



## KIRINYAGA COUNTY GOVERNMENT

### COUNTY PUBLIC SERVICE BOARD

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

#### A. County Chief Officer-Gender, Culture, Social Services, Youth & Sports – 1 Posts

**Job Group: S**

**Job Ref: KCPSB/C0/1/10/2014**

**Terms of Service: Contract**

##### Duties and Responsibilities

- The Chief Officer will be the Accounting and Authorized Officer for the Department and will be responsible to the Executive Member for the following:
- General administration and coordination of respective County Department
- Development and implementation of county strategic plans and sector development plans
- Formulate and implement effective program plans to attain vision 2030 and sector goals
- Computerization of the operations of the department
- Promotion of National values and principles of governance and values and principles
- Overseeing implementation and monitoring of performance management systems.
- Any other duties as may be assigned by the Executive Committee Member or the county Secretary

##### Requirements

- Be a Kenyan Citizen
- Be a holder of at least a first degree from a university recognized in Kenya;
- Possess professional qualifications in the relevant field;
- Satisfy the requirements of chapter six of the constitution.
- Have relevant knowledge and experience and a distinguished career of not less than ten (10) years in a senior position in the Public Service or Private sector
- A Master's degree in the relevant field will be an added advantage

**Terms of Service:** Contract with competitive salary as per SRC guidelines and a medical cover

#### B. Sports Officer

**Job Group:** J/K (Dependent on qualification and experience)

**Job Ref:** KCPSB/SO/2/10/2014

**Terms of Service:** Contract

##### (a) Duties and Responsibilities

- The Sports Officer at this level will be deployed in a Sub-County to handle sports activities in the sub-county. Duties and responsibilities will involve:
- Developing and promoting sports activities in the Sub-county
- Identifying sports talent
- Mobilizing and sensitizing local community to participate in sports
- Organizing matches
- Liaising with volunteers to support sports programmes
- Collecting data and preparing reports on sports functions and competitions.

##### Requirements for Appointment

- Bachelors degree in any of the following disciplines: Physical Education; Sports Science; Leisure and Recreation Management or any other relevant and equivalent qualification from a recognized institution;
- Enthusiasm about benefits of sports
- Ability to work under minimum supervision
- Have high level of integrity and a Team player
- Self motivation and ability to motivate others
- Flexibility and adaptability
- Proficiency in computing skills.

#### C. SPORTS TECHNICIAN - 11 Posts

**Job Group: G**

**Job Ref: KCPSB/ST/3/10/2014**

**Terms of Service: Contract**

##### Duties and Responsibilities

- Marking/setting sports venues
- Care and maintenance of sports facilities and equipment to the required standards
- Requisitioning of sports implement from stores
- Maintaining sports implement records
- Conducting basis warm up activities during training of individuals, Teams or clubs
- Care and safety of sports facility users

##### Requirements for Appointment

- For appointment to this grade, an officer must have a:-
- Certificate in Sports Administration and Management or equivalent qualification from a recognized institution
- Certificate in First Aid from a recognized institution.
- A team player, able to cope with a highly challenging environment;
- Ability to work under minimum supervision.
- Have excellent interpersonal, presentation and communication skills;
- Proficiency in computing skills.

**Terms of Service:** Permanent/Contract with competitive salary as per SRC guidelines

#### D. Director – Urban Development, Housing and Valuation

**Job Group: R**

**Job Ref: KCPSB/DUHV/4/10/2014**

**Terms of Service:** Permanent & Pensionable Reporting to the Chief Officer – Land, Housing and Urban Development, the Director shall head the **Urban Development, Housing and Valuation** department

##### Duties and Responsibilities

- Valuation of private and public land for related transactions on behalf of the county
- Preparation, updating and Maintenance of valuation roll of the county
- Management of all landed property belonging to the county including leases
- Preparation and Maintenance of the County Housing Inventory
- Supervise and direct staff according to projects requirements and respective administrative issues in the housing Section
- Preparing routine and upon- request reports on Urban Development, Housing, Valuation and property management matters
- Performing all administrative duties related to Urban Development, valuation and property management

##### Requirements for appointment

- A holder of a Bachelor's degree in Land Economics.
- Have relevant experience and a distinguished career in urban development, valuation and land management for period not less than five years
- A relevant Master Degree will be an added advantage
- Prove registration with the relevant professional bodies
- Proficiency in Computer Applications
- Have integrity and demonstrated high degree of professionalism

#### E. DIRECTOR OF LAND SURVEY AND GIS

**Job Group: R**

**Job Ref: KCPSB/LSG/5/10/2014**

**Terms of Service:** Permanent & Pensionable

Reporting to the Chief Officer – Land, Housing and Urban Development, the Director shall be responsible for all land survey and GIS works in the County

**Duties and responsibilities**

- Providing strategic policy directions for effective service delivery of the service unit
- Organization, direction, control and coordination of the functions of the department.
- Search legal records, survey records and land titles to obtain information on property boundaries;
- Conduct surveys to establish legal boundaries for all county assets, based on existing records;
- Prepare and maintain accurate sketches, maps, reports and legal descriptions of surveys;
- Prepare and verify accuracy of all data, charts, maps, records and documents related to surveys;
- Compute geodetic measurements and interpret survey data to determine positions, shapes and evaluation of geomorphic and topographic features;
- Co-ordinate with engineering and architectural personnel concerned with the projects;
- Perform any other duties as may be assigned from time to time by the Chief Officer Lands, Physical Planning, Survey and Housing.

**Requirements for Appointment**

- A Bachelor of Science degree in Survey from a recognized university
- Be proficient in computer Aided Designs (CAD) or Geographical information
- Possession of a Master's degree in a relevant field will be an added advantage;
- Good Communication and Interpersonal skills;
- Ability to work under pressure and deliver on schedule;
- Vast knowledge and experience of not less than five (5) years
- Demonstrate a thorough understanding of County development objectives and Vision 2030.
- Be a strategic thinker and result oriented.
- Excellent communication, organizational and interpersonal skills.
- Capacity to work under pressure to meet strict deadlines.
- Demonstrate understanding and commitment to the values and principles. as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Prove registration with the relevant professional body.

**Note**

- 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.
- Only shortlisted candidates will be contacted.

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