

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. DIRECTOR PHYSICAL PLANNING, JOB GROUP CPSB 03 – 1 POST

Job Ref: KCPSB/D/PP/01/19/01/21

Terms of Service: Contract

Duties and Responsibilities

The Director will be answerable to the Chief Officer in the Department and will be responsible for the following tasks.

- Development, Implementation and evaluation of the relevant division strategic plans, programmes and projects in collaborating with other departments and stakeholders planning supervision of the relevant division's programmes and activities.
- Organization direction, control and coordination for the functions of the division.
- 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.
- Ensuring strict compliance with all financial, budgetary and procurement procedures.
- Co-ordination of production, documentation and dissemination of the relevant divisions' information.
- Provide advice and guidance in recruiting, hiring and staff development.

- Perform other duties that may be assigned from time to time by the Chief Officer.
- advising the county government on physical and land use planning matters that impact the county;
- formulating county physical and land use planning policies, guidelines and standards;
- preparation of county physical and land use development plans;
- preparation of local physical and land use development plans;
- participating in the preparation of inter-county physical and land use development
- undertaking research on matters relating to physical and land use development planning at the county level;
- recommending to the county government the establishment of planning units as may be necessary;
- maintaining land information system to guide physical and land use planning;
- communicating decisions of the county government on development applications; and
- issuance of development permission and other development control instruments under this Act with the approval of the county executive committee member
- enforcement of development control
- processing development approvals.

Requirements for Appointment

- Be a Kenyan Citizen,
- holds a bachelor's degree in urban and regional planning or related discipline from a recognized university;
- be registered as a physical planner under the Physical Planners Registration Act.1996 and is in good standing with the relevant professional body
- Has at least five years' post-qualification professional experience in physical and land use planning;
- A master's degree in the relevant field will be an added advantage;
- Demonstrate a high degree of professional and technical competence as reflected in work performance and results;
- Be conversant with policy formulation and implementation;
- Be a strategic thinker and result oriented;
- Demonstrate a thorough understanding of devolution, the county development objectives and vision 2030;

- Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

2. CLERICAL OFFICER II – JOB GROUP CPSB 13 (1 POST)

Job Ref: KCPSB/CO.II/02/19/01/21

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- Collection statistical records;
- Carrying out transactions related to accounts or personnel information;
- Filing receipts;
- Receiving, filing and dispatching correspondence;
- Preparing Payment Vouchers;
- Preparing initial documents for issuance of stores;
- Photocopying and scanning documents;
- Index of documents and records;
- Checking general office cleaning;
- Keeping safe custody of equipment, documents and records

Requirements for Appointment

- Minimum Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- Certificate in computer application skills 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, 5th February 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 for more details.

The Kirinyaga County Government is an equal opportunity employer.