
- Satisfy the requirements of Chapter Six of the Constitution
- Counseling skills
- Have knowledge, experience and a distinguished career of not less than five years in a senior administration/management position
- Demonstrate a high degree of professional and technical competence as reflected in work performance and results.
- Demonstrate a thorough understanding of Devolution, the County development objectives and vision 2030

10. Personal Secretary- 1 Post. Ref: CPSB 10/06/2014 Job Group - K (9 posts)

The role will be responsible to respective executive by providing personal administrative support through conducting and organizing administrative duties and activities including receiving and handling information

Roles and Responsibilities

The Personal Secretaries will have the following duties and responsibilities:

- Prepare and manage correspondences, reports and documents
- Organize and coordinate meetings, conferences, travel arrangements
- Set up and maintain filing systems
- Recording of proceedings and minutes,
- Typing from drafts and manuscripts, processing data;
- Operating office equipment;
- Attending to visitors/clients;
- Handling telephone calls and appointments;
- Ensuring security of office records, equipment and documents, including classified materials;
- Preparing responses to simple routine correspondence;
- Undertaking any other secretarial duties that may be assigned.

Requirements for Appointment

For appointment to this grade, a person must have:-

- A Bachelor's Degree in Secretarial Studies or a Bachelor of Business and office Management or equivalent qualifications from a recognized institution; **OR**
- Diploma in Secretarial Studies from KNECK or its equivalent qualifications from a recognized institution. **OR**

The following qualifications from the Kenya National Examinations Council:

- Shorthand III (minimum 110 w.p.m.)
- Typewriting III (50 w.p.m)/Computerized Document Processing III
- Business English III/Communications II
- Commerce II
- Office Management III/Office Administration and Management III; and
- Secretarial Duties II;

Applicants should also have:

- Knowledge and experience of relevant software applications - spreadsheets, word processing, and database management
- Proven experience in information and communication management
- Knowledge of administrative and clerical procedures
- Relevant work experience of not less than five years
- Work experience in the public sector will be an added advantage

Important information to all candidates

- Only shortlisted candidates will be contacted.
- Terms of service contract or permanent
- Shortlisted candidates shall be required to produce their National Identity Cards, Academic and Professional Certificates and Testimonials.
- All interested candidates should satisfy the requirements of Chapter Six of the Constitution including the following clearances:
 - Certificate of good conduct from the Criminal Investigations Department (CID)
 - Clearance certificate from Higher Education Loans Board (HELB)
 - A tax compliance certificate from Kenya Revenue Authority (KRA)
 - A certificate from the Ethics and Anti-Corruption Commission (EACC)
 - Certificate of clearance from any of the Credit References Bureaus (CRB)

All applications should reach the Secretary on or before **20th June, 2014** at 5.00pm.

Kirinyaga County Government is an equal opportunity employer. Persons with disability are particularly encouraged to apply. Canvassing will lead to disqualification.

How to Apply:

All written applications, CVs, copies of certificates, testimonials and identity card should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**The Secretary,
Kirinyaga County Public Service Board,
Office of the Governor,
P.O. Box 260-10304,
KUTUS.**

Hand delivered applications should be dropped at the Kirinyaga County Public Service Board offices, Kirinyaga County Government Head Quarters, Kutus.