

## COUNTY GOVERNMENT OF KIRINYAGA



### COUNTY PUBLIC SERVICE BOARD

Pursuant to the provisions of section 14 of the Urban Areas and Cities Act (Amendment) 2019, the Kirinyaga County Public Service Board invites applications from competent and qualified person to serve as a member of the Kerugoya/Kutus Municipal Board. The member of the board shall hold office for a term of **five years** on a **part time** basis.

#### **1. MEMBER, KERUGOYA/KUTUS MUNICIPAL BOARD (3 POSTS)**

**Job Ref: KCPSB/M/KKMB/01/18/09/23**

**Terms of Service: Contract of five years on part time basis**

Urban Areas and Cities Act, 2011 sets the framework for governance and management of urban areas and cities in Kenya. It clarifies the role and contribution of urban areas and cities to the development of the national and county economies.

#### **Duties & Responsibilities**

- Oversee the affairs of the municipality
- Develop and adopt policies, plans, strategies and programmes, and set targets for delivery of services;
- Formulate and implement a time bound integrated development plan;
- Control land use, land sub-division, land development and zoning by the public and private sectors for any purpose, as may be delegated by the county government;
- Promote and undertake infrastructural development and services within the municipality as may be delegated by the county government;
- Develop and manage schemes, including site development in collaboration with the relevant national and county agencies;

- Maintain a comprehensive database and information system of the administration and provide public access thereto;
- Administer and regulate the Boards internal affairs;
- Implement applicable national and county legislation;
- Enter into such contracts, partnerships or joint ventures as the Board may consider necessary for the discharge of its functions under the act or other written law;
- Monitor, and where appropriate, regulate Municipal services where those services are provided by service providers other than the board of the Municipal;
- Prepare Boards budget for approval by the county executive committee and administer the budget as approved;
- Collect rates, taxes levies, duties, fees and surcharges on fees on behalf of the county government;
- Set and implement tariff, rates and tax debt collection policies as delegated by the county government;
- Monitor the impact and effectiveness of any services, policies, programmes or plans;
- Establish, implement and monitor performance management systems;
- Promote a safe and healthy environment
- Facilitate and regulate public transport; and
- Perform such other functions as may be delegated to the Board by the county government or as may be provided for by any written law.

**Requirements for Appointment:**

- a) Holds at least a diploma from an institution recognized in Kenya;
- b) Has a distinguished career in a medium level management position in either the private or public sector;
- c) Holds at least five years' post- qualification professional experience; and
- d) Satisfies the requirements of Chapter Six of the Constitution;
- e) Is ordinarily resident or has a permanent dwelling in the municipality; and
- f) Carries on business in the municipality or has lived in the municipality for at least five years.

g) Evidence of having fulfilled requirements (e) and (f) above.

**NB:** The member of the board of the municipality shall be nominated by a cluster representing registered neighbourhood associations in the area.

The nominated member identified by the organizations/associations specified above will also be required to produce evidence of nomination from their organizations/associations.

Signed minutes as evidence of an accountable process of nomination; evidence of compliance with statutory obligations at the time of nomination; and

vetting form to establish that the nominee has complied with the prescribed criteria for appointment as a member of the board. By way of this notice, all associations are advised to comply and offer their members the necessary assistance.

## **2. SUPERINTENDING ENGINEER (MECHANICAL – BUILDING SERVICES) – JOB GROUP CPSB 08 (1 POST)**

**Job Ref: SE/MBS/ 02/18/09/23**

**Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

Reporting to the Director Public Works, an officer at this level will be required to undertake the following duties and responsibilities: -

- Design and drawing of mechanical systems within County Government Buildings and Construction Works, such as ventilation, air conditioning and fire protection.
- Apply technology like Building Information Modelling (BIM) to provide accurate and holistic designs.
- Analyze problems, perform calculations, supervise work, and carry out end-of-work inspections to ensure quality, efficiency, and affordability throughout the lifecycle of a project.
- Preparation of specifications for new equipment.
- Carry out and monitor the installation process of the equipment to their appropriate places, test-run to check for any faulty parts, and ensure that they are used and maintained following industry recommendations and standards.
- Collaborate with other professionals like Electrical Engineers, Structural

Engineers, Civil Engineers, Project managers to deliver quality work.

- Repair and maintenance of mechanical installations in waterworks, offices, workshops, conference complexes and other government facilities.
- Ensure that all County Government Buildings Services meet health and safety requirements and environmental legislation.
- Preparation of Bills of Quantities and processing of tenders for mechanical installation work.
- Any other relevant duties that may be assigned from time to time.

### **Requirements for Appointment**

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

- Served in the grade of Assistant Engineer II (Mechanical – Building Services) or a comparable and relevant position in the Public Service for at least three (3) years.
- A Bachelor’s Degree in Mechanical Engineering or any other relevant and equivalent qualification from a recognized institution.
- Been registered by Engineers Registration Board of Kenya.
- Attended a Project Development and Management course lasting not less than four (4) weeks from a recognized Institution.
- Shown merit and 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, 29<sup>th</sup> September 2023**

**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.**