

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 (CPSB 03) (1 POST)

Job Ref: KCPSB/D/PP/01/17/10/22

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

Reporting to the Chief Officer, Lands, Physical Planning and Urban Planning, the Director Physical Planning will be responsible for interpretation and implementation of the Physical and Land Use Planning Act 2019, Urban Areas and Cities Act, 2011; any other law(s) that may be enacted to guide the Physical Planning function; and policies on land use, urban development, development control and preservation orders.

- Providing technical advice to the County on physical planning matters;
- Overseeing implementation of physical development policies, guidelines, strategies and spatial plans;
- Overseeing development of a framework for development of County infrastructure;
- Co-ordinating site analysis;
- Overseeing collection of geographic data for preparation, design and review of physical development plans;
- Spearheading vetting and verification of physical development and building plans;
- Regulate use of County land;
- Overseeing implementation of development control and preservation orders.
- Providing technical advice on matters concerning alienation and appropriate use of land such as change of user, extension of user, extension of lease, subdivision of land and amalgamation of County land;
- Ensuring conversion of analogue plans to digital form;
- Managing and maintaining physical planning records and data bank;

- Resolving conflicts arising from physical planning processes;
- Initiating and facilitating research on urbanization strategies and policies and any other matter related to Physical Planning
- Collaborating with stakeholders and the National Lands Commission and National Government on matters related to physical planning.
- Any other duties that may be assigned.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- Served in the grade of Deputy Director, Physical Planning or equivalent position in the Public Service or Private Sector for a minimum period of three (3) years;
- Bachelor's degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- Membership to the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- Registration by the Physical Planners Registration Board;
- Certificate in computer applications skills;
- Shown administrative ability and professional competence necessary for the effective performance of work at this level; and
- Demonstrated managerial and professional competence in work performance and results.
- Master's degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning, Regional Planning or Town Planning from a recognized institution will be an added advantage;
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage;

2. DIRECTOR GENDER & SOCIAL DEVELOPMENT (CPSB 03) (1 POST)

Job Ref: KCPSB/D/GS/02/17/10/22

Terms of Service: Contract

Duties and Responsibilities

- Reporting to the Chief Officer, Gender and Youth, the Director Gender and Social Development will be responsible for the following: -
- Formulating, implementing and monitoring of gender and social development policies and programmes;
- Identifying and maximizing local, regional and global opportunities for gender empowerment;
- Liaising with stakeholders to mobilize resources for gender and social programs/ projects;

- Disseminating information on gender and social development issues;
- Ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity in the department.
- Coordinating collection and development of gender-disaggregated data and management information systems;
- Monitoring gender mainstreaming, socio-economic empowerment, Female Genital Mutilation, and Sexual and Gender-Based Violence projects and programs and establishing the level of compliance;
- Facilitating gender mainstreaming activities in Departments and Agencies;
- Promoting gender socio-economic empowerment;
- Monitoring prevalence of Female Genital Mutilation and Sexual and Gender-Based Violence; and
- Any other duties assigned.

Requirements for Appointment

- Served in the grade of Deputy Director, Gender and Social Development or equivalent position in the Public Service or Private Sector for a minimum period of three (3) years;
- Bachelor's degree in any of the following disciplines: - Gender Studies, Gender and Development, Sociology, Business Administration (Finance/Entrepreneurship), Anthropology, Counseling and Psychology, Economics, Law or any other relevant Social Science from a university recognized in Kenya;
- Demonstrated managerial, administrative and professional competence on matters relating to gender and social development.
- A Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.
- Master's degree in any of the following disciplines: - Gender and Development, Business Administration, Project Development and Management, Anthropology, Counseling, Project Planning and Management, Public Administration/Policy, Economics, Law or any other relevant qualification from a university recognized in Kenya will be an added advantage;

3. DIRECTOR YOUTH (CPSB 03) (1 POST)

Job Ref: KCPSB/D/Y/03/17/10/22

Terms of Service: Contract

Duties and Responsibilities

- Reporting to the Chief Officer, Gender and Youth, the Director Youth will be responsible for the following: -
- Coordinate the development of a strategic plan for the youth department;
- Formulate an annual budget for the youth department;
- Develop youth – friendly strategies;
- Formulate policies to guide on youth groups management;

- Oversee the management of youth programmes;
- Develop strategies on youth entrepreneurial programmes;
- Enable development of the capacity of youth instructors in the county;
- Provide leadership in the management of youth groups;
- Develop linkages with stakeholders involved in youth affairs;
- Develop a work plan on inter and intra county youth involvement; and
- Develop and Implement sports and recreational programs and policies.

Requirements for Appointment

- Bachelor's degree in any of the following disciplines: Entrepreneurship, Sociology, Social Work, Gender and Development, Culture and Development, Social Development or any other relevant qualification from a recognized institution;
- A Master's degree in any of the following disciplines: Anthropology, Sociology, Social Work, Gender and Development, Culture and Development, Social Development or any other relevant qualification from a recognized institution will be an added advantage;
- Attended a six (6) weeks Strategic Leadership Development Course from a recognized institution is an added advantage.
- Certificate in Computer Applications.
- Demonstrated track record and achievements in management of youth;
- Have excellent communication and interpersonal skills; and
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution of Kenya.

4. DIRECTOR SPORTS (CPSB 03) (1 POST)

Job Ref: KCPSB/D/S/04/17/10/22

Terms of Service: Contract

Duties and Responsibilities

Reporting to the Chief Officer, Sports, Culture and Social Services, the Director Sports will be responsible for the following: -

- Develop and Implement sports and recreational programs and policies;
- Creation of awareness on sporting activities in the County including following up on Implementation of related projects;
- Offer advisory and counseling services to sportsmen and women;
- Supervise sports personnel, coordinate and regulate workers in developing sports;
- Oversee the improvement and maintenance of sports facilities in the county;
- Coordinate and promote ward, sub-county, inter-county and national sports programs and

- Identify local talent and give recommendation to sports organizations/ institutions or specialized groups for absorption or funding
- Upgrading of stadia and ward playgrounds in the County;
- Develop, manage and implement sports programs in the County;
- Promote and coordinate sports training and education;
- Create platforms for athletes to showcase and market their talents;
- Expand sports as an industry for sustainable livelihoods;
- Develop and manage sports facilities;
- Arbitration in sports disputes;
- Certification and registration of sports clubs;
- Identify, local talents and give recommendations to sports organizations/ institutes or specialized groups for absorption or funding;
- Overseeing of elections for sports federations;
- Overseeing the improvement and maintenance of sports facilities in the County;
- Coordinate and promote ward, Sub County, inter-County and National sports programs and identify local talents and give recommendation to sports organizations/ institutions or specialized groups for absorption or funding; and
- Any other duty as may be assigned by a competent authority

Requirements for Appointment

- Be a Kenyan citizen;
- Have a minimum of ten (10) years' relevant experience in sports management three (3) of which at the level of Assistant Director Sports and above or its equivalent and relevant position in the Public service or Private sector;
- Be a holder of a Bachelor's degree in Sports Management/Physical Education or relevant and equivalent qualification from a recognized institution;
- Demonstrate track record and achievements in management of sports;
- Have undergone a senior management course for a period of four (4) weeks;
- Be conversant with the legal framework governing sports management;
- Have excellent communication and interpersonal skills;
- Be self-driven with a lot of initiative and drive;
- Be Proficient in computer applications skills;
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution and I) satisfy the requirements of Chapter 6 of the Constitution of
- Possession of a relevant Master's degree will be an added advantage

5. PRINCIPAL SPORTS OFFICER (CPSB 06) (1 POST)

Job Ref: KCPSB/P/S/SO/05/17/10/22

Terms of Service: Permanent

Duties and Responsibilities

Reporting to the Director Sports, the Principal Sports Officer will be responsible for the effective leadership and administration of the Department of sports.

Specific duties and responsibilities include: -

- Assist in formulating, implementing and reviewing sports policies, strategies and programmes;
- Coordination, supervision and implementation of sporting activities, policies and development programmes regarding sports at the county level;
- Overall coordination and management of sports activities in the county;
- Supervise full and part-time sports officers, full responsibility for training, mentoring, and evaluating sports officers in the County;
- Liaise with stakeholders such as sports federations, clubs and teams in conducting clinics in sports standards;
- Act as strategic and policy advisor on sports matters to the Director and Chief Officer in the department;
- Work with other agencies, bodies, government to improve the sports and other recreational facilities and enhance the use of the facilities;
- Collaborate with sports federations to monitor doping in sports and participate in organizing sports championship;
- Oversee the monitoring and evaluating of sport programmes and projects in the county;
- Prepare quarterly and annual reports detailing challenges and successes of the section;
- Establish and maintain standards of dress, scholarship and conduct for team travel and training, and practice rules for all County Sports;
- Develop and manage departmental, team, and special events sports budgets;
- Preside over elections of sports association and supervision of sports association in the county;
- Oversee development and maintenance of sports grounds, stadia and recreational facilities;
- Any other duty as may be assigned by a competent authority.

Requirements for Appointment

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

- Be a Kenyan citizen
- Served as Chief Sport Officer in public service or its equivalent;

- A Bachelor's degree Sports Management OR its equivalent from a university recognized in Kenya;
- Attended a Senior Management Course in a recognized institution;
- Demonstrated leadership, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to the sports function.
- Be Proficient in computer applications skills;

6. SPORTS OFFICER (CPSB 09) (1 POST)

Job Ref: KCPSB/SO/06/17/10/22

Terms of Service: Permanent

Duties and Responsibilities

Reporting to the Director Sports, the Sports Officer will be responsible for the following duties and responsibilities include: -

- Generating interest and increasing participation in sports;
- Create a keen interest in sports among the youth;
- Provide leadership and organizational skills in sports;
- Liaise with other stakeholders in sporting;
- Identifying sports, recreation and health initiatives;
- Making and executing work plans, budgets and periodical reports as may be required by your seniors;
- Engaging the community in sporting activities;
- Disseminate information on organized sport-related projects and programmes;
- Increase participation in various sports activities of all kinds to reduce ill health, crime and other anti-social activities.

Requirements for Appointment

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

- A Bachelor's degree in Physical Education, Anthropology, Sociology or any other relevant qualification from a recognized institution;
- A certificate in computer applications.

7. YOUTH DEVELOPMENT OFFICER (CPSB 09) (1 POST)

Job Ref: KCPSB/YDO/07/17/10/22

Terms of Service: Permanent

Duties and Responsibilities

- Develop an evaluation strategy for the implementation of youth development programmes in the county
- Liaise with relevant stakeholders and youths in implementation of youth development programmes to identify the needs of youths.
- Coordinate with youth to develop a communication strategy to improve effective promotion of youth development programmes.
- Plan and facilitate group programmes, projects and youth events in the county to enhance youth development.
- Develop work plans on youth development programmes and submit timesheets that comply with administrative responsibilities.
- Support local outreach programmes, capacity building and education projects in mainstream youth set up.
- Record and evaluate youth development projects using the appropriate methods and contribute to funding applications and reports.
- Any other duties as may be assigned.

Requirements for Appointment

- Be a holder of at least a Bachelor degree in social sciences, sports science/development studies, sociology or any other related degree from a recognized university;
- Must have served in comparable and relevant position in the public service for a minimum period of three years;
- At least two (2) years' experience in Youth affairs,
- Have the ability to build and lead cohesive teams;
- Be in possession of excellent problem solving skills.
- Certificate in Computer Application.

8. OFFICE ADMINISTRATOR (CPSB 10) (1 POST)

Job Ref: KCPSB/AO/08/17/10/22

Terms of Service: Permanent

Duties and Responsibilities

- Prepare and manage correspondences, reports and documents
- Organize and coordinating meetings, conferences and travel arrangements
- Set up and maintain file systems

- Recording of proceedings and minutes
- Typing from drafts, manuscripts, processing data
- Operating office equipment
- Attending to visitors/clients
- Handling telephone calls and appointments
- Ensuring security of office records, equipment and documents including classified material
- Preparing responses to simple routine correspondences
- Undertaking any secretarial duties that may be assigned

Qualifications

- Have a Diploma in office Administration or any Secretarial Course
- Familiarity with office organization and optimization techniques
- High degree of multitasking and time management capability
- Excellent written and verbal skills
- Integrity and professionalism
- Proficiency in Ms Office

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, 4th November 2022**

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.