

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/01/11/11/21

Terms of Service: Contract

Duties and Responsibilities

- The Director will be answerable to the Chief Officer in the relevant Department and will be responsible for the following tasks.
- Development, Implementation and evaluation of the relevant division strategic plans, programmes and projects in collaboration with other departments and stakeholders, planning and supervision of the relevant division's programmes and activities;
- Organization direction, control and coordination of 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 insitutional frameworks for implementation of the mandate of the division;
- Handling administrative, Human Resources and assets managmeent 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

- 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;
- MUST be Computer literate.

2. PRINCIPAL PHYSICAL PLANNER – JOB GROUP CPSB 06 (1 POST)

Job Ref: KCPSB/P/PP/02/11/11/21

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

The Principal Physical Planner will be answerable to the Director Physical Planning and will be responsible for the following tasks;

- Leading planning teams to prepare county, metropolitan, regional, urban, rural physical development plans; participating in the preparation of inter-county physical and land use development;
- Providing guidance on data requirements for the various categories of physical development plans;
- Implementing physical planning policies, strategies, standards and programmes;
- Management of physical planning data;
- Initiating, preparing and monitoring the implementation of county and local physical development plans;
- Preparing action plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities;
- Providing advice to government and private agencies on development proposals and plans;
- Implementing and providing feedback on physical planning guidelines and standards; undertaking thematic regional studies on matters relating to physical planning;
- Setting agenda and convening physical planning liaison committee meetings, keeping record of deliberations and communicate decisions of the physical planning liaison committees;
- Providing advice on development application and development control matters;
- Carrying out public education on physical planning matters; and preparing annual state of physical planning reports on county and local physical development plans;

- Ensure proper execution of physical development control and preservation orders;
- Preparing annual state of physical planning reports on county and local physical development;
- Prepare Annual Sectional Work Plans; procurement plan; revenue and AIA returns; expenditure returns;
- Monitoring and evaluation of the Departmental programmes;
- Guidance, supervision and development of staff;

Requirements for appointment

- Be a Kenyan Citizen,
- Have a Bachelor's Degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- Have at least three years' post-qualification professional experience in physical and land use planning; and
- Be registered as a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- Have attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- Have demonstrated merit and shown ability as reflected in work performance and results.
- 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;
- MUST be computer literate.

3. SENIOR PHYSICAL PLANNER (JOB GROUP CPSB 08 – (1) POST

Job Ref: KCPSB/S/PP/03/11/11/21

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- An officer at this level will be responsible for: - preparing physical development plans for small and medium sized urban areas;
- Collecting, collating and analyzing urban and regional physical planning data;
- Preparing action plans for specific projects such as residential housing schemes and shopping centers.
- Providing advice on development applications
- Providing logistical support to physical planning liaison committees
- Updating and maintaining physical planning records.

Requirements for Appointment

For appointment to this grade, an officer must:

- Have served in the grade of Physical Planner for a minimum period of three (3) years;
- Have a Bachelor's Degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- Be a graduate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- Have a certificate in computer applications from a recognized institution; and
- Have demonstrated merit and shown ability as reflected in work performance and results.

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, 26th November 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.