

## 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. CHIEF OFFICERS – JOB GROUP CPSB 02 (2 POSTS)**

**Job Ref: KCPSB/C.O/02/01/11/03/21**

**Terms of Service: Contract**

#### **Duties and Responsibilities**

- Implement the strategic plan and other policies for the relevant department
- General administration and coordination of the relevant department.
- Accountable for ensuring that the departmental resources are used in a way that is lawful and authorised and effective, efficient, economical and transparent.
- Promote national values as per Article 10 of the Constitution 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 relevant 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;
- Develop, implement and administer financial management systems within the County Department including financial reporting, accounting, accounts payable, accounts receivable, invoicing, cost reporting and annual budget related to County resources as well as grants;
- 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 relevant 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 relevant County Executive Committee Member.

### **Requirements for Appointment**

#### **CATEGORY A**

- Be a Kenyan citizen
- Possession of a Bachelor's degree or Master's degree in Land Economics, Economics & Statistics, Demography, Mathematics & Statistics, Valuation, Property Management, Architecture, Landscape Architecture, Civil Engineering, Land Economics, Real Estate and Land Administration, Building Economics, Urban/Regional Planning, Estate Management, Community Development, Statistics, Housing Administration, Urban Management, or equivalent qualification from a recognized University;

#### **CATEGORY B**

- Be a Kenyan citizen
- Possession of a Bachelor's degree or Master's degree in any of the following fields; Finance, Business Administration, Accounting, Economics & Statistics, Mathematics & Statistics;
- Must be a certified Public Accountant CPA(K) of good standing and must be a member of the Institute of Certified Public Accountants of Kenya – ICPA(K) and has relevant expertise in the field of Financial Management, or Accounting with experience in Public Service or devolved system of Government and at least some knowledge in Risk Management/Mitigation.

#### **General Requirements for Category A & B**

- Have knowledge and experience of not less than 7 years in the relevant field.
- 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 a member of a professional association;
- Possession of hands on knowledge of Public Finance Management, Accounting and Economic Policy will be a distinct advantage.
- Be computer literate.

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

**Job Ref: KCPSB/D/PP/02/11/03/21**

**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 polies, guidelines and standardss;
- 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 developemnt
- undertaking research on matters relating to physical and land use development planning at the county level;
- recomending 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 applpications; and
- issuance of development permission and other development control instruments under this Act with the approval of the county executive committee meber
- 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 planer 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.

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

**Job Ref: KCPSB/MOH/A/03/11/03/21**

**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.

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

**Job Ref: KCPSB/ENT/MOH/ENT/34/04/11/03/21**

**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

### **5. FLEET MANAGER, JOB GROUP CPSB 09 (1 POSTS)**

**Job Ref: KCPSB/TR&PW/FM/05/11/013/21**

**Terms of Service: Permanent & Pensionable**

#### **Duties and Responsibilities**

- Recommends the vehicles to be bought and how they are equipped;
- Oversee the sale and/or auction of used vehicles as and when due;
- Regularly report expenses and performances of the fleet to the management;
- Draw up a budget for the fleet department and present it to management for further consideration and approval;
- Ensure compliance with government regulations that affect transport industry;
- Take preventive measure to ensure safety of vehicles and drivers;
- Make sure vehicles are always ready and available to meet orders by scheduling and monitoring current trends so as to enable forecasts and planning;
- 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 trends and developments;



- Monitor fuel purchases by administering fuel cards for all vehicles to their respective drivers.

**REQUIREMENTS FOR APPOINTMENT**

- KCSE Mean Grade C Plain;
- A minimum of a Degree in Logistics or Mechanical Engineering (Automotive) from a recognized institution;
- 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;
- Be a team player;
- 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;
- At least 3 years' experience in logistics or fleet management;
- Basic knowledge of computer applications;
- Any other relevant qualification will be an added advantage;

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

**Job Ref: KCPSB/TR&PW/FM/05/11/013/21**

**Terms of Service: Permanent & Pensionable**

**Duties and Responsibilities**

- This is the entry and training grade into this cadre. An officer at this cadre will be on-the-job training and will work under the supervision of an experienced officer.
- Specific duties will involve the inspection and maintenance of electrical installations in Public Buildings and Government Quarters;
- design of electrical/electronic engineering services in government buildings and construction works;
- testing, maintenance and repair of electrical installation and controls related to fire-detection equipment, cookers, catering equipment, lifts, boilers water heaters and general domestic appliances;
- inspection and maintenance of electrical controls in power generating plants and machinery;
- Testing and maintenance of low and medium voltage distribution systems.

**Requirements for Appointment**

- For appointment to this grade, a candidate must have a Diploma in Electrical Engineering or Electrical Technician Certificate Part II or equivalent and relevant 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, 26<sup>th</sup> March 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.**