

## **COUNTY GOVERNMENT OF KIRINYAGA**



### **COUNTY PUBLIC SERVICE BOARD**

#### **JOB ADVERTISEMENT**

The Kirinyaga County Public Service Board is pleased to invite applications from suitably qualified, motivated and Pro-active individuals to fill up the following vacant positions;

#### **1. COUNTY EXECUTIVE COMMITTEE MEMBERS, JOB GROUP 'AS PER SRC CIRCULARS' (2 POSTS)**

**Job Ref: KCPSB/CECM/RTPW/01/14/01/21 &**

**KCPSB/CECM/CCTM/02/14/01/21**

**Terms of Service: As per SRC Circulars for State Officers**

#### **Duties and Responsibilities**

- To supervise the administration and delivery of services in the respective departments of the County Government and all decentralized units and agencies in the County;
- Implement County legislation;
- Implement within the County, national legislation to the extent that the legislation so requires;
- Manage and co-ordinate the functions of the County administration for the relevant department;
- Provide the County Assembly with the full and regular reports on matters relating to the County as may be requested by the County Assembly.
- May advise the Governor on matters within your area of jurisdiction;

## **Requirements for Appointment**

- Be a Kenyan citizen;
- Be in possession of a first degree from a University recognized in Kenya;
- Master's degree will be an added advantage;
- Satisfy the requirements of Chapter Six of the Constitution;
- Have knowledge, experience and distinguished career of not less than five years in the field relevant to the portfolio of the department to which the person is seeking to be considered;
- Understand the diversity, challenges and opportunities within the County;
- Should not hold any other State or Public Office;
- Be conversant with the Constitution of Kenya and all the devolution laws;
- Be a visionary, proactive and strategic thinker;
- Have the ability to work in a multi-ethnic and multi-cultural environment with sensitivity and respect for diversity;
- Have capacity to work under pressure to meet strict deadlines;
- Be committed to be part of a team that will enable the County Government achieve vision.

## **2. CHIEF OFFICER MEDICAL SERVICES, PUBLIC HEALTH AND SANITATION, JOB GROUP CPSB 02 (1 POST)**

**Job Ref: KCPSB/CECM/CO/MSPH/03/14/01/21**

**Terms of Service: Contract**

### **Duties and Responsibilities**

- General administration and coordination of the Health Services Department
- Create awareness and drive processes for Promotive and Preventive health care through linkages with other Departments;
- Licensing and control of undertakings that sell food to the public;
- Manage county ambulance services;
- Create a Health Policy guided by needs assessment to provide targeted medical care;
- Design strategies to achieve health care to National and International Standards;

- Design sustainable Civic Education towards Healthy Living;
- Develop and implement a drug management system in hospitals up to dispensaries to track distribution and accountability;
- Create awareness and support enrolment into the NHIF scheme by all County residents with a subsidized health care program for the aged and the vulnerable;
- Provide needy communities with rehabilitation services;
- Ensure retention of qualified medical practitioners in all health facilities within the County;
- Ensure adequate provision of medical supplies and diagnostic equipment;
- Manage public cemeteries, funeral parlours, and crematoria;
- Promote national values and policies of governance within the county public service
- Oversee the implementation and monitoring of human resources management initiatives including human resource planning and performance management in the department;
- Oversee development and implementation of strategies and county sector development plans for the department;
- Formulate and implement effective program plans to attain Vision 2030, Sustainable Development Goals and other relevant county goals;
- Oversee development projects, computerization and other programs in the sector's annual workplan and budgets;
- Create linkages and networks with internal and external stakeholders to propagate sector development goals and by extension county objectives;
- Entrench principles of good governance as captured in Chapter six of the Constitution of Kenya, 2010;
- Supervise activities of the department and other cross-cutting human resource issues across other departments;
- Participate in policy development committees to formulate public service and administration policies that will enable the county to be compliant to relevant legislation;

- Ensure the resources allocated to the department are efficiently utilised to enable the department to achieve its goals and prevent misuse of funds;
- Provide technical advice to the county executive to ensure the county adopts the best practices in public sector human resource management;
- Any other duties that may be assigned from time to time.

**Requirements for Appointment**

- Be a Kenyan citizen
- Be a holder of a first degree in any of the following areas: Management, Accounting, Business Administration, Environmental Health, Community Health, Nutrition or in a closely related area;
- A holder of a first degree or master's degree in Medicine and Surgery (M.B,Ch.B.), Dental Surgery (BDS), Pharmacy (B Pharm), Public Health or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board, Pharmacy and Poisons Board, any statutory bodies regulating delivery of health and sanitation services will have an added advantage;
- Ability to integrate health service delivery and planning to promote sustainable health care; and
- Ability to programme Civic Education in promotive and preventive health care that will profoundly reduce the cost of curative health in the long run.
- Have vast knowledge and experience of not less than 10 years in the relevant field, 5 years of which should be in a management position
- Have demonstrated thorough understanding of County Development objectives, Sustainable Development Goals and Vision 2030
- Be results oriented and a strategic thinker
- Have excellent communication, organizational and interpersonal skills
- Have capacity to work under pressure to meet strict deadlines
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- Satisfy the requirements of Chapter Six of the Constitution
- Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya

- Be computer literate

### **3. CHIEF OFFICER LAND, HOUSING AND PHYSICAL PLANNING, JOB GROUP CPSB 02 (1 POST)**

**Job Ref: KCPSB/CO/LPP/04/14/01/21**

**Terms of Service: Contract**

#### **Duties and Responsibilities**

- Implement the strategic plan and other policies for the Department
- General administration and coordination of the Lands, Housing and Urban Development Department.
- Promote national values and policies of governance within the county public service
- Oversee the implementation and monitoring of human resources management initiatives including human resource planning and performance management within the department
- Spearhead formulation of county policy related to the department's area of mandate
- Oversee development and implementation of strategies and county sector development plans for the department.
- Formulate and implement effective program plans to attain Vision 2030, Sustainable Development Goals and other relevant county goals.
- Oversee development projects, computerization and other programs in the sector's annual workplan and Budgets.
- Create linkages and networks with internal and external stakeholders to propagate sector development goals and by extension county objectives
- Entrench principles of good governance as captured in Chapter six of the constitution of Kenya 2010.
- Supervise activities of the department and other cross-cutting human resource issues across other departments
- Participate in policy development committees to formulate public service and administration policies that will enable the county to be compliant to relevant legislation.

- Ensure the resources allocated to the department are efficiently utilized to enable it achieve its goals and prevent misuse of funds.
- Provide technical advice to the county executive to ensure the county adopts the best practices in public sector human resource management.
- Ensuring compliance with National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya
- Performing any other duties as may be assigned by the County Executive Committee Member

### **Requirements for Appointment**

- Be a Kenyan citizen
- Have a bachelor's degree from a University recognized in Kenya.
- Possession of a Master's degree in a relevant field will be an added advantage
- Possession of a Bachelor's degree or Master's degree in Land Economics, Valuation, Property Management, Architecture, Landscape Architecture, Interior Design, Civil/Electrical/Mechanical Engineering, Land Economics, Real Estate and Land Administration, Building Economics, Urban/Regional Planning, Construction Management, Economics, Estate Management, Sociology, Community Development, Statistics, Environmental Studies, Geography, Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Business Administration or equivalent qualification from a recognized University will be an added advantage;
- Have vast knowledge and experience of not less than 10 years in the relevant field, 5 years of which should be in a management position
- Have demonstrated thorough understanding of County Development objectives and Vision 2030
- Be results oriented and a strategic thinker
- Have excellent communication, organizational and interpersonal skills
- Have capacity to work under pressure to meet strict deadlines
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- Satisfy the requirements of Chapter Six of the Constitution

- Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya
- Be computer literate

#### **4. DIRECTOR COMMUNICATION AND LIAISON, JOB GROUP CPSB 03 (1 POST)**

**Job Ref: KCPSB/D/CL/05/14/01/21**

**Terms of Service: Contract**

##### **Duties and Responsibilities**

- Advising the County Government on Information and Public Communications issues.
- Co-coordinating research and development on emerging issues on information and Public Communications.
- Monitoring information and public communications policies and programs and reviewing them as appropriate.
- Preparing information and public communications reports/briefs.
- Ensuring professional ethics and consistence in information gathering and dissemination in Departments.
- Liaising with Departments on cross cutting issues that need to be centrally disseminated to the public.
- Development and implementation of government communication and media strategy.
- Coordinating public communication services content development and dissemination in line with the County Governments Act, 2012.
- Providing editorial, strategic, creative and operational support to ensure communication is both influential, informative and builds County brand reputation.
- Drafting, editing and disseminating materials for the press.
- Liaising with media practitioners and the public on issues of mutual concern.
- Managing the updating of the website and social media platforms.
- Planning and creating multi-media communication materials.
- Initiate, develop and maintain good working relationships with media houses, reporters and editors.

- Continuous development of communication content for social media networking platforms.
- Undertake media monitoring and analysis and offer timely response.
- Preparing or overseeing the preparation of a diverse range of information and communication products.
- Planning and overseeing maintenance of publicly accessible information material on the government and its plans, policies, activities and achievements.
- Day-to-day operations in the directorate.
- Providing procedural and technical advice to staff.
- Mentoring and supervising staff in the department.

### **Requirements for Appointment**

- Ten (10) years' service in Information/Public Communications sector;
- Be a holder of a Bachelor's Degree from a University recognized in Kenya and a post-graduate qualification in any of the following: Mass Communication, Public Relations, Journalism, Media Studies/Science or a related field.
- A Master's degree in any of the following disciplines: Mass Communication, Communication Studies, Information Sciences, Public Relations, Journalism, International Relations, Social Sciences or any other approved equivalent qualifications from a recognized institution will be an added advantage;
- Possess strong leadership skills required at that level;
- Possess excellent oral and written communication skills in both English and Kiswahili;
- Be of high integrity, motivated and a team player with ability to strategically think, plan and implement information and public communication programmes;
- Possess advanced computer application skills;
- Have a clear understanding of National Development Goals, Policies and Programmes, Vision 2030, Millennium Development Goals and the ability



to translate the role of Information and Public Communications towards realization of the same; and

- Have demonstrated outstanding professional and managerial competence in management of Information and Public Communications function as reflected in work performance and results.

## **5. DIRECTOR GOVERNOR'S DELIVERY UNIT, JOB GROUP CPSB 03 (1 POST)**

**Job Ref: KCPSB/D/GDU/06/14/01/21**

**Terms of Service: Contract**

### **Duties and Responsibilities**

- Supervising the Delivery Unit;
- Monitor the implementation of flagship projects contained in the ADP, CIDP, Mountain Cities Blueprint 2032, President's "Big Four" agenda, and Vision 2030
- Support the resource mobilization process for implementation of strategic initiatives
- Strategic Communication on the implementation of the CIDP
- Project monitoring and evaluation
- Reporting on the implementation status
- Dashboard reporting
- Trend Analysis
- Research
- Proactively manage risks and issues and escalate to the Chief of Staff as required;
- Any other duties that may be allocated by the County Secretary including supporting the office of the County Secretary in its day to day functions.

### **Requirements for Appointment**

- Be a holder of a Master's degree in Monitoring and Evaluation/Project Management/Statistics and or Economics
- Minimum ten (10) years relevant experience
- Computer literacy

- Proven success in designing, implementing, and operating project M&E systems.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing monitoring and evaluation and/ performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in planning and managing surveys.
- Experience in developing and refining data collection tools.
- Experience with data quality assessments and oversight.

## **6. SENIOR ASSISTANT DIRECTOR BUDGET/ECONOMIC & FINANCE EXPERT, JOB GROUP CPSB 04 (1 POST)**

**Job Ref: KCPSB/SAD/BEF/08/14/01/21**

**Terms of Service: Contract**

### **Duties and Responsibilities**

- Preparation of budget and ensuring Unit adherence to budget ceilings.
- Control of budgetary commitments;
- Financial evaluation and processing of major policy changes (i.e. changes with substantial financial implications) within programs/projects.
- Monitoring the use of their financial resources.
- Monitoring and review of programme implementation and taking corrective measures.
- Co-ordinating Budget preparation.
- Developing improved budgetary practices and systems within the County Public Service.
- Monitoring and reviewing of financial and physical implementation of projects and programmes and initiating corrective action.
- Initiating policy changes with regard to the overall expenditure patterns.
- Undertaking risk analysis in budget Management.
- Undertaking risk management for flagship projects/programs.
- Performing any other tasks that may be assigned by the Director.

### **Requirements for Appointment**

- Master's Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university.
- Relevant experience of ten (10) years.
- Membership to a relevant professional body.
- Shown outstanding capability in Financial Management.
- Demonstrated outstanding professional competence ability and integrity as reflected in work performance and results.

## **7. DEPUTY CHIEF STATISTICIAN/PROJECT MONITORING & EVALUATION OFFICER, JOB GROUP CPSB 04 (1 POST)**

**Job Ref: KCPSB/DCS/PME/09/14/01/21**

**Terms of Service: Contract**

### **Duties and Responsibilities**

- Develop and strengthen monitoring, inspection and evaluation procedures
- Monitor all project activities, expenditures and progress towards achieving the project output;
- Recommend further improvement of the logical frame work;
- Develop monitoring and impact indicator for the project success;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of the project's results;
- Provide feedback to the Director Governor's Delivery Unit on project strategies and activities;
- Suggest strategies to the Director Governor's Delivery Unit for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the Director Governor's Delivery Unit;
- Conduct capacity assessment on existing monitoring and evaluation system
- Develop indicators and a monitoring strategy for the project;

- Provide inputs, information and statistics for quarterly, annual and other reports to the Project Management Team;
- Participate in annual project reviews and planning workshops and prepare relevant reports;
- Support monitoring and evaluation of the effects and impact of the project;
- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS;
- Assist the project personnel with M&E tools and in supporting them in their use.
- Perform other duties as may be required;
- Preparation of monthly MIS reports;
- Assist the Project Manager in preparing other relevant reports;
- Organize and conduct training on M&E/MIS for project and departmental staff
- Prepare Issues Log and Risk Log for the project;
- Performing any other tasks that may be assigned by the Director.

### **Requirements for Appointment**

- Be a holder of a Master's degree in Monitoring and Evaluation/Project Management/Statistics and or Economics
- Relevant experience of ten (10) years.
- Membership to a relevant professional body.
- Experience in the design and implementation of M&E/MIS in development projects
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Proven ICT skills, especially in the development of MIS software using database software;
- Expertise in analyzing data using statistical software;
- Strong training & facilitation skills.
- Shown outstanding capability in Economic and Statistical Analysis.

- Demonstrated outstanding professional competence ability and integrity as reflected in work performance and results.

## **8. DEPUTY CHIEF ECONOMIST/WEZESHA TECHNICAL ADVISOR, JOB GROUP CPSB 04 (1 POST)**

**Job Ref: KCPSB/DCE/WTA/10/14/01/21**

**Terms of Service: Contract**

### **Duties and Responsibilities**

- Organizing Wezesha programs and activities in accordance with the objectives and goals of the program.
- Developing new programs to support the strategic direction of the Initiative.
- Creating and managing long-term goals.
- Developing a budget and operating plan for the program.
- Developing an evaluation method to assess program strengths and identify areas for improvement.
- Writing program funding proposals to guarantee uninterrupted delivery of services.
- Managing a team with a diverse array of talents and responsibilities.
- Ensuring goals are met in areas including customer satisfaction, safety, quality and team member performance.
- Implementing and managing changes and interventions to ensure project goals are achieved.
- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Producing accurate and timely reporting of program status throughout its life cycle.
- Analyzing program risks.
- Working on strategy with the marketing team.
- Performing any other tasks that may be assigned by the Director.

### **Requirements for Appointment**

- Be a holder of a Master's degree in Monitoring and Evaluation/Project Management/Statistics and or Economics

- Proven experience in program management.
- Proven stakeholder management skills.
- Proven experience of managing a team.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Understanding of project management.

## **9. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP CPSB 08 (1 POST)**

**Job Ref: KCPSB/SSCMO/38/14/01/21**

**Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

- Implementation of Public Procurement and Asset Disposal Act, 2015, Regulation 2020 and ensuring adherence to the laid down Procedures and policies;
- Conducting procurement market research, surveys and global trends with respect to Supply Chain Management;
- Ensuring effective coordination, preparation and implementation of procurement and disposal plan;
- Identifying and implementing cost-saving/reduction initiatives within the Supply Chain Management function;
- Participating in preparation, advertisement, opening and evaluation of tenders and disposal processes;
- Reviewing, disseminating and ensuring implementation of the Directorate's service charter;
- Offering secretariat services to the various procurement and disposal committees;
- Consolidation of County Annual Procurement Plan and ensure its full implementation;
- Ensuring efficient and effective inventory and asset management system;
- Preparing, managing, monitoring and evaluating the execution of contracts;

- Preparing and submitting statutory and management periodic reports in a timely manner.
- Preparation of tender, contract and disposal documents;
- Co-ordinate evaluation of tenders, quotations and proposals; and
- Perform any other duties that may be assigned to you from time to time.

**Requirements for Appointment**

- Served in the grade of Supply Chain Management officer or in a comparable and relevant position in the public service for a minimum period of three (3) years and minimum of five (5) years relevant work experience in the Private Sector or public sector;
- A Bachelor degree in any of the following disciplines: Purchasing and supplies, Supply Chain Management, Procurement & logistics, commerce (supplies management option), business management/administration (Purchasing and Supplies option) or any Business degree with a Post Graduate diploma in Purchasing and Supplies Management;
- Demonstrated professional competence and thorough understanding of Supply Chain Management and emerging Supply Chain Management trends and techniques;
- MUST be registered with Kenya Institute of Supplies Management (KISM); and
- MUST satisfy the requirements of Chapter Six of the Constitution.

**10. SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP CPSB 09 (2 POSTS)**

**Job Ref: KCPSB/SCMO/39/14/01/21**

**Terms of Service: Permanent & Pensionable**

**Duties and Responsibilities**

- Implementation of Public Procurement and Asset Disposal Act, 2015, Regulation 2020 and ensuring adherence to the laid down Procedures and policies;
- Assisting Supply Chain Management Services function in the day to day duties, innovation and design of Supply Chain Management operations and procedures;

- Determining and proposing methods and strategies of handling the Supply Chain Management Function;
- Offering secretariat services to various procurement and disposal committees;
- Improvement of Strategies that are adaptive to the changing Environment and Technology;
- Advising the Accounting Officer on Supply Chain Management matters;
- Ensuring High Professionalism and Supply Chain Management Standard;
- Consolidation of County Annual Procurement Plan and ensure its full implementation;
- Preparing and publishing of the tender awards;
- Operationalization of e-Government Procurement Strategies and Inventory Management;
- Liaising with suppliers to ensure timely delivery of goods and services;
- Maintaining and updating a list of pre-qualified suppliers;
- Undertaking market surveys to ensure the authority obtains value for money;
- Ensuring safe custody of all procurements records including appropriate documentation of files;
- Provision of appropriate guidance on the Supply Chain Management policy matters to Ministries/Departments and Institutions;
- Assisting in procurement planning and budget preparation as per existing laws, regulations and county policies;
- preparation of tender documents, publishing and evaluation;
- Disposal of assets in compliance with the relevant statutes; and
- Perform any other duties that may be assigned to you from time to time.

### **Requirements for Appointment**

- Served in the grade of Supply Chain Management Assistant or in a comparable and relevant position in the public service for a minimum period of three (3) years and minimum of four (4) years relevant work experience in the Private Sector or public sector;
- A Diploma in supply chain management, Procurement and Logistics;
- Purchasing and supplies from a recognized institution of higher learning;



- Holder of Bachelor Degree or higher will have an added advantage;
- Demonstrated professional competence through understanding of Supply Chain Management issues and emerging Supply Chain Management trends and techniques;
- MUST be registered with Kenya Institute of Supplies Management (KISM); and
- MUST satisfy the requirements of Chapter Six of the Constitution.

## **11. SUPPLY CHAIN MANAGEMENT ASSISTANT I, JOB GROUP CPSB 10 (1 POST)**

**Job Ref: KCPSB/SCMA/40/14/01/21**

**Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

- Assisting Supply Chain Management Services function in the day to day duties in operations and procedures;
- Implementation of Public Procurement and Asset Disposal Act, 2015, Regulation 2020 and ensuring adherence to the laid down Procedures and policies;
- Offering secretariat services to various procurement and disposal committees;
- Ensuring safe custody of procurement records including appropriate documentation;
- Initiating and developing Supply Chain Management Policies and Performance;
- Improvement Strategies that are adaptive to the changing Environment and Technology;
- Ensuring High Professionalism and Supply Chain Management Standard.
- Proper Inventory Management;
- Liaising with suppliers to ensure timely delivery of goods and services;
- Maintaining and updating list of prequalified suppliers;
- Undertaking market surveys to ensure the County obtains value for money;
- Assisting in procurement planning and budget preparation as per existing laws, regulations and county policies;
- To maintain and archive procurement and asset disposal documents and records; and

- Perform any other duties that may be assigned to you from time to time.

### **Requirements for Appointment**

- Served in the grade of Supply Chain Management Assistant II or in a comparable and relevant position in the public service for a minimum period of three (3) years and minimum of four (4) years relevant work experience in the Private Sector or public sector;
- A Diploma in supply chain management, Procurement and Logistics;
- Purchasing and supplies from a recognized institution of higher learning;
- Holder of Bachelor Degree or higher will have an added advantage;
- Demonstrated professional competence through understanding of Supply Chain Management issues and emerging Supply Chain Management trends and techniques;
- MUST be registered with Kenya Institute of Supplies Management (KISM); and
- MUST satisfy the requirements of Chapter Six of the Constitution.

## **12. ANESTHESIOLOGIST (JOB GROUP CPSB 05 – (1) POST**

**Job Ref: KCPSB/A/MOH/18/14/01/21**

**Terms of Service: Contract**

### **Duties and Responsibilities**

- Responsible for the overall health care services delivery in the field of Anesthesia and Intensive Care Unit at the County General & Teaching Hospital.
- Administer anesthetic or sedation during medical procedures, using local, intravenous, spinal or caudal methods.
- Confer with other medical professionals to determine type and method of anesthetic or sedation to render patient insensible to pain.
- Coordinate administration of anesthetics with surgeons during operation.
- Decide when patients have recovered or stabilized enough to be sent to another room or ward or to be sent home following outpatient surgery.
- Examine patient, obtain medical history and use diagnostic tests to determine risk during surgical, obstetrical, and other medical procedures.
- Monitor patient before, during, and after anesthesia and counteract adverse reactions or complications.

- Record type and amount of anesthesia and patient condition throughout procedure.
- Conduct medical research to aid in controlling and curing disease, to investigate new medications, and to develop and test new medical techniques.
- Coordinate and direct work of nurses, medical technicians and other health care providers in the department;
- Inform students and staff of types and methods of anesthesia administration, signs of complications, and emergency methods to counteract reactions;
- Managing anesthesiological services, coordinating them with other medical activities and formulating plans and procedures;
- Position patient on operating table to maximize patient comfort and surgical accessibility.
- Providing and maintaining life support and airway management and help prepare patients for emergency surgery;
- Providing medical care and consultation in many settings, prescribing medication and treatment and referring patients for surgery;
- Instructing individuals and groups on ways to preserve health and prevent disease;
- Scheduling and maintaining use of surgical suite, including operating, wash-up, waiting rooms and anesthetic and sterilizing equipment;
- Assisting with the management of day to day activities and prioritizing tasks;
- Attending and participating in a variety of meetings;
- Participating and assisting in Mass Casualty exercises/events; and
- Any other lawful duties that may be assigned from time to time.

### **Requirements for Appointment**

- Be a Kenyan citizen;
- Served at the grade of Assistant Director of Medical Services for at least 3 years or equivalent position in the private or public sector for 5 years.
- A Bachelor of medicine and Surgery (M.BCH.B) degree in Medicine from a university recognized in Kenya.
- Have a Masters degree in Anesthesia from an institution recognized by Medical Practitioners and Dentist Board;
- Registered with the Kenya Medical and Dentist Board.
- Must have a current certificate from Medical practitioner and Dentist Board.
- Demonstrate a good understanding of the County Government mandate, health policies as well as vision 2030.
- Should be proficient in computer skills.
- Have capacity to multitask within strict timelines.

- Demonstrate professional competence and managerial capability as reflected in work performance and results.

### **13. MEDICAL OFFICERS (JOB GROUP CPSB 07 – (6) POST**

**Job Ref: KCPSB/MO/MOH/19/14/01/21**

**Terms of Service: Contract**

#### **Duties and Responsibilities**

- Diagnosing, caring and treating diseases
- Performing medical and surgical procedures
- Preparing and responding to emergencies and disasters
- Participating in management of medicines, medical instruments and equipment
- Providing health education, maintaining medical records, health information and data.
- Respond to all calls of duty by the intern doctor or nurse-on duty, whether emergency or otherwise, as quickly as possible
- Assist the consultant in all the wards, theatres and clinics
- Undertake certain specified emergency surgeries, minor or major, with the assistance of the intern doctor(s) or students (s)
- Undertake medical examinations and certify physical fitness
- Any other duties as may be assigned by the supervisor

#### **Requirements for Appointment**

Bachelors of Medicine and Bachelors of Surgery (M.B; Ch.B.) degree from an institution recognized by the Medical Practitioners and Dentists Board.

- Successfully completed one (1) year internship from a recognized institution
- Registration license from the medical practitioners and dentists board; and
- Certificate in computer application skills from a recognized institution.

#### **14. REGISTERED NURSING OFFICERS (JOB GROUP CPSB 11 – (5) POSTS**

**Job Ref: KCPSB/RNO/MOH/22/14/01/21**

**Terms of Service: Contract**

##### **Duties and Responsibilities**

- Assessing, planning, implementing nursing interventions and evaluating patient outcome, providing appropriate health care service including integrated.
- Management of childhood illness (IMCI) Immunization, PMTC, Antenatal care and delivery, providing health education and counseling to patients and clients appropriately.
- Facilitate patients admission and initiating discharge plans, maintaining records on patients/clients health education and care. Ensuring a tidy and safe clinical environment, collecting and compiling data.
- Any other duty that may be delegated.

##### **Requirements for Appointment**

- Diploma in any of the following, Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya registered midwife, Kenya registered nursing/midwifery
- Kenya Registered Nursing /Mental Health and Psychiatry from a recognized institution.
- Registration certificate issued by nursing council of Kenya.
- Valid practicing license from nursing counsel of Kenya.

#### **15. PHYSIOTHERAPISTS JOB GROUP CPSB 11 – (3) POSTS**

**Job Ref: KCPSB/PT/MOH/24/14/01/21**

**Terms of Service: Contract**

##### **Duties and Responsibilities**

- Planning and providing physiotherapy services to outpatients at an outpatient unit/ward/health institution;
- Assessing patient needs including rehabilitation;
- Verifying and maintaining information and records relating to patients;
- Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
- Collecting data for operational research;
- Sensitizing the community on physiotherapy issues; and Preparing periodic

### **Requirements for Appointment**

For appointment to this grade, a candidate must have: –

- Diploma in Physiotherapy from a recognized institution;
- Certificate of registration from the physiotherapy council of Kenya
- Current certificate of practice from the physiotherapy council of Kenya and Computer knowledge

## **16. NUTRITION & DIETICIAN OFFICER (JOB GROUP CPSB 11 – (1) POSTS**

**Job Ref: KCPSB/N/MOH/21/14/01/21**

**Terms of Service: Contract**

### **Duties and Responsibilities**

- Planning, Monitoring, implementing and evaluating specific nutrition projects in the community;
- Sensitizing and working with community workers particularly in Agriculture, Social Services, Education and other agencies to help them understand more the nutrition problems in the community and advocate actions for improvement;
- Implementing nutrition program;
- Providing nutrition services in the healthcare facilities;
- Conducting nutrition services;
- Collecting and compiling nutrition data;
- Providing nutrition health education and demonstration;
- Counseling patients with specific nutrition needs;
- Monitoring and preparation of therapeutic feeds;

- Implementing outpatient and inpatient supplementary and therapeutic feeding program;
- Promoting maternal, infant and young children feeding programs;
- Providing micronutrient supplementation;
- Supervising and guiding staff working under the officer;
- Any other duties as may be assigned from time to time

**Requirements for Appointment**

- For appointment to this grade, an officer must: -
- Be a holder of a Diploma in Nutrition from a recognized medical Training College;
- Be a holder of KCSE mean grade 'C' or its equivalent;
- Be registered by the Kenya Nutrition Dietetics Institute (KNDI);
- Have certificate in Computer Application Skills from a recognized institution.

**17. CLINICAL ANAESTHETIST OFFICERS JOB GROUP CPSB 09 – (2) POSTS**

**Job Ref: KCPSB/RCO(A)/MOH/20/14/01/21**

**Terms of Service: Contract**

**Duties and Responsibilities**

- Preparing patients for surgery by explaining any risk or side effects.
- Administering anesthetics to patients.
- Observe and monitor patients during surgery and responding quickly to any changes.
- Resuscitate and stabilize patients in the emergency department.
- Carrying out minor surgical procedures as per training and skills.
- Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- Implementing Community Health care activities in liaison with other health workers;
- Guiding and Counselling patients, clients and staff on health issues;
- Sensitizing patients and clients on preventive and promotive health;
- Collecting and compiling clinical data; and

- Referring patients and clients to appropriate health facilities.

### **Requirements for Appointment**

- Diploma in Clinical Medicine and Surgery from a recognized Medical Training school.
- Be a holder of higher National Diploma in Anesthesia from Kenya Medical Training College or any recognized training Institution.
- Certificate of Registration from the Clinical Officer' Council.
- Certificate in Computer Application Skills from a recognized institution.
- Ready to cope with a high and varied work load including emergency situations

## **18. MEDICAL LABORATORY TECHNOLOGISTS JOB GROUP CPSB 11 – (4) POSTS**

**Job Ref: KCPSB/MLT/MOH/23/14/01/21**

**Terms of Service: Contract**

### **Duties and Responsibilities**

- Cleaning and sterilizing laboratory glass ware, surfaces and equipment;
- Carrying out chemical/microbiological analysis on samples (food, water, waste waters and beverages)
- Extracting, isolating and identifying drugs, pesticides and heavy metals from biological and miscellaneous samples
- Preparing laboratory reagents;
- Documenting and receiving samples for analysis; and disposing laboratory waste.

### **Requirements for Appointment**

- Diploma in any of the following fields: Applied sciences (chemistry, Analytical chemistry, industry chemistry, Biology), food science and technology, Medical Laboratory Technology or sciences biotechnology from a recognized institution;
- Certificate in Computer applications skills from a recognized institution.



## **19. ENT SURGEON (OTOLARYNGOLOGIST) JOB GROUP CPSB 05 – (1) POSTS**

**Job Ref: KCPSB/ENT/MOH/34/14/01/21**

**Terms of Service: Contract**

### **Duties and Responsibilities**

- Performs professional duties of an Otorhinolaryngology including various ENT/ Head and Neck Surgeries.
- Provides consultation to other physicians when the problems fall into the field of ear, nose, throat, head and neck surgery, and require the attention of a specialist. This includes diagnosis and treatment if patient's primary problem is in this field.
- Completes medical records promptly indicating diagnosis, treatment, and future courses of action. Records must conform to established requirements.
- Participates in all group conferences requiring the viewpoint and opinions of this specialty regarding difficult medical cases.
- Collaborates with other departmental personnel in planning programs integrating the curative and preventive aspects of total patient care.
- Is responsible for the operation of approved curative-preventive programs as they relate to his particular field.
- Daily answers questions concerning irregular work and problems that arise in the group such as handling technical, safety and accident problems.
- Monitors work of other assigned staff to the Otorhinolaryngology Service for quality, quantity, correctness, etc., demonstrating procedures or recommending additional training as required.
- Attends staff meetings and participates in in-service activities as requested.
- Contacts HOD for clarification or to keep him informed of unusual situations or problems encountered and actions taken.
- Supports Continuous Quality Improvement.
- Maintains confidentiality regarding patient information and regarding administrative matters of a confidential nature

- Evidences dependability in carrying out the commitments and obligations of the position.
- Demonstrates the ability to listen to others in promoting effective communication.
- Develops thorough understanding of policies and procedures of the hospital and demonstrates respect for them.
- Performs other duties as assigned by the Medical Administrator.
- Comply with all OSH and infection control policies, standards and procedures and cooperate with hospital management to comply those requirements
- Work accordance with the documented OSH procedures and instructions, specific responsibilities
- Be familiar with emergency and evacuation procedures
- Notifying OSH Hazards, incidents, Near misses and issues and assistance with the preparation of risk assessments, incident reports
- Comply with Waste management procedures and policies

### **Requirements for Appointment**

- Master degree in otolaryngology – head and Neck Surgery or related field
- Bachelor degree in medicine or any other related field
- Registered with the Medical Practitioners and Dentist Board
- Ability to effectively influence support from and add value to wide range of professionals
- Should have through knowledge of the relevant industry/sector as well as knowledge of regulatory requirements affecting the relevant sector
- Should have strong analytical skill and be self-oriented
- Must have knowledge in use of MS office packages
- Attend applicable OSH/Infection control training programs, mock drills and awareness programs
- Use of appropriate personal protective equipment and safety systems

## **20. ORTHOPAEDIC TECHNOLOGIST JOB GROUP (CPSB 11 – (1) POSTS**

**Job Ref: KCPSB/OT/MOH/35/14/01/21**

**Terms of Service: Contract****Duties and Responsibilities**

- Assessing, formulating and implementing patients' management plan.
- Provision of Orthopaedics Technology services which entails designing, fabrication, fitting and maintenance of Orthopaedic appliances that are required by individual clients.
- Maintaining information, records and data relating to patients
- Order and maintain records of supplies and materials.
- Preparing periodic reports

**Requirements for Appointment**

- Kenya Certificate of Secondary Education -K.C.S.E., grade C or above or its equivalent with passes in the relevant subjects.
- Diploma in Orthopaedics Technology or an equivalent approved qualification from a recognized institution.
- A membership certificate from the National Professional Association.
- Skills to communicate effectively with patients and colleagues.

**21. DEPUTY DIRECTOR CLIMATE CHANGE ADAPTATION CPSB 04 – (1) POSTS****Job Ref: KCPSB/DD/CCA/12/14/01/21****Terms of Service: Contract****Duties and Responsibilities**

- Planning and implementation adaptation projects, programmes activities across various sectors;
- Preparing guidelines on County adaptation planning and implementation;
- Coordinating technology development and transfer, research required for adaptation across the different sectors;
- Spearheading development of adaptation projects for domestic and international

- Mainstreaming climate change adaptation into national development planning processes;
- Participating in the preparation and reporting in County Communications, national and international reporting requirements related to adaptation;
- Developing and disseminating climate change programmes and projects communication, outreach and public education strategy;
- Liaising with the relevant sectors and other climate change stakeholders on issues relating to climate change adaptation programmes;
- tracking climate change adaptation programmes, trends, impacts and implications at the national and county level; and
- Capacity building and awareness creation for institutions and stakeholders on climate change adaptation programmes and projects.
- Deputizing the Director in his absence.
- Any other duties as may be assigned

### **Requirements for Appointment**

- Served for a minimum period of ten (10) years and currently serving at the grade of Principal Climate Change Adaptation Officer and above or in a comparable and relevant position in the wider public service;
- a Bachelor's degree in any of the following disciplines: Environmental Science, Environmental Law, Environmental Planning and Management, Meteorology, Natural Resource Management or any other related field from a university recognized in Kenya;
- a track record of teamwork, leadership, good knowledge of international, government policies and regulations relating to climate change;
- Shown professional competence, high integrity and leadership capability in work performance and results.

## **22. CHIEF SUPERINTENDENT WATER SERVICES CPSB 07 – (1) POSTS**

**Job Ref: KCPSB/CS/WS/13/14/01/21**

**Terms of Service: PERMANENT & PENSIONABLE**

### **Duties and Responsibilities**

- Preparing bill of quantities for water projects
- Checking adherence to specifications and standards
- Ensure that work is progressing as scheduled
- Supervising complex water works
- Preparing water supply and sewerage programs and
- Evaluating and advising on technical reports.

### **Requirements for Appointment**

1. Must have served in the grade of Senior Superintendent (Water & Sewerage) or in a comparable and relevant position in the wider public service or private sector for minimum of 3 years
2. Diploma/Degree in either water supply technology or water engineering from a recognized institution.
3. Certificate in computer applications from recognized institutions.

### **23. AGRICULTURAL ASSISTANT CPSB 11 – (10) POSTS**

**Job Ref: KCPSB/AA/32/14/01/21**

**Terms of Service: PERMANENT & PENSIONABLE**

### **Duties and Responsibilities**

- Organizing and managing resources in the ward
- Oversee the agricultural operations in the ward
- Coordinate the preparation and implementation of work plans and budgets
- Promote collaboration among stakeholders in the delivery of agricultural services
- Coordinate the organization of field days, exhibition and shows
- Harmonize the extension approaches and methodologies of various project/programmes in liaison with all stakeholders in ward
- Participate as a member in various relevant Committees in the ward
- Act as Secretary to the Ward Agricultural Committee
- Promote collaboration in the implementation of projects and programmes
- Prepare and implement performance contract for the ward

- Conduct staff appraisal at ward
- Coordination and preparation of periodic reports.

**Requirements for Appointment**

Minimum qualification Diploma in agriculture or related field

**24. MEAT INSPECTORS CPSB 11 – (8) POSTS**

**Job Ref: KCPSB/MI/29/14/01/21**

**Terms of Service: PERMANENT & PENSIONABLE**

**Duties and Responsibilities**

- Dairy meat inspection.
- Livestock extension services
- Disease control and surveillance
- Inspects establishments engaged in slaughtering livestock and processing meat
- Examines animal and carcass before and after slaughtering to detect evidence of disease or other abnormal conditions.
- Determines that ingredients used in processing and marketing meat and meat products comply with standards of purity and grading, and that products are not adulterated or misbranded.
- Inspects processing areas to ensure sanitary conditions are maintained.

**Requirements for Appointment**

Minimum qualification Diploma in animal health with a certificate in meat inspection (must)

**25. ANIMAL HEALTH OFFICERS CPSB 11 – (15) POSTS**

**Job Ref: KCPSB/AHPO/30/14/01/21**

**Terms of Service: PERMANENT & PENSIONABLE**

**Duties and Responsibilities**

Reporting to the Sub County veterinary officer, the officer is responsible for:

- Clinical services (Treatments) and A.I
- Disease control
- Livestock extension services
- Hides and skins improvement services.
- Overseeing construction and maintenance of farm structures;
- Training and advising external parasite control techniques such as dipping, spraying and dusting;
- Carrying out vaccination, closed castration, dehorning, animal identification, deworming, disbudding, docking, de-beaking and hoof trimming;
- Carrying out simple treatment of animals;
- Participating in disease search, collecting and collating data and writing technical reports;
- keeping records on animal breeding, animal health, etc
- Participating in animal health field demonstrations and agricultural shows and any other lawful duties that may be assigned from time to time.

### **Requirements for Appointment**

Minimum qualification Diploma in animal health

## **26. LIVESTOCK PRODUCTION ASSISTANTS CPSB 11 – (10) POSTS**

**Job Ref: KCPSB/LPA/31/14/01/21**

**Terms of Service: PERMANENT & PENSIONABLE**

### **Duties and Responsibilities**

Reporting to the Sub County livestock production Officer, the officer is responsible for:

- Preparing livestock technical information

- Providing technical advice in animal production, livestock marketing, range management, agriculture, and ranching; promoting economic livestock farming
- Participating in organizing extension activities which include field days, agricultural shows, field demonstrations, farmer field schools and farm visits
- Participating in collaborative research activities
- Disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis, on-farm feed formulation
- Implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs,
- poultry, rabbits, camels, donkeys breeding programmes, fodder production and conservation, value addition to livestock products, agriculture, emerging livestock and other animal husbandry interventions
- Capturing, maintaining and storing livestock data.
- Livestock Extension services
- Disease control and surveillance.

### **Requirements for Appointment**

Minimum qualification diploma in livestock production and or related studies

## **27. KIANYAGA CHILDREN HOME CAREGIVERS/MOTHERS CPSB 15 – (2) POSTS**

**Job Ref: KCPSB/C/M/31/KCH/28/14/01/21**

**Terms of Service: PERMANENT & PENSIONABLE**

### **Duties and Responsibilities**

- Provide Care & protection to the children without favor or discrimination.
- Ensure that all children have taken their meals in time.
- Maintain high standards of cleanliness for the children and all the premises in the institution.



- Ensure that all sick children are taken care of, are taken to hospital in time and all drugs are administered as prescribed by the health officer.
- Supervise and assist children during evening preps.
- Ensure that sleeping and waking up hours are observed and children report to school in time.
- Ensure that all working tools provided are clean.
- Any other duties as may be assigned to you by your supervisor.

### **Requirements for Appointment**

- Be a Kenyan citizen
- Must have a certificate of good conduct
- Form four Certificate with a minimum of D+
- Have a certificate in guidance and counselling from a recognized institution
- A valid medical certificate from government facility.

## **28. SUB- COUNTY ADMINISTRATOR, JOB GROUP CPSB 04 (1 POST)**

**Job Ref: KCPSB/SCA/11/14/01/21**

**Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

- Organizing, coordinating, managing and supervising the general administrative functions in the Sub-County;
- Implementing and maintaining effective service delivery standards;
- Coordinating developmental activities to empower the community;
- Providing and maintaining infrastructures and facilities of Public Sector;
- Facilitating and coordinating citizen participation in development of policies and delivery of service;
- Preparing progress reports for management in accordance with approved reporting formats and ensuring timely submission;
- Ensure timely, efficient communication and coordination of all Sub- County activities;
- Participating in development of the annual work plan budget and policies, ensuring strict compliance with the relevant statutes;

- Ensuring compliance with National Values and Principles of Good Governance as outlined in Article 10 and 232 of the Constitution of Kenya, 2012;
- Ensuring operationalization of service delivery in all the devolved unit in the Sub-County;
- Ensuring efficient management of resources and co-ordination of County Government resources; and ,
- Performing any other functions as directed by the supervisor

### **Requirements for Appointment**

- Have vast knowledge, experience and distinguished career of not less than of 7 years, of which at least 4 years in a senior position in Administration and Management in the Public Service or Private Sector.
- Minimum Bachelor's degree in any of the following Social Sciences: Public Administration, Business Management/ Administration, Strategic management, or equivalent qualification from a recognized institution;
- Fulfilled all the requirements of Chapter Six (6) of the Constitution of Kenya,
- Proven communication, proficiency in computer applications and report writing skills; and have capacity to work under pressure to meet strict deadlines
- Demonstrated thorough understanding of Devolution, the County Development objectives/ National Goals policies and Vision
- Have thorough knowledge of structural, legislative and regulatory framework of the Public Service and Administration
- Have ability to work under in a multi-ethnic environment with sensitivity and respect for
- Leadership/ Management course lasting not less than four (4) weeks from a recognized institution.
- Demonstrated high degree of professional and technical competence as reflected in work performance and results.
- Membership of any relevant Professional body will have an added advantage.

## **29. WARD ADMINISTRATOR, JOB GROUP CPSB 06 (1 POST)**

**Job Ref: KCPSB/WA/14/14/01/21**

**Terms of Service: Permanent & Pensionable**

**Duties and Responsibilities**

- Coordinating, managing and supervising the general administrative function in the ward unit.
- Liaising with the National Government staff at the ward level.
- Developing policies and plans for the ward level.
- Ensuring effective service delivery.
- Establishing, implementing and monitoring performance management systems.
- Coordinating development activities to empower the community.
- Provide and maintain infrastructure and facilities of public service.
- Facilitate and coordinate citizen participation in the development of policies and delivery of services.
- Exercising any functions and powers delegated by the County Public Service Board/ County Secretary /Sub-County Administrator;
- Any other duty assigned from time to time.

**Requirements for Appointment**

- Minimum Bachelor's Degree in Social Science or an equivalent qualification from a recognized institution with at least 3 years' experience;
- Demonstrate a thorough understanding of County development objectives;
- Demonstrate a thorough understanding and commitment to values and principles as outlined in Articles 10 and 232 of the Constitution;
- Ability to work in a multi-ethnic environment and sensitivity and respect for diversity;
- Must have good inter-personal and communication skills;
- Proficiency in computer applications;
- Satisfy the requirement of Chapter Six of the Constitution.

**30. SUB COUNTY ECDE OFFICER, JOB GROUP CPSB 09 (1 POST)**

**Job Ref: KCPSB/SCEO/36/14/01/21**

## **Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

- Ensure efficient and effective running of ECD programs in the sub-county and at ward level
- Maintenance and supervision of ECD teachers and ECD sub-county staff establishments
- Address administrative issues emanating from wards for better program management and implementation
- Monitor and evaluate the ECD programs in the sub-county and mobilise local community and parents to ensure sustainability of the ECD programs
- Supervise curriculum implementation and advisory assessments in ECD centre's in the sub-county
- Advocate for the needs and rights of children and ECD programs
- Create awareness on the importance of early childhood development programs
- Analyze and document county ECD data drawn from wards
- Maintain content development expertise and disseminates such knowledge by providing ongoing quality assistance Early Childhood Development Officer and Supervises in the county
- Develop and disseminate resources and best practices for the process of implementing quality improvement efforts in early child education development.
- Provide ongoing quality assurance to address children's challenging behaviours and sensory needs.
- Support the professional development of all staff by delivering coaching and technical assistance in the county
- Provide guidance and support to staff with implementation of curriculum/individualization plans and ongoing assessments.
- Put in place mechanisms to ensure networking and advocacy for ECD service providers in the sub-county is effective.
- Carry out any other duties as it will be assigned by the county director education or other senior officer in the section.

### **Requirements for Appointment**

- Minimum Degree in Early Childhood Development or related field from a recognized institution
- Professional Certificate in a relevant field from a recognized Institution
- Five (5) years relevant work experience
- Computer literacy
- Knowledge of relevant professional standards affecting the operations especially the code of ethics.
- Knowledge of legislation affecting area of work

### **31. ECDE CARE GIVERS, JOB GROUP 'AS PER THE AGREEMENT' (10 POSTS)**

**Job Ref: KCPSB/ECDE/CG/25/14/01/21**

**Terms of Service: Contract**

#### **Duties and Responsibilities**

- Ensure admission of children and enroll them in the attendance register on daily basis;
- Prepare schemes of work and lesson plans for teaching/learning process;
- Organize and participate in field visits for ECDE children;
- Identify children with special needs in learning;
- Prepare assessment reports for individual children in their class;
- Organize Co-curriculum activities for ECDE children;
- Prepare and develop adequate teaching/learning materials;
- Mobilize parents, community members and stakeholders to support and provide for health and nutritional needs of children such as, feeding programs and immunization;
- Enhance a safe and conducive learning environment of children;
- Implement ECDE policies and procedures at the ECDE Centre;
- Prepare learners portfolio; and
- Any other duties that may be assigned by the teacher in charge from time to time.

### **Requirements for Appointment**

- Be a Kenyan citizen and a resident of Kirinyaga County;
- Minimum Certificate in Early Childhood Development and Education (ECDE) preferably examined by the Kenya National Examination Council (KNEC) or any other relevant body;
- Be knowledgeable about the new trends in Competency Based Curriculum (CBC);
- Knowledge about the functions of the County Government of Kirinyaga with a focus on ECDEs;
- Knowledge in ICT will be an added advantage;
- Be registered with the Teacher Service Commission (TSC) and provide the registration number.

### **32. YOUTH POLYTECHNIC INSTRUCTORS III (ELECTRICAL AND ELECTRONICS, PLUMBING, HAIRDRESSING AND BEAUTY THERAPY MOTOR VEHICLE & METAL PROCESSING), JOB GROUP CPSB 11, (8 POSTS)**

**Job Ref: KCPSB/YPI/37/25/14/01/21**

**Terms of Service: Permanent & Pensionable**

#### **Duties and Responsibilities**

- Developing schemes of work, lesson plans and give lecture notes;
- Strict adherence to curriculum in instructing learners in the course/trade area;
- Preparing internal exams and carrying out continuous assessment;
- Supervising and assessing trainee(s) in the course area;
- Preparing trainees for external exams by providing practical technical skills as required for effective competency acquisition;
- Carrying out examination and competence based assessment;
- Ensuring learners participate in co-curriculum activities;
- Maintaining tools and equipment;
- Perform any other duties as may be assigned from time to time.

**Requirements for Appointment**

- Be a Kenyan citizen;
- Minimum Diploma in the relevant technical area from a recognized college;
- Have a Certificate in Pedagogy (Teaching Strategies);
- Those with relevant teaching experience of at least one (1) year will have an added advantage;
- Demonstrate professional competence in the technical area;
- Be registered by Technical and Vocational Education and Training Authority (TVETA) as a Trainer.

**33. ACCOUNTANT I (JG CPSB 09) (1 POST)**

**Job Ref: KCPSB/A1/17/14/01/21**

**Terms of Service: Permanent & Pensionable**

**Duties and Responsibilities**

- Bank reconciliation arising from applications and issuance of licenses;
- Accounting of revenue and expenditure;
- Maintenance of general ledger;
- Maintenance of Cash book;
- Preparation of fund financial statements;
- Preparation of fund monthly accounts.
- Any other duty as may be assigned by supervisor

**Requirements for Appointment**

- Undergraduate degree in a relevant field with CPA Part 1
- Must have knowledge in Computer

**34. DIRECTOR ACCOUNTING SERVICES (CPSB 03) (1 POST)**

**Job Ref: KCPSB/D/AS/07/14/01/21**

**Terms of Service: Contract**

- Advising the County Government in all County Public Financial accounting matters;
- Implementing approved Government accounting standards;

- Providing advice to County Government on the best appropriate financial reporting formats;
- Providing a link between the County and the National accounting standards bodies on matters relating to public sector financial reporting;
- Developing guidelines of County staffing levels and training to ensure technical competence;
- Participating in County Public Committees as may be directed;
- Oversee the implementation of the approved accounting staffing standards policies and concepts to ensure compliance;
- Oversee the preparation of all County financial statements and returns as per Public Management Act 2012;
- Undertake capacity building for staffs at the County level;
- Ensure proper banking arrangements are in place between County Government, CBK and Commercial Banks;
- Direct and control operations of the County exchequer account;
- Oversee accounting operations of Sub-Counties;
- Perform other duties that may be assigned to you from time to time.

**Requirements for Appointment**

- Undergraduate degree, Master degree, CPA(K),
- 7 Years' experience in Government Accounting, regulations and procedures.
- To have served as a Principal Accountant Job Group N or above in Public Service

**35. TAX EXPERT ACCOUNTANT (CPSB 08) (1 POSTS)**

**Job Ref: KCPSB/TEA/16/14/01/21**

**Terms of Service: Permant & Pensionable**

- Advising the County Government in all County Public Financial accounting matters;
- Implementing approved Government accounting standards;
- Providing advice to County Government on the best appropriate financial reporting formats;
- Providing a link between the County and the National accounting standards bodies on matters relating to public sector financial reporting;
- Developing guidelines of County staffing levels and training to ensure technical competence;
- Participating in County Public Committees as may be directed;



- Oversee the implementation of the approved accounting staffing standards policies and concepts to ensure compliance;
- Oversee the preparation of all County financial statements and returns as per Public Management Act 2012;
- Undertake capacity building for staffs at the County level;
- Ensure proper banking arrangements are in place between County Government, CBK and Commercial Banks;
- Direct and control operations of the County exchequer account;
- Oversee accounting operations of Sub-Counties;
- Perform other duties that may be assigned to you from time to time.

### **Requirements for Appointment**

- Undergraduate degree, CPA(K),
- 3 Years' experience on tax matters.

### **36. SENIOR ACCOUNTANTS (CPSB 08) (2 POSTS)**

**Job Ref: KCPSB/SA/14/01/21**

**Terms of Service: Permant & Pensionable**

- Advising the County Government in all County Public Financial accounting matters;
- Implementing approved Government accounting standards;
- Providing advice to County Government on the best appropriate financial reporting formats;
- Providing a link between the County and the National accounting standards bodies on matters relating to public sector financial reporting;
- Developing guidelines of County staffing levels and training to ensure technical competence;
- Participating in County Public Committees as may be directed;
- Oversee the implementation of the approved accounting staffing standards policies and concepts to ensure compliance;
- Oversee the preparation of all County financial statements and returns as per Public Management Act 2012;
- Undertake capacity building for staffs at the County level;
- Ensure proper banking arrangements are in place between County Government, CBK and Commercial Banks;
- Direct and control operations of the County exchequer account;
- Oversee accounting operations of Sub-Counties;
- Perform other duties that may be assigned to you from time to time.

### **Requirements for Appointment**

- Undergraduate degree, CPA(K),
- 3 Years' Working experience

### **37. REVENUE CLERKS (CPSB 12) (50 POSTS)**

**Job Ref: KCPSB/RC/33/14/01/21**

#### **Terms of Service: Permant & Pensionable**

- To collect and issue receipts on various revenue sources as deployed or instructed.
- To bank the total daily cash collected in the county in the specified bank account.
- To ensure that the cash banked has corresponding receipt issued and entered in control sheets by the supervisor.
- To keep personal record on daily collections and banking details.
- To maximize revenue collections by surpassing the set targets.
- To account for all official receipt books issued.
- To ensure that only genuine and authorized county issued receipts and documents are in use in all revenue collection related activities.

#### **Minimum Qualifications for appointment to this position**

- KCSE Certificate C-
- Two (2) years working experience.
- Computer proficiency is an added advantage.
- Certificate of good conduct.

### **38. MOTOR VEHICLE MECHANIC, JOB GROUP CPSB 14 (1 POST)**

**Job Ref: KCPSB/MVM/41/14/01/21**

#### **Terms of Service: Permanent & Pensionable**

#### **Duties and Responsibilities**

- Servicing of vehicles;
- Cleanliness of the workplace; and
- Care and maintenance of motor vehicles & tools.

### **Requirements for Appointment**

- Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus) or its equivalent from a recognized institution; and
- Motor Vehicle Mechanic National Trade Test Certificate Grade III/ apprentice Certificate awarded by the Directorate of Industrial Training or its equivalent and relevant qualification from a recognized institution.

### **39. BUILDING INSPECTOR, JOB GROUP CPSB 11 (1 POST)**

**Job Ref: KCPSB/BI/42/14/01/21**

**Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

- Interpretation of Architectural and Engineering drawings
- Checking minor repairs and alteration of existing buildings

### **Requirements for Appointment**

- Diploma in any of the following fields; Building and Civil Engineering, Construction Technician Part III, or its equivalent from a recognized Institution.

### **40. ARTISAN III (PLUMBER), JOB GROUP CPSB 14 (1 POST)**

**Job Ref: KCPSB/AIII/43/14/01/21**

**Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

An officer at this level will be on job training and will be assigned simple duties in repair and maintenance works under close supervision of a more experienced officer in line with the area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing).

### **Requirements for Appointment**

For appointment to this post, a candidate must have a Government Trade Test Certificate Grade III in the relevant trade area (Carpentry, Masonry, Welding, Painting and Plumbing.)

### **41. QUANTITY SURVEY ASSISTANT, JOB GROUP CPSB 11 (1 POST)**

**Job Ref: KCPSB/QSA/44/14/01/21**

## **Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. The work entails: squaring dimensions and abstracting for the preparation of bills of quantities; preparation of specifications and assisting in the preparation of

### **Requirements for Appointment**

Diploma in any of the following fields: Quantity Survey, Building/Civil Engineering or its equivalent and relevant qualifications from a recognized institution

## **42. ELECTRICAL INSPECTORS, JOB GROUP CPSB 11 (3 POSTS)**

**Job Ref: KCPSB/EI/45/14/01/21**

## **Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

- Interpretation of Architectural and Engineering drawings
- Checking minor repairs and alteration of existing buildings

### **Requirements for Appointment**

- Diploma in any of the following fields; Building and Civil Engineering, Construction Technician Part III, or its equivalent from a recognized Institution.

## **43. ROAD INSPECTOR, JOB GROUP CPSB 11 (2 POSTS)**

**Job Ref: KCPSB/RI/46/14/01/21**

## **Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

An officer at this level will be in charge of a road camp or a construction unit. Duties will include: supervision and control of all road works within the County; assisting in the selection and location of suitable materials for road works; and preparation of work programmes in liaison with the Director Roads.

### **Requirements for Appointment**

- Kenya Certificate of Secondary Education mean grade C with C- both mathematics and physics; and

- A diploma in Civil Engineering or its equivalent qualification from a recognized institution.

**44. ASSISTANT MECHANICAL ENGINEER (BUILDING SERVICES), JOB GROUP CPSB 09 (1 POSTS)**

**Job Ref: KCPSB/AME/47/14/01/21**

**Terms of Service: Permanent & Pensionable**

**Duties and Responsibilities**

This is the entry and training grade into this cadre. An officer at this level will be assigned mechanical engineering duties and will work under close supervision of an experienced officer. Duties and responsibilities at this level will entail; design of mechanical services in government buildings and construction works; repair and maintenance of mechanical installations in airports, waterworks, officer, workshops conference complexes and other government facilities.

**Requirements for Appointment**

- Be in possession of a Bachelor's Degree in Mechanical Engineering or equivalent and relevant qualification from a recognized institution; and
- Be registered by Engineers Registration Board of Kenya as a Graduate Engineer.

**45. FLEET MANAGER, JOB GROUP CPSB 10 (1 POSTS)**

**Job Ref: KCPSB/FM/48/14/01/21**

**Terms of Service: Permanent & Pensionable**

**Duties and Responsibilities**

- Decide the vehicles to be bought and how they are to be equipped
- Oversee the sale and/or auction of used vehicles as at when due
- Regularly report expenses and performances of the fleet to the management of the company
- Draw up a budget for the company's fleet management department and present it to management for further analysis and approval
- Ensure compliance of the company with government regulations that have to do with the transportation industry
- Take preventive measure to ensure safety of vehicles and drivers too
- Make sure vehicles are always ready and available to meet orders by scheduling and monitoring current trends in the industry, so as to enable forecasts
- Make sure that all vehicles are properly registered; carry out inspection on regular basis

- Take part in different workshops and/or programs to keep up with new trend in the industry
- Monitor fuel purchases by administering fuel cards for all vehicles to their respective drivers. This is done in order to regulate costs/expenses.

### **Requirements for Appointment**

- Excellent and effective communication and interpersonal skills
- Good analytical and coordinating abilities
- Must possess good leadership qualities
- Must be proactive and be able to pay keen attention to the smallest of details
- Ability to work as part of a team
- Must be able to motivate the drivers to ensure their full co-operation at all times
- Must be able to manage time effectively and also meet/beat deadlines
- A minimum of 5 years working experience in a similar role (in a fleet management company)
- At least 2 years of driving experience in a delivery role
- A level 3 fleet management certification
- Basic knowledge of computer applications
- Any other relevant certification will be a plus.

## **46. ASSISTANT CO-OPERATIVE OFFICER, JOB GROUP CPSB 10 (2 POSTS)**

**Job Ref: KCPSB/ACO/27/14/01/21**

**Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

- Promoting and advising co-operative societies on matters relating to specialized activities such as marketing, credit, financing, governance, budgeting, training, education, accounts and management.
- Advising on co-operative investments and elections
- Collecting data on potential areas for analysis and policy formulation.
- Enforcing compliance with co-operative legislation.

### **Requirements for Appointment**

- Served in the grade of Assistant Co-operative Officer III for a minimum period of three (3) years.
- Minimum qualification being a Diploma in any of the following disciplines – Co-operative Management, Marketing or Finance from a recognized Institution.
- Certificate in Computer applications from a recognized institution.

- Demonstrated merit and shown ability as reflected in work performance and results.

#### **47. COMMUNITY DEVELOPMENT ASSISTANT, JOB GROUP CPSB 11 (3 POSTS)**

**Job Ref: KCPSB/CDA/26/14/01/21**

**Terms of Service: Permanent & Pensionable**

##### **Duties and Responsibilities**

- Conflict resolution among communities
- Linking groups to other development partners
- Training community groups according to current trends
- Mobilizing community to form and register groups.
- Cash transfer to older persons and people with disabilities.
- Raise public awareness and increase access to devolved funds for economic development.
- Coordinating community sports and social activities.
- Any other duties as may be assigned.

##### **Requirements for Appointment**

- Kenya Certificate of Secondary Education (KCSE) Mean grade C or its equivalent qualification, and
- Diploma in any of the following Sociology, Social Work, Psychology, Mental Health or equivalent qualification from a recognized institution.

##### **How to Apply**

Applicants should submit their applications together with copies of their detailed

- Curriculum Vitae,
- Academic and Professional certificates,
- Testimonials,
- PIN Certificate,
- National Identity Card or Passport and
- Any other supporting documents.

Clearly indicate the position applied for, both on the cover letter and the envelope. Applications should be addressed to:

**The Secretary**  
**County Public Service Board**  
**P O Box 260 - 10304**  
**KUTUS**

Hand delivered applications should be dropped at the **County Headquarters 4TH floor, KUTUS** (Office of County Public Service Board between **8.00 a.m. and 5.00 p.m.** on weekdays).

Applicants should seek clearance and attach copies or evidence thereof of the updated documents below.

- Kenya Revenue Authority
- Ethics and Anti-corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

Applications should reach the County Public Service Board (CPSB) on or before **Friday, 29<sup>th</sup> January 2021**

Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their applications.

#### **NOTE**

Women and persons living with disabilities who meet the specified requirements are encouraged to apply.

Salary and benefits attached to these posts are as per the guidelines by Salaries and Remuneration Commission.

Prospective candidates are encouraged to visit our website:

**[www.kirinyaga.go.ke](http://www.kirinyaga.go.ke)** for more details.

**The Kirinyaga County Government is an equal opportunity employer.**