

# COUNTY GOVERNMENT OF KISUMU



## COUNTY PUBLIC SERVICE BOARD

### VACANCIES

Kisumu County Public Service Board wishes to recruit competent and qualified persons to fill the following positions in their respective Departments as listed below: -

#### 1. DEPARTMENT OF GOVERNANCE & ADMINISTRATION

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1.	County Secretary	T	KSM/CPSB/2019/017	1
2.	Deputy County Secretary	S	KSM/CPSB/2019/018	1
3.	Chief Officer Governance and Administration	S	KSM/CPSB/2019/019	1
4.	Chief Officer Strategy Policy and Delivery	S	KSM/CPSB/2019/020	1
5.	Chief Officer Information and Public Communication	S	KSM/CPSB/2019/021	1
6.	Director Performance Management	R	KSM/CPSB/2019/022	1
7.	Director Monitoring and Evaluation	R	KSM/CPSB/2019/023	1
8.	Chief Office Administrator (Executive Secretary)	M	KSM/CPSB/2019/024	2
9.	Director Human Resource Management	R	KSM/CPSB/2019/025	1

#### 2. DEPARTMENT OF ROADS, TRANSPORT AND PUBLIC WORKS

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1	Chief Officer Roads and Public Works	S	KSM/CPSB/2019/026	1
2	Chief Officer Marine Transport and Mechanical Engineering	S	KSM/CPSB/2019/027	1
3	Director Roads	R	KSM/CPSB/2019/028	1
4	Director Marine Transport	R	KSM/CPSB/2019/029	1
5	Director Public Works	R	KSM/CPSB/2019/030	1
6	Director Mechanical, Engineering & Transport	R	KSM/CPSB/2019/031	1

#### 3. DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES & IRRIGATION

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1	Chief Officer Agriculture & Irrigation	S	KSM/CPSB/2019/032	1
2	Chief Officer Livestock and Fisheries	S	KSM/CPSB/2019/033	1
3	Director Agriculture and Crop Production	R	KSM/CPSB/2019/034	1
4	Director Livestock Production	R	KSM/CPSB/2019/035	1
5	Director Veterinary Services	R	KSM/CPSB/2019/036	1
6	Director Irrigation	R	KSM/CPSB/2019/037	1
7	Director Fisheries	R	KSM/CPSB/2019/038	1

#### 4. DEPARTMENT OF TOURISM, CULTURE, ARTS & SPORTS

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1	Chief Officer Tourism, Culture & Arts	S	KSM/CPSB/2019/039	1
2	Chief Officer Sports Management	S	KSM/CPSB/2019/040	1
3	Director Tourism	R	KSM/CPSB/2019/041	1
4	Director Culture and Arts	R	KSM/CPSB/2019/042	1
5	Director Meetings, Incentives, Conference & Exhibitions (MICE)	R	KSM/CPSB/2019/043	1
6	Director Sports and Talent Development	R	KSM/CPSB/2019/044	1
7	Director Sports Facilities Management	R	KSM/CPSB/2019/045	1

**5. DEPARTMENT OF ENVIRONMENT, WATER & NATURAL RESOURCES**

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1	Chief Officer Water & Sewerage Services	S	KSM/CPSB/2019/046	1
2	Chief Officer Environment & Natural Resources	S	KSM/CPSB/2019/047	1

**6. DEPARTMENT OF EDUCATION, ICT AND HUMAN CAPACITY DEVELOPMENT**

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1	Chief Officer Education & ICT	S	KSM/CPSB/2019/048	1
2	Chief Officer Women, Social Services, Youth & PWD	S	KSM/CPSB/2019/049	1
3	Director of Youth Training (TVET)	R	KSM/CPSB/2019/050	1
4	Director Education (Early Childhood)	R	KSM/CPSB/2019/051	1
5	Director Women, Youth & Persons with Disabilities (PWD) Affairs	R	KSM/CPSB/2019/052	1
6	Director Social Services	R	KSM/CPSB/2019/053	1

**7. DEPARTMENT OF BUSINESS, COOPERATIVES & MARKETING**

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1	Chief Officer Business Cooperative & Marketing	S	KSM/CPSB/2019/054	1
2	Director Trade, Markets & Enterprise Development	R	KSM/CPSB/2019/055	1
3	Director Alcoholic Beverages, Liquor Licensing, Betting and Gaming Control	R	KSM/CPSB/2019/056	1
4	Director Cooperatives & Marketing	R	KSM/CPSB/2019/057	1

**8. DEPARTMENT OF ENERGY & INDUSTRIALIZATION**

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1	Chief Officer Energy & Industrialization	S	KSM/CPSB/2019/058	1
2	Director Petroleum & Electricity	R	KSM/CPSB/2019/059	1
3	Director Cottage Industries & Special Economic Zones (SEZ)	R	KSM/CPSB/2019/060	1

**9. DEPARTMENT OF LANDS, HOUSING, PHYSICAL PLANNING & URBAN DEVELOPMENT**

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1	Chief Officer Lands, Survey and Physical Planning	S	KSM/CPSB/2019/061	1
2	Chief Officer Housing & Urban Development	S	KSM/CPSB/2019/062	1
3	Director Physical Planning	R	KSM/CPSB/2019/063	1
4	Director Land Survey	R	KSM/CPSB/2019/064	1
5	Director Lands and Administration	R	KSM/CPSB/2019/065	1
6	Director Housing	R	KSM/CPSB/2019/066	1
7	Director Urban Development	R	KSM/CPSB/2019/067	1

**10. DEPARTMENT OF FINANCE & ECONOMIC PLANNING**

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1	Chief Officer Finance	S	KSM/CPSB/2019/068	1
2	Chief Officer Economic Planning	S	KSM/CPSB/2019/069	1
3	Director Risk & Asset Portfolio Management	R	KSM/CPSB/2019/070	1
4	Director Supply Chain Management	R	KSM/CPSB/2019/071	1
5	Director Planning and Statistics	R	KSM/CPSB/2019/072	1
6	Director of Public Participation	R	KSM/CPSB/2019/073	1
7	Director Accounting	R	KSM/CPSB/2019/074	1
8	Director Budget	R	KSM/CPSB/2019/075	1

**11. DEPARTMENT OF HEALTH & SANITATION**

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1	Chief Officer Environment and Health Services	S	KSM/CPSB/2019/076	1
2	Chief Officer Planning, Strategy, Policy, Partnerships & General Administration	S	KSM/CPSB/2019/077	1
3	Director Curative & Rehabilitative Services	R	KSM/CPSB/2019/078	1

4	Director Public Health, Preventive/Promotive & Environmental Health Services	R	KSM/CPSB/2019/079	1
5	Director Policy Planning, Strategy, Partnerships & Resource Mobilization	R	KSM/CPSB/2019/080	1
6	Director General Administration, Logistics & Infrastructure Development	R	KSM/CPSB/2019/081	1

## 12. PUBLIC SERVICE BOARD

	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1.	Director Human Resource Management	R	KSM/CPSB/2019/082	1
2.	Director Finance & Administration	R	KSM/CPSB/2019/083	1
3.	Director Ethics & Governance	R	KSM/CPSB/2019/084	1
4.	Public Relations Officer	M	KSM/CPSB/2019/085	1
5.	Procurement/Logistics Officer	M	KSM/CPSB/2019/086	1
6.	Senior Ethics & Governance Officer	L	KSM/CPSB/2019/087	1
7.	Legal Officer	M	KSM/CPSB/2019/088	1
8.	Senior Internal Auditor	M	KSM/CPSB/2019/089	1
9.	Chief Office Administrator	M	KSM/CPSB/2019/090	2
10.	Accountant	L	KSM/CPSB/2019/091	1
11.	Human Resource Records Clerks	K	KSM/CPSB/2019/092	2
12.	Accounts Clerk	H	KSM/CPSB/2019/093	1
13.	Human Resource Clerk	K	KSM/CPSB/2019/094	1
14.	ICT Assistant	H	KSM/CPSB/2019/095	1
15.	Procurement Assistant	H	KSM/CPSB/2019/096	1
16.	Drivers	D	KSM/CPSB/2019/097	2
17.	Legal Clerk	J/K	KSM/CPSB/2019/098	1
18.	Office Assistant	G	KSM/CPSB/2019/099	1

Note: The positions of County Secretary, Deputy County Secretary, Chief Officers and Directors will be on Contract for a period of three years renewable based on successful performance.

For details on the above advertised positions and how to apply, applicants are asked to visit our website [www.kisumu.go.ke](http://www.kisumu.go.ke).

### HOW TO APPLY

The candidate should apply by downloading and filling **application for employment form** available on our website. All dully filled forms should be sent to the undersigned on or before **19<sup>th</sup> July 2019 at 4.00 pm**.

**THE SECRETARY  
PUBLIC SERVICE BOARD  
P.O. BOX 7792-40100, KISUMU**

Hand delivered applications can be dropped at our offices located at **Kisumu County Public Service Board Offices (Former M.E.O Office), Okore Rd, Milimani, Kisumu**.

All candidates interested in any of the above positions must attach clearance certificates from KRA, HELB, EACC, CID, CRB and Commission for Higher Education for degrees obtained outside Kenya.

Only shortlisted candidates will be contacted.

NB: The County Government of Kisumu is an equal opportunity employer **and women, the youth and persons with disabilities who meet the specified requirements are encouraged to apply and also indicate so in their applications.**



## **VACANCIES IN THE DEPARTMENT OF GOVERNANCE & ADMINISTRATION**

### **1. COUNTY SECRETARY – JG ‘T’ (1 POST) Ref: KSM/CPSB/2019/017**

#### **Duties and Responsibilities**

The County Secretary will be the head of the County Public Service Board and will be responsible for the following:

- Head of Public Service in the County Government.
- Providing strategic policy direction to improve service delivery in the County Public Service.
- Arranging the business, and keeping the minutes of the County Executive Committee subject to the directions of the executive committee.
- Conveying the decisions of the County Executive Committee to the appropriate persons or authorities and track their implementation.
- Establishing and developing collaboration with national government ministries or departments, partners and other relevant stakeholders.
- Ensure efficient management of resources.
- Interpret, disseminate and oversee the implementation of National and County Government policies.
- Coordinate County Government activities.
- Provide direction to public officers in the County.
- Performing any other functions as directed by the Governor and the County Executive Committee.

#### **Requirements and competencies for Appointment.**

- Be a Kenyan citizen.
- Be a holder of at least first degree in relevant field in Public Administration from a recognized university in Kenya.
- Have knowledge, experience and a distinguished career of not less than ten (10) years in a senior in and management, administration in the Public Service or Private Sector.
- A master’s degree or higher academic qualifications from a university recognized in Kenya will be an added advantage.
- Have demonstrable leadership and management capacity including knowledge of public financial management and strategic people management.
- Be conversant with the Constitution of Kenya, and Devolution Laws.
- Have ability to work in a multi –ethnic environment with sensitivity and respect to diversity.
- Have capacity to work under pressure to meet deadline.
- Demonstrate understanding and commitment to the national values and principles of governance as outlined in the articles 10 and 232 of the Constitution of Kenya 2010.
- Be a strategic thinker and result oriented.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity.
- A member of Certified Public Secretaries of Kenya CPS (K) or any other relevant Professional body will have an added advantage.

### **Core Competencies;**

The following core competencies and skills will be required for the position of the County Secretary.

- Knowledge in policymaking, ability to transform vision/manifesto into Government policies and impact understanding of the same to members of staff.
- Institutional development through structures, systems and mechanisms for effective and efficient delivery of service.
- Strong leadership and influencing skills.
- Ability to communicate Government policies, programs, projects and intention to the public and stakeholders.
- Ability to develop and set international best practices and standards to guide the delivery of services and development agenda.
- Knowledge of international, national and county specific development goals and obligations and mainstreaming them into the County agenda and hands-on approach to execution of duties.

## **2. DEPUTY COUNTY SECRETARY – JG ‘S’ (1 POST) Ref: KSM/CPSB/2019/018**

Reporting to the County Secretary

### **Duties and Responsibilities**

- Deputizing for the County Secretary during his absence.
- Receiving official County Government correspondence.
- Planning and coordination of meetings.
- Liaison activities between the County Secretary’s office and other departments.
- Coordinating Logistics for County forums.
- Any other duty as may be assigned by the County Secretary from time to time.

### **Requirements and competencies for Appointment.**

For appointment of this grade, a candidate must;

- Have a Bachelor’s Degree in administration or in any other relevant field from recognized university in Kenya.
- Be in possession of a master’s degree in either strategic management, Business Administration, Economics or equivalent qualification from a university recognized in Kenya.
- Have relevant knowledge and experience of not less than ten (10) years in Public or Private sector.
- Demonstrate a high degree of professional and technical competence as reflected in work performance and results.
- Have a thorough understanding of devolution, the County Development objectives and Vision 2030.
- Be a strategic thinker and result oriented.
- Satisfy the requirement of Chapter Six of the Constitution of Kenya on leadership and strategy.
- A member of Certified Public Secretaries of Kenya CPS (K) or any other relevant Professional body will have an added advantage.

**3. CHIEF OFFICER GOVERNANCE ND ADMINISTRATION – JG ‘S’ (1 POST) Ref: KSM/CPSB/2019/019**

**Duties and Responsibilities**

- Administration of a county department
- Formulation and implementation of programs to attain Vision 2030 and sector goals
- Development and implementation of strategic plans and sector development plans
- Implementation of policies and regulations
- Providing strategic policy direction for effective service delivery
- Ensuring compliance with the 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 from time to time.

**Requirements and competencies for Appointment:**

- Be a Kenyan citizen;
- Have a Bachelor’s degree from a University recognized in Kenya.
- Possession of a Master’s degree in a relevant field will be an added advantage;
- Have vast knowledge and experience of not less than 10 years in the relevant field, 5 of which should be in a senior/managerial position in a large organization;
- Demonstrate thorough understanding of county development objectives and Vision 2030;
- Be a strategic thinker and results-oriented;
- Have excellent communication, organizational and interpersonal skills;
- Have Certificate in Senior Management Course from Kenya School of Government
- Have Certificate in Strategic Leadership Development Program from Kenya School of Government
- Have capacity to work under pressure to meet strict timelines;
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Satisfy the requirements of Chapter 6 of the Constitution;
- Demonstrate understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the Constitution of Kenya; and
- Be computer literate.

**4. CHIEF OFFICER STRATEGY POLICY AND DELIVERY – JG ‘S’ (1 POST) - Ref: KSM/CPSB/2019/020**

**Duties and Responsibilities**

- Planning for Delivery – this includes, but is not limited to collaboration with departments in developing the County Integrated Development Plan (CIDP), the Annual Development Plan (ADP) and all other plans of the County Government as prescribed in the County Government Act;
- Coordinating implementation of the Governor’s flagship projects, including resource mobilization, donor relations and partnerships management for the projects;
- Monitoring, Evaluation and Reporting using the government-wide Monitoring and Evaluation system, to support and consolidate the M&E activities at the departmental level;

- Addressing obstacles to delivery by carrying out research, analysis and offering advisory services to departments;
- Building capacity at the departmental level and facilitating inter-departmental learning;
- Developing and managing the Performance Management Framework for the County government;
- Coordinating communication and accountability on the overall performance of the government to citizens and stakeholder groups.
- Overseeing activities of the Kisumu Economic and Social Council (KECOSOC).

**Requirements and competencies for Appointment:**

- Be a Kenyan citizen
- At least Master degree in Economics, development studies or related field.
- At least ten (10) years' experience five (5) of which must be in Senior Management Position in the Private or Public Sector
- Experience in development planning, programme management and implementation of results oriented programmes
- Have capacity to work under pressure to meet strict timelines
- Satisfy the requirements of Chapter 6 of the Constitution
- Demonstrate understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the Constitution of Kenya; and
- Be computer literate.

**5. CHIEF OFFICER INFORMATION AND PUBLIC COMMUNICATION – JG ‘S’ (1 POST) - Ref: KSM/CPSB/2019/021**

**Duties and Responsibilities**

- Responsible for professional, administrative and operational matters relating to public communications in the entire County.
- The formulation, implementation and co-ordination of Information and Public Communication policies, strategies, programmes strategies and design of appropriate programmes and infrastructure to facilitate its implementation in the County
- Advising on Information and Public Communications issues
- Monitoring information and public communications policies and programs and reviewing them as appropriate
- identifying County Government events that require packaging for dissemination to the media and the public
- Preparing media supplements, documentaries, press release/media features
- Ensuring that the County's digital media platforms and website are well managed and issues raised and responded to appropriately.
- preparing and organizing fora where County Government policies, programmes and projects can be propagated and promoted; and
- Ensuring professionalism, ethics and consistency in information gathering and dissemination

**Requirements and competencies for Appointment**

- Have work experience in a comparable and relevant position in a large organization for minimum period of ten (10) years, five (5) of which must be in a senior management position;

- Be in possession of a Bachelor's degree in a relevant field from a university recognized in Kenya;
- Have a Master's degree in any of the following disciplines: Mass Communication, Communication Studies, Information Sciences, Public Relations, Journalism, International Relations, Social Sciences or any other approved equivalent qualifications from a recognized institution;
- Possess strong leadership skills;
- Possess excellent oral and written communication skills in both English and Kiswahili;
- Be of high integrity, motivated and a team player with ability to strategically think, plan and implement information and public communication programmes;
- Possess advanced computer application skills;
- Be conversant with Government policies and regulations, and devolution laws;
- Have a clear understanding of National Development Goals, Policies and Programmes, vision 2030, Sustainable Development Goals and the ability to translate the role of Information and Public Communications towards realization of the same; and Have demonstrated outstanding professional and managerial competence in management of Information and Public Communications function as reflected in work performance and results.

**6. DIRECTOR PERFORMANCE AND MANAGEMENT – JG 'R' (1 POST) Ref: KSM/CPSB/2019/022**

**Duties and Responsibilities**

- Coordinating the formulation, implementation and review of the County Integrated Performance Management System;
- Coordinating the dissemination and reporting on the County Performance Management plan;
- Coordinating efficiency monitoring functions across departments;
- Providing support in analyzing performance review reports and verifying the integrity of the reports;
- Making proposals/recommendations for performance improvement;
- Supporting the Governor's office and County Secretary's office in developing annual performance plans and targets;
- Preparing performance reports to the County Assembly;
- Managing and planning for citizen participation in the evaluation of the County Government performance;
- Organizing public events for sharing of performance reports and recognition of exemplary performance in the County Public Service;
- Liaising with the County Public Service Board on the performance management in public service;
- Monitoring and evaluating implementation of County Government policies, programs, strategic plans and performance contracts

**Requirements and competencies for Appointment**

- A Bachelor degree in Human Resource Management/Development/Business Administration or Management or any other in related field from a recognized Institution;
- Master's degree in relevant field;
- Have working experience of not less than seven (7) years, three (3) years of which in a Management position;



Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity

**7. DIRECTOR MONITORING AND EVALUATION – JG ‘R’ (1 POST) Ref: KSM/CPSB/2019/023**

**Duties and Responsibilities**

- Formulate and proposes review of Monitoring and Evaluation Policy.
- The Officer will ensure that the M&E reports are prepared timely and of high quality.
- Provide Technical field support to the M&E Unit and the various M&E Committees established.
- Support all M&E initiatives including Monitoring data quality, tracking the progress of activities, and contributing to Staff Capacity building initiatives as necessary.
- Support in creating a framework and procedures for the Monitoring and Evaluation of Project activities.
- Support in defining and implementing the Key Project Performance Indicators (KPI) as well as monitoring them throughout the duration of projects.
- Assist in proposing strategies to increase data collection, data analysis, data use and demand amongst relevant Staff.
- Assist in clarifying project information needs.
- Support project/program staff on ways to properly document, organize and capture project's progress, draft tools and their revisions as well as data collection procedures under the supervision (e.g. logical framework, project performance tracking indicators ,data flow chart, M&E manuals)
- Support in reviewing the performance of existing Management Information Systems pertaining Project management to help identify potential modifications or resources.
- Suggest ways to facilitate data collection and the flow of data within field teams.
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions.
- Perform regular field visits to ensure the quality of data collected to verify the accuracy of reported data.
- Assist in establishing log frames; M&E work plans and targets during the Sector Work Group's project proposals as well as throughout project implementation.

**Requirements for Appointment**

- Bachelor's Degree in Monitoring and Evaluation, Statistics, Economics, Project Management, Social Sciences, Information Management or Related Field from a University recognized in Kenya.
- 7 years of experience, three (3) of which must be at a mid-level managerial position in the Public Service or equivalent in the Private Sector.
- Post graduate Diploma in Project Planning and Management or a Master's degree in a relevant field is an added advantage.
- Capacity to produce high-quality briefs and reports.
- Good level of proficiency in Windows Excel and Quantitative Analysis.
- Ability to design M&E tools, Surveys, Surveillance Systems and Evaluation

**8. CHIEF OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) – JG ‘M’ (2 POSTS) Ref: KSM/CPSB/2019/024**

**Duties and responsibilities:-**

- Taking oral dictation; using e-office to research and process data
- Operating office equipment

- Attending to clients/visitors
- Handling customers inquiries and complaints
- Coordinating schedules of meetings and appointments and travel arrangements
- Ensuring security of office records, equipment and documents including classified materials
- Ensuring security, integrity and confidentiality of data
- Establishing and monitoring procedures for record keeping of correspondence and file movements
- Maintaining an up to date filing system in the office
- Preparing responses to routine correspondences
- Managing office protocol and etiquette
- Managing petty cash and other office administrative services.

#### **Requirements and competencies for appointment**

- Must be a Kenyan Citizen
- Must have served in the grade of Senior Office Administrator for a minimum period of three (3) years
- Must have Bachelor's degree in Secretarial studies or Bachelor of Business and office management from a recognized institution or Bachelor's degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution
- Must have Certificate in Secretarial Management Course from Kenya School of Government or any other Government Training Institute
- Must have Certificate in Supervisory Skills Course lasting not less than Two (2) Weeks from Kenya School of Government
- Must have Certificate in Computer applications from a recognized institution
- Must show merit and ability as reflected in work performance and results

#### **9. DIRECTOR HUMAN RESOURCE MANAGEMENT – JG 'R' (2 POSTS) Ref: KSM/CPSB/2019/025**

##### **Duties and Responsibilities**

- Providing strategic leadership in management of the human resource function in the County Government
- Management of recruitment and selection process in consultation with authorizing officers and the CPSB
- Managing the staff establishment and the county structure
- Managing the County wage bill
- Representing the County Government in consultative forums and meetings on human resource management locally and internationally
- Providing advisory on human resource issues
- Coordinating research and development of human resource issues
- Administration of staff welfare including staff medical scheme
- Coordinating performance management in the County Government
- Coordinating staff training and development and providing returns on the same
- Managing staff disciplinary procedures in liaison with the County Public Service Board
- Management of labour relations

- Any other duties that may be assigned to you by the County Secretary, the Chief Officer Governance and Administration or any office of seniority

### **Requirements and competencies for Appointment**

- Must have a first degree in Social Science, HRM or Business Administration (HR option)
- An MBA in relevant field or an Msc in HRM or Social Science will be an added advantage
- Must have a post-graduate Diploma in HRM from a recognized institution
- Must be a registered member of Institute of HRM
- Must have a valid practicing license from Institute of HRM
- Must have relevant experience of at least 7 years in a public institution and in a senior managerial position

## **VACANCIES IN THE DEPARTMENT OF ROADS, TRANSPORT AND PUBLIC WORKS**

### **1. CHIEF OFFICER ROADS AND PUBLIC WORKS – JG ‘S’ (1 POST) – KSM/CPSB/2019/026**

#### **General Statement of Duties**

Answerable to the County Committee Member for Roads and Public Works & in successfully fulfilling the Department’s mandate.

#### **Duties and responsibilities:-**

- General administration and coordination of the Department of Roads & Public Works.
- Overseeing management of finances, preparation and submission of budget estimates, annual plans and programs.
- Development and implementation of strategic sector plans and performance management.
- Formulation and implementation of policies and plans that conforms to County strategic plan and Vision 2030.
- Promotion of national values and principles of good governance as outlined in article 10 and 232 of the constitution of Kenya.
- Overseeing the implementation and monitoring of performance and management system.
- Demonstration of through understanding of devolution including the diversity within the County, the County development objectives and Vision 2030.
- The Authorized officer of the Department as defined in the County Service Board Act/PSC Act Cap. 185 (Rev. 2012).
- The Accounting Officer of the Department as defined in the Public Financial Management Act 2012.
- The Chief Executive (CEO), Accounting Officer and Authorized Officer of the Department.
- Responsible for Policy Development and Implementation for efficient and effective Management of the Department.
- Responsible for Co-Ordination and Supervision of the Department.

- Providing Effective Leadership in promoting development and implementation of the provisions of the Constitution of Kenya (2010) and relevant Acts of Kisumu County Assembly in all aspects related to the Department.
- Efficient management of the day to day operations and administration of human resources in the department.
- Efficient utilization of funds and other County Government resources placed at the disposal of the department by the County Assembly.
- Giving effect to lawful directives of County Executive Member for Roads Transport and Public Works and keeping him/her informed of all important activities and events connected with the department.

#### **Requirements and competencies for appointment**

- Be a Kenyan Citizen
- Be a holder of a first degree in the relevant field from a university recognized in Kenya
- A Master's Degree will be an added advantage.
- Must have registered with engineer's board of Kenya(EBK), Must have a valid practicing certificate and be a member of institute of engineers of Kenya(IEK)
- Must have post registration experience of at least five(5)years
- Have knowledge, experience and a distinguished career of not less than Ten (10) years in the specific area, five of which should be at managerial level.
- Satisfy the requirements of Chapter Six of the Constitution.
- Have capacity to work under pressure and meet strict timelines.

## **2. CHIEF OFFICER MARINE TRANSPORT AND MECHANICAL ENGINEERING – JG ‘S’ (1 POST) – KSM/CPSB/2019/027**

### **General Statement of Duties**

Answerable to the County Committee Member for Marine Transport and Mechanical Engineering successfully fulfilling the Department's mandate.

### **Duties and responsibilities:-**

- General administration and coordination of the Department of Marine, Transport and Mechanical Engineering.
- Overseeing management of finances, preparation and submission of budget estimates, annual plans and programs.
- Development and implementation of strategic sector plans and performance management.
- Formulation and implementation of policies and plans that conforms to County strategic plan and Vision 2030.
- Promotion of national values and principles of good governance as outlined in article 10 and 232 of the constitution of Kenya.
- Overseeing the implementation and monitoring of performance and management system.
- Demonstration of through understanding of devolution including the diversity within the County, the County development objectives and Vision 2030.

- The Authorized officer of the Department as defined in the County Service Board Act/PSC Act Cap. 185 (Rev. 2012).
- The Accounting Officer of the Department as defined in the Public Financial Management Act 2012.
- The Chief Executive (CEO), Accounting Officer and Authorized Officer of the Department.
- Responsible for Policy Development and Implementation for efficient and effective Management of the Department.
- Responsible for Co-Ordination and Supervision of the Department.
- Providing Effective Leadership in promoting development and implementation of the provisions of the Constitution of Kenya (2010) and relevant Acts of Kisumu County Assembly in all aspects related to the Department.
- Efficient management of the day to day operations and administration of human resources in the department.
- Efficient utilization of funds and other County Government resources placed at the disposal of the department by the County Assembly.
- Giving effect to lawful directives of County Executive Member for Roads Transport and Public Works and keeping him/her informed of all important activities and events connected with the department.

#### **Requirements and competencies for appointment**

- Be a Kenyan Citizen
- Be a holder of a first degree in the relevant field from a university recognized in Kenya
- A Master's Degree in Water Engineering will be an added advantage
- Be a member of the relevant professional body and in good standing. Must have a valid practicing certificate.
- Must have post registration experience of at least five (5) years
- Have knowledge, experience and a distinguished career of not less than Ten (10) years in the specific area, five of which should be at managerial level.
- Satisfy the requirements of Chapter Six of the Constitution.
- Have capacity to work under pressure and meet strict timelines.

### **3. DIRECTOR ROADS – JG ‘R’ (1 POST) – KSM/CPSB/2019/028**

#### **General Statement of Duties**

- Supervise and manage the Roads Directorate
- Prepare annual budget for all capital Projects of the Roads docket in the department
- Perform supervisory and administrative oversight on all County Roads Projects within the Jurisdiction of the Chief Officer-Roads and Public Works
- Ensure Supervision of all Roads related contracts within the Department to acceptable Engineering standards.

#### **Duties and responsibilities:-**

- Plans, organizes, reviews and supervises the work of directorate Engineer, and through them, all other employees.
- Facilitate design and procurement of roads contracts in line with set budgets for the sector.

- Develop and monitor budget allocations, expenditures, allocation balances and related financial activities for the purpose of ensuring that allocation are accurate, expenses are within the budget limits and /or fiscal practices are followed.
- Plans, organizes, reviews and supervise s the work of all contractors undertaking construction of roads project s in the department and ensuring that roads projects are done to acceptable Engineering standards.
- Research and develop for adoption by the county modern roads construction methods that give value for monies invested in the sector to the benefit of county residents
- Attend meeting as directed to represent the department or the county government of Kisumu.
- Supervise inspection of bridge and roads construction and maintenance projects to ensure compliancy with county policies, ordinance and regulations, as well as applicable national traffic rules, county laws and regulations governing roads construction.
- Serve on various planning committees as departmental or county representative for technical review and planning, transportation system planning, and other policy formulating committees dealing with roads related issues.
- Oversee maintenance of complete and accurate records of all expenditure for roads division of department of roads, transport and public works. Perform technical coordination within the county regarding growth and roads – related issues.
- Negotiation appropriate developer /county / city site improvement s and designs where growth or development impacts county roads.
- Develop and adopts department policies and procedures and participates in establishing work methods and standard operating procedures.
- Participate in right-of –way negotiations with property owners or agents hired to negotiate right-of-way for the county on various road-related projects.
- Work with directorate staff to prepare budgets for various roads project within the jurisdiction of department of Roads, Transport and Public Works.
- Present the road department budget to the chief officer and the county Executive Committee Member for roads, transport and public works and work with them to form a consensus on budgetary issues.
- Present proposed budgets to the departmental budget committee.
- Review planning department land use action requests; prepare written comments detailing potential impact on county roads and bridges , and roads construction plans.
- Prepares and updates the roads improvement plans.
- Advice the chief officer on the status of existing roads improvement plan as well as potential changes to the plan and their impact on the projected revenues stream funding the plan.
- Work with the other directors in the department of roads, transport and public works reviewing the departmental goals and fulfillment of the service charter and the performance contract.
- Perform other related tasks as assigned Organize resource s to effectively and efficiently perform assignments within established deadlines.

- Develop policies on road construction and improvement methods of road construction in line with approved engineering methods and standards to planning design and construction of road and bridge projects.
- Maintain composure and portray a professional image in high stress meeting with the public and other agencies.
- Attend work as scheduled and /or required.
- Implementing and development of the framework, procedures and systems for irrationalizing and institutionalizing integrity Issues Cascading Performance Appraisal Systems (PAS), DIVISIONAL Citizens' Service charters for all levels of staff deployed under the division as required by the principles. The performance Contracting with the County Government of Kisumu

#### **Requirements and competencies for appointment**

- Served in the grade of Roads Engineer I or in a comparable and relevant position in the Public Service for at least seven (7) years 3 of which must be in a senior management level.
- A Bachelor's Degree in Civil/Roads Engineering or its equivalent and relevant qualification from a recognized institution.
- A Master Degree in Civil/Roads Engineering or any relevant qualification from a recognized institution will be an added advantage
- Being Registered with Board of Registration of Engineers in Kenya (EBK or IEK)
- Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from recognized Institution
- Certificate in Computer application and
- Shown merit and ability as reflected in work performance and results.

#### **4. DIRECTOR MARINE TRANSPORT – JG 'R' (1 POST) – KSM/CPSB/2019/029**

##### **Duties and responsibilities:-**

- Direct activities related to dispatching, routing and tracking marine transportation for optimum service.
- Direct the planning, organization and management of the staff to ensure that the work is accomplished in a manner consistent with Department requirements and overall mission and vision of the County Government of Kisumu.
- Develop and ensure implementation of policies and procedures and enforce implementation of schedule and policy change.
- Collaborate with other directors and staff members in order to formulate and implement policies, procedures, goals and objectives.
- Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules, and government regulations.
- Develop criteria, application instructions, procedural manuals, and contracts for county Government.
- Monitor spending to ensure that expenses are consistent with approved budget.
- Direct and coordinate, through officers in the department, activities of operations department

- Direct activities of staff performing repairs and maintenance to plant equipment, vehicle, and facilities,
- Conduct investigations in cooperation with government agencies to determine causes of marine transportation accidents and to improve safely procedures within the county.
- Conduct awareness and training to operators of boats and other marine motorized water equipment
- Negotiate and authorize contracts with equipment and materials suppliers, and monitor contract fulfillment.
- Set operations policies and standards.
- Recommend or authorize capital expenditure for acquisition of new equipment or property in order to increase efficiency and services of operations department.
- Ensure employee training sessions on subjects such as team work, efficiency, employee orientation, quality improvement and computer use.
- Maintain knowledge and utilize all fleet information and user surveys to forecast new requirements.
- Provide direction to department staff to regulate budget cycle requirements and control budgeting process.
- Plan, process and execute vehicle purchase and vehicle replacement through efficient settlement.
- Plan and prepare annual budget, expenditures and analyze all financial objectives.
- Facilitates and implement corrective actions and capacity building to manage entire fleet to achieve Kisumu County Government objectives.
- Implement and develop the framework, procedures and systems for irrationalizing and institutionalizing integrity Issues Cascading Performance Appraisal Systems (PAS), DIVISIONAL Citizens' Service Delivery Charters for all levels of staff deployed under the division as required by the principles. The performance Contracting with the County Government of Kisumu

#### **Requirements and competencies for appointment**

- Served as in charge of marine station or a comparable and relevant position in the Public Service or Private sector for at least three (3) years;
- A Bachelor's Degree in Maritime Administration/Transport Management, or any other relevant and equivalent qualification from a recognized institution;
- Registered by Institute of Marine Engineers of Kenya;
- Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution; and
- Demonstrated general administrative ability required for direction, control and implementation of mechanical engineering programs

#### **5. DIRECTOR PUBLIC WORKS – JG 'R' (1 POST) – KSM/CPSB/2019/030**

##### **General Statement of Duties**

- Supervise and manage the public works Directorate
- Prepare annual budget for all capital Projects of the public works docket in the department



- Perform supervisory and administrative oversight on all County public works Projects within the Jurisdiction of the Chief Officer-Roads and Public Works
- Ensure Supervision of all public works related contracts within the county to acceptable Engineering standards.

**Duties and responsibilities:-**

- Plans, organizes, reviews and supervises the work of directorate works officers, and through them, all other employees.
- Facilitate design and procurement of public works contracts in line with set budgets for the sector.
- Develop and monitor budget allocations, expenditures, allocation balances and related financial activities for the purpose of ensuring that allocation are accurate, expenses are within the budget limits and /or fiscal practices are followed.
- Plans, organizes, reviews and supervise s the work of all contractors undertaking construction of building project s in the county and ensuring that public works projects are done to acceptable Engineering standards.
- Research and develop for adoption by the county modern works construction methods that give value for monies invested in the sector to the benefit of county residents
- Attend meeting as directed to represent the department or the county government of Kisumu.
- Supervise inspection of bridge and roads construction and maintenance projects to ensure compliancy with county policies, ordinance and regulations, as well as applicable national traffic rules, county laws and regulations governing roads construction.
- Serve on various planning committees as departmental or county representative for technical review and planning, transportation system planning, and other policy formulating committees dealing with works related issues.
- Oversee maintenance of complete and accurate records of all expenditure for public works division of department of roads and public works. Perform technical coordination within the county regarding growth and works – related issues.
- Negotiation appropriate developer /county / city site improvement s and designs where growth or development impacts county public works
- Develop and adopts department policies and procedures and participates in establishing work methods and standard operating procedures.
- Participate in right-of –way negotiations with property owners or agents hired to negotiate right-of-way for the county on various works-related projects.
- Work with directorate staff to prepare budgets for various roads project within the jurisdiction of department of Roads and Public Works.
- Present the works directorate budget to the chief officer and the county Executive Committee Member for roads, and public works and work with them to form a consensus on budgetary issues.
- Present proposed budgets to the departmental budget committee.
- Review planning department land use action requests; prepare written comments detailing potential impact on county works and bridges construction plans.
- Prepares and updates the public works improvement plans.

- Advise the chief officer on the status of existing works improvement plan as well as potential changes to the plan and their impact on the projected revenues stream funding the plan.
- Work with the other directors in the department of roads and public works reviewing the departmental goals and fulfillment of the service charter and the performance contract.
- Perform other related tasks as assigned Organize resource s to effectively and efficiently perform assignments within established deadlines.
- Attend work as scheduled and /or required.
- Implementing and development of the framework, procedures and systems for irrationalizing and institutionalizing integrity Issues Cascading Performance Appraisal Systems (PAS), DIVISONAL Citizens' Service charters for all levels of staff deployed under the division as required by the principles. The performance Contracting with the County Government of Kisumu

#### **Requirements and competencies for appointment**

- Served in the grade of building engineer I or in a comparable and relevant position in the Public Service for at least seven (7) years 3 of which must be in senior management level.
- A Bachelor's Degree in Architecture/quantity survey or its equivalent and relevant qualification from a recognized institution.

#### **6. DIRECTOR MECHANICAL ENGINEERING & TRANSPORT– JG 'R' (1 POST) – KSM/CPSB/2019/031**

##### **Duties and responsibilities:-**

- Direct activities related to dispatching, routing and tracking transportation vehicles and equipment Plant for optimum service.
- Direct the planning, organization and management of the staff to ensure that the work is accomplished in a manner consistent with Department requirements and overall mission and vision of the County Government of Kisumu.
- Develop and ensure implementation of policies and procedures and enforce implementation of schedule and policy change.
- Collaborate with other directors and staff members in order to formulate and implement policies, procedures, goals and objectives.
- Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules, and government regulations.
- Develop criteria, application instructions, procedural manuals, and contracts for county Government and hired equipment and plant programs.
- Monitor spending to ensure that expenses are consistent with approved budget.
- Direct and coordinate, through officers in the department, activities of operations department in order to obtain use of Plant equipment facilities and human resource.
- Direct activities of staff performing repairs and maintenance to plant equipment, vehicle, and facilities,
- Conduct investigations in cooperation with government agencies to determine causes of transportation accidents and to improve safely procedures within the county.
- Conduct awareness and training to operators of Plant Equipment and vehicles.

- Analyze expenditures and other financial information in order to develop plans, policies and budgets for increasing revenue and improving services of hired Plant Equipment within the County Government.
- Negotiate and authorize contracts with equipment and materials suppliers, and monitor contract fulfillment.
- Set operations policies and standards, including and operation of Plant Equipment, Vehicles and other transport media within the County Jurisdiction.
- Recommend or authorize capital expenditure for acquisition of new equipment or property in order to increase efficiency and services of operations department.
- Prepare management recommendations, such as proposed fee for hiring of Plant Equipment and vehicles or schedule changes.
- Ensure employee training sessions on subjects such as team work, efficiency, employee orientation, quality improvement and computer use.
- Direct procurement processes, including equipment research and testing and requisitions approval. Maintain electronic data base of sales, registration, inspections and maintenance of fleet management.
- Ensure fleet availability to meet all requests by scheduling, forecasting and surveying current user trend.
- Maintain knowledge and utilize all fleet information and user surveys to forecast new requirements.
- Arrange fleets and fleet operational staff to provide support and schedule special event Planning.
- Perform vehicle registration, insurance and other formalities and documentation regarding induction of new vehicles in existing fleet.
- Oversee routine and ad hoc maintenance, and ensure schedule fleet management.
- Monitor and ensure fleet operation in compliance with local and National government (Traffic) rules and regulations.
- Maintain and monitor data management system to organize fleets as per various schedules and requests.
- Streamline and monitor fuel purchase system with assistance of Fuel Cards for all vehicles and drivers.
- Participate in various workshops and educational programs and maintain knowledge on all industry relevant publication.
- Develop and implement standard operational standards to maintain vehicles by advocating best practices in industry.
- Provide direction to department staff to regulate budget cycle requirements and control budgeting process.
- Plan, process and execute vehicle purchase and vehicle replacement through efficient settlement.
- Plan and prepare annual budget, expenditures and analyze all financial objectives.
- Facilitates and implement corrective actions and capacity building to manage entire fleet to achieve Kisumu County Government objectives.
- Implement and develop the framework, procedures and systems for irrationalizing and institutionalizing integrity Issues Cascading Performance Appraisal Systems (PAS), DIVISIONAL Citizens' Service Delivery Charters for all levels of staff deployed

under the division as required by the principles. The performance Contracting with the County Government of Kisumu

**Requirements and competencies for appointment**

- Served as a Mechanical Engineer in charge of Workshop or a comparable and relevant position in the Public Service or Private sector 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 Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution; and
- Demonstrated general administrative ability required for direction, control and implementation of mechanical engineering programs
- Any other duties that may be assigned from time to time by the Chief Officer.

**VACANCIES IN THE DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES & IRRIGATION**

**1. CHIEF OFFICER AGRICULTURE & IRRIGATION – JG ‘S’ (1 POST) – KSM/CPSB/2019/032**

**Duties and responsibilities:-**

- Interpretation and application of statutes in line with the department's goals and objectives
- Advising the County Secretary/C.E.C on matters pertaining to extension services in the department
- Advising the County Secretary/C.E.C on research /Extension- farmer linkage and technical training for staff development
- Formulate and implement policies on extension services, research/extension liaison and technical training
- Ensure development and promotion of appropriate transfer linkages with research institutions
- Management of training functions in liaison with the relevant institutions and planning, developing and utilizing technical human resource
- Coordination of review and harmonization of all acts, statutes, policies rules and regulation related to the department in liaison with relevant departments and agencies
- Formulation, monitoring, evaluation and coordination of projects in collaboration with other departments
- Coordinating budget preparation and implementation
- Coordination of marketing policies
- Coordinating the implementation of the Department's policy, legal framework, strategies, capacities, development and physical resource management, Work plan and budget and administering performance appraisal instruments within the department
- Coordinating and ensuring compliance with principle and value of Good governance, transparency, accountability and integrity
- As the accounting Officer, He/She will ensure that all expenditure made complies with section 149(1) of Public Finance management Act of 2012
- Ensure that Financial and Accounting records comply with PFM act of 2012

- Ensure protection and back up of all financial and accounting records
- Ensure strict adherence to accounting procedures while acquiring goods and services
- Ensure that all contracts entered to by the department are lawful
- Ensure timely preparation of strategic plans in conformity with medium term fiscal frame work and objectives of the County
- Ensure preparation of estimates in conformity with the strategic plans
- Ensure timely submission of the estimate to relevant authorities for process and approval.
- Ensure timely preparation of annual financial statements
- Ensure proper and efficient management of departmental assets and liabilities
- Ensure that public funds entrusted to you are properly safe guarded
- comply with the financial provisions as contained in the Constitution of Kenya
- Ensure effective, efficient and transparent system of financial management and internal control in the department
- Ensure that Donor funds both revenue and appropriation in aid are properly accounted for.
- Ensure that management of public resource in your department is aligned to PFM regulation and any other County financial document.

**Requirements and competencies for Appointment:**

- Be a Kenyan Citizen
- Be a holder of a first degree in Agriculture, Agricultural Engineering or related field from a University recognized in Kenya. (A Master’s degree will be an added advantage.)
- Satisfy the requirements of Chapter Six of the Constitution of the 2010 on Leadership and integrity.
- Be a professional in good standing who has demonstrated absence of breach of the relevant professional code of conducts.
- Have knowledge, experience and a distinguished career of not less than five years in Management and Administration
- Have capacity to work under pressure to meet strict deadlines.
- Be a Visionary and a strategic thinker.
- Be committed to be part of a team that will enable the County Government to achieve its Vision.

**2. CHIEF OFFICER LIVESTOCK AND FISHERIES – JG ‘S’ (1 POST) – KSM/CPSB/2019/033**

**Duties and responsibilities:-**

- Interpretation and application of statutes in line with the department’s goals and objectives
- Advising the County Secretary/C.E.C on matters pertaining to extension services in the department
- Advising the County Secretary/C.E.C on research /Extension- farmer linkage and technical training for staff development
- Planning, Directing, Controlling, and Coordinating Policies and programmes in the Department
- Promotions and coordination of programmes

- Participating in agenda setting for adaptive research for the department
- Liaison with other Government departments and stakeholders on policy and legal matters related to the department
- Interpretation of National policies relevant to the department
- Coordination of marketing policies
- Coordinating the implementation of the Department's policy, legal framework, strategies, capacities, development and physical resource management, Work plan and budget and administering performance appraisal instruments within the department
- Coordinating and ensuring compliance with principle and value of Good governance, transparency, accountability and integrity
- As the accounting Officer, He/She will ensure that all expenditure made complies with section 149(1) of Public Finance Management Act of 2012
- Ensure that Financial and Accounting records comply with PFM act of 2012
- Ensure protection and back up of all financial and accounting records
- Ensure strict adherence to accounting procedures while acquiring goods and services
- Ensure that all contracts entered to by the department are lawful
- Coordination of review and harmonization of all acts, statutes, policies rules and regulation related to the department in liaison with relevant departments and agencies
- Ensure timely preparation of strategic plans in conformity with medium term fiscal frame work and objectives of the County
- Ensure preparation of estimates in conformity with the strategic plans
- Ensure timely submission of the estimate to relevant authorities for process and approval.
- Ensure timely preparation of annual financial statements
- Ensure proper and efficient management of departmental assets and liabilities
- Ensure that public funds entrusted to you are properly safe guarded
- comply with the financial provisions as contained in the Constitution of Kenya
- Ensure effective, efficient and transparent system of financial management and internal control in the department
- Ensure that Donor funds both revenue and appropriations in aid are properly accounted for.
- Ensure that management of public resource in your department is aligned to PFM regulation and any other County financial document.

#### **Requirements and competencies for Appointment:**

- Be a Kenyan Citizen
- Be a holder of a first degree in Livestock, Fisheries, Veterinary or related field from a University recognized in Kenya. (A Master's degree will be an added advantage.)
- Satisfy the requirements of Chapter Six of the Constitution of the 2010 on Leadership and integrity.
- Be a professional in good standing who has demonstrated absence of breach of the relevant professional code of conducts.
- Have knowledge, experience and a distinguished career of not less than five years in Management and Administration.
- Have capacity to work under pressure to meet strict deadlines.
- Be a Visionary and a strategic thinker.

- Be committed to be part of a team that will enable the County Government to achieve its Vision.

### **3. DIRECTOR AGRICULTURE AND CROP PRODUCTION– JG ‘R’ (1 POST) – KSM/CPSB/2019/034**

#### **Duties and responsibilities:-**

An officer at this level will be the head of a Directorate in the County and is answerable to the Chief Officer/ County Executive Committee Member of Agriculture and will be responsible for all Technical and the administrative issues of the Directorate. Duties will be as follows:-

- Innovation and Implementation of strategic plans and objectives of the Directorate: - handling technical and administrative, human resource, budgetary and assets management issues.
- Team building and setting performance targets and standards in consultation with the C.E.C Member and the Chief officer
- Addressing stakeholders concerns and instituting operational accountability
- Cost effective research to advance County Agriculture priorities
- Modernize and make extension services responsive to customer needs
- Update and rationalize technical training
- Maximize sustainable gains from crop development activities
- Device and apply strategies to maximize value of land and optimize its use for alternative purpose
- Enhance synergies between the Directorate and stakeholders
- Enhance gainful co-operation between the Directorate and local/International Stakeholders

#### **Requirements and competencies for Appointment:**

- Be a holder of a Bachelor’s Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agricultural Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a recognized institution; and
- Demonstrated a high degree of high capability, technical and professional competence as reflected in work performance and results.

### **4. DIRECTOR LIVESTOCK PRODUCTION– JG ‘R’ (1 POST) – KSM/CPSB/2019/035**

#### **Duties and responsibilities:-**

An Officer at this level will be the Head of the Directorate in the County and answerable to the C.E.C Member and the Chief Officer of the Department. Duties are as follows:-

- Formulate the Directorate’s strategic plan
- Facilitation and preparation of work plans and budgets
- Coordination, Supervising and monitoring implementation of projects
- Planning, controlling and coordination of activities within his/her Directorate
- Development and maintenance of Livestock Database and market information intelligence system
- facilitate market research for enterprise

- Develop and/or strengthen Livestock Marketing structure in collaboration with relevant stake holders
- Interpretation and implementation of Government policies on Livestock Production in the County
- Direct and advice on Technical and administrative matters pertaining to Livestock Production
- Coordinate and promote Livestock Extension Services, Livestock Agribusiness, Livestock products and by- products Marketing, as well as research Liaison activities

#### **Requirements and competencies for Appointment:**

- a Bachelor's of Science degree in any of the following disciplines: - Animal Science/Animal Production, Agriculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management, Livestock/Agricultural Economics and Dairy Technology, Agricultural Extension or any other relevant and equivalent qualification from a recognized institution;
- Attended a Management Course lasting not less than four [4] weeks from a recognized institution; and
- Shown merit and exemplary work performance in their field of specialization and demonstrated a high degree of professional competence and administrative ability.
- High degree of professional and administrative competence in work performance and results
- Personal integrity, a strong commitment to openness, honesty and demonstrating tolerance and capacity to inspire and trust in others;
- Personal responsibility and willingness to accept responsibility for own actions and outcomes.
- A thorough understanding of national goals, policies and programs and ability to translate them to livestock production.

#### **5. DIRECTOR VETERINARY SERVICES – JG ‘R’ (1 POST) – KSM/CPSB/2019/036**

##### **Duties and responsibilities:-**

- Participating in the formulation, Development , implementation, Monitoring and Review of policies, laws and strategies in the Animal Health sector
- Planning and coordinating programmes on the control and eradication of epizootic and zoonotic disease and pest and compiling and interpreting technical reports
- Evaluating slaughter house design and making recommendation for approval
- Enforcing food safety and quality assurance regulation in local and export slaughter houses and other animal products processing plants
- Evaluating export/import request documents in respects to live animals, Animal products, by-products and inputs and making appropriate recommendation
- Planning field efficacy trials for drugs vaccines and acaricides
- Disseminating information on animal health, Products and markets collaborating with stake holders in providing Veterinary services.
- Coordinating Veterinary services at port of entry
- Organize disease search, investigations, monitoring, mapping and outbreak response



- Carry out investigation on anti-microbial and acaricidal resistance
- Liaising with training institutes on training and development of staff, students and interns.
- Planning collaborative activities with relevant stake holders in the Animal health sector and
- Coordinating inspection of private Veterinary practices and inputs outlets in collaboration with Kenya Veterinary Board
- Prepare projects proposal for resource mobilization
- Prepare and implement work plans and budgets

**Requirements and competencies for Appointment:**

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

- have served as a Senior Assistant Director of Veterinary Services for a minimum period of three [3] years;
- be in possession of a Bachelor of Veterinary Medicine[BVM] Degree from a recognized institution;
- have Master of Science Degree in any of the following disciplines: - Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Sciences, Animal Genetics and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production Systems, Poultry Science, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Laboratory Diagnosis, Fish Science, Apiary Science, Master of Public Health, Applied Veterinary Parasitology, Applied Microbiology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production or Aquatic Science from a recognized institution;
- A member of Kenya Veterinary Association and registered by Kenya Veterinary Board;
- have a certificate in Strategic Leadership Development Programme Course lasting not less than six [6] weeks from a recognized institution;
- have a certificate in computer applications from a recognized institution;
- Have shown outstanding administrative capability and professional competence required in managing Veterinary Services.

**6. DIRECTOR IRRIGATION – JG ‘R’ (1 POST) – KSM/CPSB/2019/037**

**Duties and responsibilities:-**

- Formulate the Directorate’s strategic plan
- Participating in the formulation, Development , implementation, Monitoring and Review of policies, laws and strategies in irrigation sector
- Facilitation guiding and preparation of work plans and budgets
- Coordination, Supervising and monitoring implementation of projects
- Planning, controlling and coordination of activities within his/her Directorate
- Implement irrigation action plan and budget
- Coordinating and supervising Irrigation development plans
- Review operational standards
- Carry out monitoring and evaluation of irrigation projects
- Coordinating and managing irrigation staff development

- Prepare projects proposal for resource mobilization

**Requirements and competencies for Appointment:**

- a Bachelor's degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agricultural Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a recognized institution;
- Demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results.

**7. DIRECTOR FISHERIES – JG ‘R’ (1 POST) – KSM/CPSB/2019/038**

**Duties and responsibilities:-**

- The head of the Directorate in the County and responsible to the Chief Officer/CECM in charge Directorate of Fisheries.
- Responsible for the general administration of human and financial resources of the directorate.
- Development and transfer of appropriate technology and innovations.
- Developing strategies to sustain gains from fisheries development activities.
- Managing staff performance systems and coordinating the preparation of Budgetary Estimates.
- Initiating and implementing of Fisheries Policies, programmes and strategies.
- Monitoring the implementation of Regional and National agreements.
- Coordinating the strengthening of Fisheries Extension Services.
- Promoting cooperation between the Fisheries Sector and other stakeholders.
- Undertaking cost effective research to advance Directorate and Sectoral priorities.
- Harmonizing fisheries technical training in liaison with relevant in situations.
- Undertaking Monitoring and Evaluation in the directorate.

**Requirements and competencies for Appointment:**

- have Bachelor's degree in any of the following fields; - Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Sciences, Chemistry or any other equivalent qualifications from a recognized institution;
- have Master's degree in any of the following fields; - Biological Sciences, Natural Resource Management, Aquatic Sciences, Biochemistry, Food Science and Technology, Environmental Science, Physical Science or any other equivalent and relevant qualification from a recognized institution;
- have a certificate in Strategic Leadership Development Programme lasting not less than six[6] weeks from a recognized institution;
- have a certificate in computer application skills from a recognized institution;
- have knowledge of Fisheries development and managerial policies, Fisheries Act and other related Acts and international conventions;
- be conversant with national and international fisheries agreements, conventions, protocols and laws of the sea;

- have shown competence in planning and implementation of development, management and research of fisheries projects and programs; and
- Shown merit and ability in work performance and results.

## **VACANCIES IN THE DEPARTMENT OF TOURISM, CULTURE, ARTS & SPORTS**

### **1. CHIEF OFFICER TOURISM, CULTURE & ARTS – JG ‘S’ (1 POST) – KSM/CPSB/2019/039**

#### **Duties and responsibilities:-**

The Chief Officer shall be the Accounting and Authorized Officer with respect to the exercise of delegated powers and shall report to the County Executive Committee Member in charge of Tourism, Culture, Arts and Sports for administration and other duties as provided under Section 46 of the County Governments Act 2012.

- General strategic administration and co-ordination of the Tourism, MICE, Culture and Arts, portfolio.
- Provide strategic policy direction for effective service delivery
- Formulating and implementation effective programme geared towards streamlining the departments to attain Vision 2030 and the Governor’s Manifesto
- Development and implementation of Tourism, MICE, Culture and Arts policies, plans, programmes and projects within the department.
- Development and implementation of Tourism, MICE, Culture and Arts extension services and other cross cutting issues in the County.
- Providing and improving administrative links between the County and the Tourism, Culture and Arts field services and activities.
- Prudently utilizing and managing the physical/financial/human resources in the County.
- Building capacity and backstopping the county managers/staff.
- Overseeing management of finances, preparation and submission of budget estimates, annual work plans and programmes.
- Overseeing the implementation and monitoring of performance management systems.
- Mainstreaming integrity assurance in projects and programmes.
- Promoting collaboration of stakeholder participation in extension service delivery.
- Participating in M&E of projects and programmes in the County.

#### **Requirements and competencies for Appointment:**

- Must be a Kenyan citizen
- Bachelor’s Degree in Business Management, Financial Management, Tourism, Anthropology, Sociology, Convention Events Management
- A Master’s degree in any of the above fields will be an added advantage.
- At least ten (10) years’ experience, five (5) of which must have been at senior management levels
- Must have undergone continuous senior management training and/or strategic leadership development
- Must be familiar with financial management processes including procurement, budgeting
- Must have good understanding of the either the laws Tourism, Culture and Arts, building and managing public and private partnerships

- Must demonstrate competence in planning and ability to manage implementation of projects and programmes
- Proficiency in computer applications is required
- Must have excellent communication and interpersonal skills to inspire and motivate development partners, employees, volunteers, and diverse client groups
- Must have self-drive and initiative to executive programs
- Membership of the relevant professional body will be an added advantage.
- Must demonstrate a thorough understanding of devolution, the County development objectives and Vision 2030.
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

## **2. CHIEF OFFICER SPORTS MANAGEMENT – JG ‘S’ (1 POST) – KSM/CPSB/2019/040**

### **Duties and Responsibilities**

The Chief Officer shall be the Accounting and Authorized Officer with respect to the exercise of delegated powers and shall report to the County Executive Committee Member in charge of Tourism, Culture, Arts and Sports for administration and other duties as provided under Section 46 of the County Governments Act 2012.

- General strategic administration and co-ordination of the sports management, sports facilities, talent and youth development.
- Provide strategic policy direction for effective service delivery
- Formulating and implementation effective programme geared towards streamlining the departments to attain Vision 2030 and the Governor’s Manifesto
- Development and implementation of all the sports management and sports facilities, extension services and other cross cutting issues in the County.
- Providing and improving administrative links between the County and the sports field services and activities.
- Prudently utilizing and managing the physical/financial/human resources in the County.
- Building capacity and backstopping the county managers/staff.
- Overseeing management of finances, preparation and submission of budget estimates, annual work plans and programmes.
- Overseeing the implementation and monitoring of performance management systems.
- Mainstreaming integrity assurance in projects and programmes.
- Promoting collaboration of stakeholder participation in extension service delivery.
- Participating in M&E of projects and programmes in the County.

### **Requirements and competencies for Appointment:**

- Must be a Kenyan citizen
- Bachelor’s Degree in Sports Management, Sports Science, Business Management or Physical Education.
- A Master’s degree in any of the above fields will be an added advantage.

- At least ten (10) years' experience, five (5) of which must have been at senior management levels
- Must have undergone continuous senior management training and/or strategic leadership development
- Must be familiar with financial management processes including procurement and budgeting
- Must have good understanding of the laws Tourism, Culture, Arts and other related fields
- Must demonstrate competence in planning and ability to manage implementation of projects and programmes
- Proficiency in computer applications is required
- Must have excellent communication and interpersonal skills to inspire and motivate development partners, employees, volunteers, and diverse client groups
- Must have self-drive and initiative to executive programs
- Membership of the relevant professional body will be an added advantage.
- Must demonstrate a thorough understanding of devolution, the County development objectives and Vision 2030.
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

### **3. DIRECTOR TOURISM – JG ‘R’ (1 POST) – KSM/CPSB/2019/041**

Reports to the Chief Officer for Tourism, MICE, Culture and Arts

#### **Duties and responsibilities**

- Formulating, interpreting and reviewing tourism policies and strategies
- Ensuring the implementation of all tourism policies
- Overseeing development of national and foreign investment programmes in the tourism sector
- Developing, implementing and ensuring realization of tourism strategic plans and objectives
- Marketing and promoting county tourism destinations
- Overseeing the development of tourism area plans
- Providing advice on creation of enabling environment for investment in the tourism sector
- Mobilizing resources for the development of the tourism sector
- Coordinating the provision of incentives for the development of tourism products and services
- Coordinating participation of Kisumu's tourism sector in regional and international forums
- Providing a framework for public-private sector partnerships in the tourism sector.
- Ensuring effective tourism research, information and data management
- Ensuring the implementation of departmental performance management systems
- Overall management and development of departmental staff

- Overseeing the preparations and review of local codes of practice in the tourism sector
- Initiating development of bilateral and multilateral agreements and protocol in the tourism sector.

**Requirements and competencies for Appointment:**

- Be a Kenyan citizen
- Be a holder of a Bachelor's degree in Tourism Management
- A Master's degree in Tourism will be an added advantage
- A minimum of seven (7) years' experience, three (3) of which must have been at Senior management levels in a reputable organization
- Must demonstrate achievement of activities undertaken.
- Membership of the relevant professional body will be an added advantage.
- Must have undertaken senior management/leadership courses
- Ability to build and lead cohesive teams
- Must be self-motivated with initiative and drive, including ability to effectively network with various stakeholders
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

**4. DIRECTOR CULTURE AND ARTS – JG ‘R’ (1 POST) – KSM/CPSB/2019/042**

The officer will report to the Chief Officer - Tourism, Culture and Arts

**Duties and Responsibilities**

- a) Management, planning, coordination and administration of culture and arts in the county.
- b) Formulate budget proposals and expenditure controls
- c) Formulate, coordinate and review policies on culture and arts development
- d) Interpret and implement the departmental strategic plan and medium-term plan
- e) Identify and promote cultural groups, activities and sites
- f) Monitor and evaluate cultural programs and projects
- g) Promote research on culture and arts development

**Requirements and competencies for Appointment:**

- Be a Kenyan citizen
- Must have a degree in Sociology/ Anthropology/ Archaeology/ Creative Arts/ Theatre Arts or the equivalent from a recognized institution
- A relevant master's degree will be an added advantage
- Must have seven (7) years relevant experience, three (3) of which must be in senior management levels
- Be fully conversant with the national and county policy on arts and culture functions
- Ability to develop networks across the county with other counties and stakeholders
- Have the ability to network with the corporate sector with a view to establishing partnerships beneficial to the county's cultural activities
- Membership of the relevant professional body will be an added advantage.
- Must have undertaken senior management/leadership courses
- Must have excellent interpersonal skills.

- Proficiency in computer applications
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

**5. DIRECTOR MEETINGS, INCENTIVES, CONFERENCE & EXHIBITIONS – JG ‘R’ (1 POST) – KSM/CPSB/2019/043**

Reports to the Chief Officer for Tourism, Culture and Arts

**Duties and responsibilities**

- Must have leadership strategic abilities to develop and manage a new department
- Formulating, interpreting and reviewing MICE policies and strategies
- Ensuring the implementation of all MICE policies
- Overseeing development of national and foreign investment programmes in the MICE sector
- Developing, implementing and ensuring realization of MICE strategic plans and objectives
- Marketing and promoting county as a MICE destination
- Overseeing the development of MICE area plans
- Providing advice on creation of enabling environment for investment in the MICE sector
- Mobilizing resources for the development of the MICE sector
- Develop and implement the provision of incentives for the development of MICE
- Develop and implement Kisumu’s MICE sector in local, regional and international forums
- Providing a framework for public-private sector partnerships in the MICE sector.
- Ensuring effective MICE research, information and data management
- Ensuring the implementation of departmental performance management systems
- Overall management and development of departmental staff
- Overseeing the preparations and review of local codes of practice in the tourism sector
- Initiating development of bilateral and multilateral agreements and protocol in the tourism sector.

**Requirements and competencies for Appointment:**

- Be a Kenyan citizen
- Be a holder of a Bachelor’s degree in Business Management, Convention Business Management, International Relations, Tourism Management
- A Master’s degree in Tourism will be an added advantage
- A minimum of seven (7) years’ experience, three (3) of which must have been at Senior management levels in a reputable organization
- Must be able to negotiate sponsorship, create partnerships, develop contracts and concepts, mobilize people and resources
- Must be able to ideate, have good planning and logistical skills
- Must be able to negotiate contract, must be able to develop a concept
- Must demonstrate achievement of activities undertaken.

- Membership of the relevant professional body will be an added advantage.
- Ability to build and lead cohesive teams
- Must be self-motivated with initiative and drive, including ability to effectively network with various stakeholders
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

**6. DIRECTOR SPORTS AND TALENT DEVELOPMENT – JG ‘R’ (1 POST) – KSM/CPSB/2019/044**

Reporting to the Chief Officer - Sports Management and Development

**Duties and Responsibilities**

- 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 counselling 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
- Identify local talent and give recommendation to sports organizations/institutions or specialized groups for absorption or funding

**Requirements and competencies for Appointment:**

- Be a Kenyan citizen
- Be a holder of a Bachelor’s degree in Sports Management, Physical Education, Business or Science Management from a recognized institution
- A Master’s degree will be an added advantage
- Must demonstrate track record and achievements in management of sports and sports related activities
- Must have a minimum of seven (7) years’ relevant experience in sports management three (3) of which must be at senior levels of management
- Must be conversant with the legal framework governing sports management
- Must have excellent communication and interpersonal skills.
- Membership of the relevant professional body will be an added advantage.
- Must be self-driven with a lot of initiative and drive
- Proficiency in computer applications
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya



## **7. DIRECTOR SPORTS FACILITIES MANAGEMENT – JG ‘R’ (1 POST) – KSM/CPSB/2019/045**

Reporting to the Chief Officer - Sports Management and Development

### **Duties and Responsibilities**

- Develop and implement sports facilities and recreational programs and policies
- Creation of awareness and development of sporting facilities in the County including following up on implementation of related projects
- Offer advisory and counselling services to sportsmen and women
- Supervise management of sports facilities, coordinate and regulate workers in these facilities
- Oversee the improvement and maintenance of sports facilities in the county
- Coordinate, promote and maintain ward, sub-county, and county sports facilities
- Identify local needs and give recommendation to sports organizations/institutions or specialized groups for development or funding

### **Requirements and competencies for Appointment:**

- Be a Kenyan citizen
- Be a holder of a Bachelor’s degree in Sports Management/Physical Education from a recognized institution
- A Master’s degree will be an added advantage
- Must demonstrate track record and achievements in management of sports
- Must have a minimum of seven (7) years’ relevant experience in sports management three (3) of which must be at senior levels of management
- Must be conversant with the legal framework governing sports management
- Must have excellent communication and interpersonal skills.
- Membership of the relevant professional body will be an added advantage.
- Must be self-driven with a lot of initiative and drive
- Proficiency in computer applications
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

## **VACANCIES IN THE DEPARTMENT OF ENVIRONMENT, WATER & NATURAL RESOURCES**

### **1. CHIEF OFFICER WATER & SEWERAGE SERVICES– JG ‘S’ (1 POST) – KSM/CPSB/2019/046**

#### **Duties and Responsibilities**

- General administration and coordination of the department
- Develop and implement strategies and sector development plans for the department.
- Ensure compliance with the national values and principles of good governance as outlined in article 10 and 232 of the constitution.
- Create link for correspondence and collaboration with other stakeholders in the departmental programs and activities.

- Implement monitoring and evaluation measures to ensure the department is consistently supporting the achievement of vision 2030 goals.
- Oversee the implementation and monitoring of performance management systems within the department in order to ensure optimal performance of all staff.
- Build capacity in the department within the county through training and development to promote consistent improvement in the provision of services.
- Oversee the management of finances including preparation and submission of the budget estimates, annual plan and programs for the department
- Draft periodic departmental reports to be presented to the County Executive Committee (CEC).

**Requirements and competencies for Appointment:**

- Bachelor’s degree in Civil or Water Engineering or any related field from a recognized university. A Master’s Degree would be an added advantage
- Ten (10) years working experience in the relevant field with at least three (3) years in a management position.

**2. CHIEF OFFICER ENVIRONMENT AND NATURAL RESOURCES – JG ‘S’ (1 POST) – KSM/CPSB/2019/047**

**Duties and Responsibilities**

The Chief Officer will oversee and facilitate programs, projects and activities of the other department including linkages with external agencies.

- General administration and coordination of department;
- Ensure effective and efficient coordination of all activities undertaken by the County Environment Department, climate change and lead agencies in the relevant thematic areas;
- Coordinate City and Sub-County Environment Committee;
- Coordinate field operations, monitoring and evaluation of projects for achievement of vision 2030 and SDG goals;
- Mobilize resources for implementation of Environmental Management activities;
- Identify and create good working relations with all development partners;
- Prepare press releases, media liaison conferences, supplements and press brief on Environmental Management programs and activities;
- Coordinate the implementation of County policies on environment;
- Facilitate and identify partnerships and collaboration between County and other lead agencies, private sector and development partners;
- Ensure maintenance of accountability, high audit standards and proper development and supervision of staff in the Department, oversee management of finances;
- Promote appropriate research within the departmental programs ,management of all departmental assets;
- Perform such other function as the County Government may assign to the department;
- Promote the positive image of the County through effective Public Relations.

**Requirements and competencies for Appointment:**

- Must have a bachelor degree in Environmental science or any related field from a recognized University
- Masters in the same field will be an added advantage
- 10 years' work experience in a dynamic environment and relevant field 5 of which must be in a senior managerial position in a Public/Private institution.
- Knowledge of relevant legislation for the sector
- Knowledge of the County Profile
- Computer literacy
- Knowledge of the budgetary process and financial management
- Knowledge of Strategic management, policy formulation and research
- Knowledge in concept paper, proposal writing

**VACANCIES IN THE DEPARTMENT OF EDUCATION, ICT AND HUMAN CAPACITY****1. CHIEF OFFICER EDUCATION & ICT– JG ‘S’ (1 POST) – KSM/CPSB/2019/08****Duties and responsibilities**

- Exercise any county public service board functions as may be delegated by the board according to the county Government Act, 2012, Section 86 (1).
- Manage and supervise human resource in the department
- Ensure provision of assets and tools of work
- Ensure financial accountability of the department
- Ensure planning and coordination of department activities
- Ensure that all departmental policies and procedures are duly followed and implemented.
- Create link for correspondence and collaboration with other stakeholders in the departmental programs and activities.
- Ensure compliance with the national values and principles of good governance as outlined in article 10 and 232 of the constitution of Kenya.

**Requirements and competencies for Appointment:**

- Must be a Kenyan citizen
- Bachelor's Degree in Education Management or its equivalent
- A Master's degree in any of the above fields will be an added advantage.
- At least ten (10) years' experience, five (5) of which must have been at senior management levels
- Must have undergone continuous senior management training and/or strategic leadership development
- Must be familiar with financial management processes including procurement, budgeting
- Must have good understanding of the either the laws Education, Vocational Training and Early Childhood, building and managing public and private partnerships
- Must demonstrate competence in planning and ability to manage implementation of projects and programmes

- Proficiency in computer applications is required
- Must have excellent communication and interpersonal skills to inspire and motivate development partners, employees, volunteers, and diverse client groups
- Must have self-drive and initiative to execute programs
- Membership of the relevant professional body will be an added advantage.
- Must demonstrate a thorough understanding of devolution, the County development objectives and Vision 2030.
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

## **2. CHIEF OFFICER WOMEN, SOCIAL SERVICES, YOUTH & PWD – JG ‘S’ (1 POST) – KSM/CPSB/2019/049**

### **Duties and responsibilities**

- Exercise any county public service board functions as may be delegated by the board according to the county Government Act, 2012, Section 86 (1).
- Manage and supervise human resource in the department
- Ensure provision of assets and tools of work
- Ensure financial accountability of the department
- Ensure planning and coordination of department activities
- Ensure that all departmental policies and procedures are duly followed and implemented.
- Create link for correspondence and collaboration with other stakeholders in the departmental programs and activities.
- Ensure compliance with the national values and principles of good governance as outlined in article 10 and 232 of the constitution of Kenya.

### **Requirements and competencies for Appointment:**

- Must be a Kenyan citizen
- Bachelor’s Degree in Education Management or its equivalent
- A Master’s degree in any of the above fields will be an added advantage.
- At least ten (10) years’ experience, five (5) of which must have been at senior management levels
- Must have undergone A senior management training and/or strategic leadership development
- Must be familiar with financial management processes including procurement, budgeting
- Must have good understanding of the either the laws Gender, Youth, Social Protection and Children, building and managing public and private partnerships
- Must demonstrate competence in planning and ability to manage implementation of projects and programmes
- Proficiency in computer applications is required
- Must have excellent communication and interpersonal skills to inspire and motivate development partners, employees, volunteers, and diverse client groups

- Must have self-drive and initiative to execute programs
- Membership of a relevant professional body will be an added advantage.
- Must demonstrate a thorough understanding of Devolution, the County development objectives and Vision 2030.
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

### **3. DIRECTOR YOUTH TRAINING (TVET) – JG ‘R’ (1 POST) – KSM/CPSB/2019/050**

#### **Duties and Responsibilities**

- Implementing policies, programmes and strategies relating to vocational education and training;
- coordinating forums for promotion of entrepreneurship and vocational education skills improvements;
- coordinating and promoting vocational training co -curricula activities;
- organizing fora with industries and other stakeholders on vocational training;
- promoting culture of research and innovation within the vocational training system;
- promoting outreach programmes;
- implementing vocational training policies; and
- designing and developing vocational training programs and service

#### **Requirements and competencies for Appointment:**

- Served for a minimum period of three (5) years in an equivalent grade and relevant position in the Public Service;
- a Higher Diploma in any of the following fields: Education, Technical Education, Engineering, Building Construction, Entrepreneurship, Business, Information Communication Technology, Computer Studies or equivalent qualification from a recognized institution
- a Bachelor’s degree in either Education or Education Technology from a university recognized in Kenya:

**OR**

- a Bachelor’s degree in any of the following disciplines: Pure/Applied Sciences, Economics, Entrepreneurship, Computer Science, Engineering, Building Sciences, Petroleum Studies, Geophysical Sciences, Information and Communication Technology, Textiles/Clothing Technology, Hospitality Management, Business Administration/Management or equivalent qualification from a university recognized in Kenya plus a Post Graduate Diploma/Diploma in Education from a recognized institution;
- a Master’s degree in any of the following disciplines: Education, Technology, Business Administration, Project Planning & Management, Policy Planning, Entrepreneurship, Computer Science, Engineering, Built Environment, Information and Communication Technology, Textiles/Clothing Technology, Hospitality Management or equivalent qualifications from a university recognized in Kenya;

- a certificate in Strategic Leadership Development course lasting not less than six (6) weeks from a recognized institution; and
- shown merit and ability as reflected in work performance

#### **4. DIRECTOR EDUCATION (EARLY CHILDHOOD) – JG ‘R’ (1 POST) – KSM/CPSB/2019/051**

##### **Duties and responsibilities:-**

- Assist in the operations and administration of the Directorate (ECDE);
- Assist in the development and management of projects and programs on ECDE;
- Coordination of implementation of policies and plans in ECDE;
- Assist in Implementing basic primary education (BPE) investment programme as contained in the Kenya education sector support programme (KESSP), which covers primary school infrastructures, early childhood development and education, non-instructional materials, (pre- service among others);
- Assist in Mainstreaming of cross- cutting issues and ensuring quality implementation at county level;
- Assist in Expanding education (ECDE) opportunities in the county, capacity building, guidance and counseling;
- Assist in Policy formulation and implementation at the county level;
- Assist in Monitoring and reporting on the activities of ECDE sector;
- Assist technically to facilitate the County Government to develop and implement an ECDE strategy to guide the county policy framework and implementation, including a review of national and cross-sectorial policies, guidelines, and international inter venations and policy frame work s on Education;
- Assist to develop an education knowledge base and a study on public finance related to ECDE at county level;
- Support the county technical working group for implementation of ECDE policy and action plan;
- Provide technical and coordination support to the counterparts and partners in mainstreaming the ECDE guidelines for county governments;
- Any other duty that may be assigned from time to time.

##### **Requirements and competencies for Appointment:**

- Be a holder of at least a bachelor of education degree in Early Child hood education or its equivalent qualifications from a recognized institution in Kenya;
- Have relevant knowledge, experience and a distinguished career in education management of not less than seven (7) years three (3) of which must be at a senior managerial position in education management services or equivalent in public or the private sector;
- A relevant master’s degree in education will be an added advantage;
- Have demonstrated a high degree of professional competence;
- Be well versed in education policy design and development, monitoring and evaluation;
- Have excellent communication and public relations skills to deal with the coordination of development partners and other stakeholders;
- Knowledge in project planning and strategic management.

#### **5. DIRECTOR WOMEN, YOUTH & PERSONS WITH DISABILITIES (PWD) AFFAIRS – JG ‘R’ (1 POST) – KSM/CPSB/2019/052**

##### **Duties and responsibilities**

- 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 Development programs/ projects;
- Disseminating information on Gender and Social development issues;
- Must be quite good in Resource Mobilization.
- Ensuring fair and equitable distribution of training and development opportunities; and ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity in the department.

**Requirements and competencies for Appointment:**

- Must be a Kenyan citizen
- Must have Bachelor's Degree in Social Work, Community Development, Gender and Development, any Social Sciences or its equivalent.
- A Master's degree in any of the above fields will be an added advantage.
- At least seven (7) years' experience, three (3) of which must have been at senior management levels
- Must have undergone a four year Management Skills Course or a Senior Management Course training at the Kenya School of Government.
- Must be familiar with financial management processes including procurement, budgeting
- Must have good understanding of the either the laws of Gender, Youth and PWD, building and managing public and private partnerships
- Must demonstrate competence in planning and ability to manage implementation of projects and programmes
- Proficiency in computer applications is required
- Must have excellent communication and interpersonal skills to inspire and motivate development partners, employees, volunteers, and diverse client groups
- Must have self-drive and initiative to execute programs
- Must be a Member of a relevant professional body.
- Must demonstrate a thorough understanding of Devolution, the County development objectives and Vision 2030.
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

**6. DIRECTOR SOCIAL SERVICES JG 'R' (1 POST) – KSM/CPSB/2019/053**

**Duties and responsibilities**

- Formulating, implementing and monitoring of Social Protection and Social development policies and programmes;
- Identifying and maximizing local, regional and global opportunities for Gender empowerment;
- Liaising with stakeholders to mobilize resources for Social Protection and Social Development programs/ projects;

- Disseminating information on Social Protection and Social development issues;
- Must be quite good in resource Mobilization.
- Ensuring fair and equitable distribution of training and development opportunities; and ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity in the department.

#### **Requirements and competencies for Appointment:**

- Must be a Kenyan citizen
- Must have a Bachelor's Degree in any Social Sciences or its equivalent
- A Master's degree in any of the above fields will be an added advantage.
- At least seven (7) years' experience, three (3) of which must have been at senior management levels. Five year experience in Administration.
- Must have undergone a four year Management Skills Course or a Senior Management Course training at the Kenya School of Government.
- Must be familiar with financial management processes including procurement, budgeting
- Must have good understanding of the either the laws of Social Protection, Elderly and Children, building and managing public and private partnerships
- Must demonstrate competence in planning and ability to manage implementation of projects and programmes
- Proficiency in computer applications is required
- Must have excellent communication and interpersonal skills to inspire and motivate development partners, employees, volunteers, and diverse client groups
- Must have self-drive and initiative to execute programs
- Must be a Member of a relevant professional body.
- Must demonstrate a thorough understanding of Devolution, the County development objectives and Vision 2030.
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

#### **VACANCIES IN THE DEPARTMENT OF BUSINESS, COOPERATIVES & MARKETING**

##### **1. CHIEF OFFICER BUSINESS, COOPERATIVE & MARKETING - JG 'S' (1 POST) – KSM/CPSB/2019/054**

#### **Duties and Responsibilities**

The County Chief Officer shall be the authorized person in the exercise of delegated power and shall be responsible to the respective County Executive Member for:-

- General administration and coordination of the respective county portfolio.
- Oversee management of finances, preparation and submission of budget estimates, annual plans and programmes.



- Development and implementation of strategic sector plans and performance management.
- Formulate and implement policies and plans that conform to county strategic plan and vision 2030.
- Promote national values, principles of good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Oversee the implementation and monitoring of performance management systems.
- Demonstrate a thorough understanding of devolution, including the diversity within the county, the county development objectives and Vision 2030.
- Performs any other duties that may be assigned from time to time.

**Requirements and competencies for Appointment:**

- Be a Kenyan citizen;
- A holder of a Degree in either Bachelor of Commerce; Economics; Cooperatives; Entrepreneurship or any other relevant Degree from a recognized University;
- Possession of Master's degree in a relevant field will be an added advantage;
- Member of a professional body relevant to the position applied for and in good standing will be an added advantage
- Have vast knowledge and experience of not less than ten (10) years in the relevant field, five (5) of which should be in a managerial position
- Proven experience in co-operative management
- Be conversant with the Constitution of Kenya and all the devolution laws
- Demonstrate through understanding of county development objectives and vision 2030
- Be a strategic thinker and result oriented
- Have excellent communication, organizational and interpersonal skills
- Have capacity to work under pressure to meet timelines
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- Satisfies the requirement 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

**2. DIRECTOR TRADE, MARKETS & ENTERPRISE DEVELOPMENT - JG 'R' (1 POST) – KSM/CPSB/2019/055**

The director will be answerable to the Chief Officer Business, Cooperatives & Marketing for the following duties;

**Duties and Responsibilities**

- Will be responsible to the Chief Officer Business, Cooperatives & Marketing for the overall management and administration of the trade department;
- Formulating and overseeing implementation of Domestic policies;
- Assessing the impact of regional and multi-lateral trade policies on trade and investment activities;
- Analyzing trade policy and the Impact of regulatory instruments on the business environment;

- Overseeing trade and investment promotion activities through trade fairs and exhibitions;
- Facilitating the growth, development and graduation of Micro, Small and Medium Enterprises (MSMEs); g) Directing policies, strategies and programmes on E-commerce;
- Overseeing the overall management Issues of the department, instituting operational accountability and I) Overseeing the establishment of business information and solution centers.

**Requirements and competencies for Appointment:**

For appointment to this grade, a candidate must have:

- Served as Assistant Director Trade and Enterprise and above for a minimum period of three (3) years and above or in a comparable and relevant position either in the public service or Private;
- Bachelor degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics, Internal Trade/Business /Relation or its equivalent from a recognized Institution, Agricultural trade. Rural Development
- Master’s degree in any of the following discipline; Commerce, Marketing, Business Administration, Business Management, Business and Information Technology Entrepreneurship, Trade Law, Economics or International Trade/Business/Relations, Agricultural Trade and Rural Development from a recognized Institution will be an added advantage;
- Certificate in Senior Management Course. A certificate in Strategic leadership Development Programme lasting not less than six (6) weeks from a recognized Institution will be an added advantage;
- Certificate in computer applications from a recognized Institution and Demonstrated a thorough understanding of national goals, policies and development objectives and ability to translate them into trade development programme/projects

**3. DIRECTOR ALCOHOLIC BEVERAGES, LIQUOR LICENSING, BETTING AND GAMING CONTROL - JG ‘R’ (1 POST) – KSM/CPSB/2019/056**

**Duties and Responsibilities**

- Support and facilitate the Sub County Alcoholic drinks control and licensing committees in carrying out their functions
- Secretary to the County Alcoholic Drinks Control and Licensing Board;
- Carry out public education in the County directly or in collaboration with other Public and private bodies and institutions on drinks control and licensing
- Facilitate citizen’s participation in matters related to Alcoholic drinks control and licensing
- Facilitate and promote in collaboration with other counties and government institutions in establishment of rehabilitation and treatment facilities and programs
- Carry out research directly or in collaboration with other institutions and serve as the repository of data and statistics related to alcoholic drink control

- Develop in collaboration with other counties and national government department's strategies and plans for implementation of the alcoholic drinks control and licensing Act and any other relevant National legislation and coordinate and support their implementation
- Advise the Executive member generally on the exercise of the powers and performance of his/her functions under the Alcoholic Drinks Control and Licensing Act, and in particular on County Policy laws to be adopted In regard to the production, manufacture, sale and consumption of alcoholic drinks
- In collaboration with other relevant County departments, prepare and submit an Alcoholic Drinks status reports in-annually In the prescribed manner to the executive member which shall be transmitted to the County Executive Committee, County Assembly and the authority
- Recommend to the Executive Member and participate in the formulation of laws and regulations related to alcoholic drinks;
- Monitoring and evaluating the implementation of the Sub County Committees and advising the Executive Member on the necessary measures to be adopted and
- Carry out such other roles necessary for the Implementation of the objects and purpose of the County Alcoholic Drinks Control and Licensing Act 2014, and perform such other functions from time to time as may be assigned by the County Alcoholic Drinks Control and Licensing Board or the Executive Committee Member.
- Advising on policy formulation, implementation, monitoring, review, evaluation and licensing of betting, lotteries and gaming activities.
- Regulation of lotteries and authorization of public lotteries.
- Collection of gaming tax and fees.
- Liaising with local, regional and international gaming regulatory bodies and law enforcement agencies on matters pertaining to betting control and lotteries.
- Developing and promoting of systems and standards.
- Curbing criminal activities in the industry, and
- Initiating, formulating and implementing policy guidelines and programmes that promote stability and growth of the industry.

**Requirements and competencies for Appointment:**

- Be a Kenyan Citizen;
- Have minimum of seven (7) years relevant experience, three (3) of which at the level of Assistant Director Liquor and Licensing Job Group 'P' and above or its equivalent and relevant position in the Public service or Private sector
- Be a holder of Bachelor's degree in Education, Law, Guidance and Counseling, Anthropology, Sociology or any other relation degree from a recognized university;
- A Master's degree in the relevant field will be an added advantage
- Be a professional, and demonstrate absence of breach of the relevant professional code of conduct
- Demonstrate a high degree of professional competence, administrative capabilities and initiative in the general organization and management with a thorough understanding of the National and County Alcoholic Drinks and Licensing Act, Policies and regulations
- Be Proficiency in general IT skills

- Have good skills in assessment, surveys, research and documentation Good writing and communication skills and
- Have shown merit and ability as reflected in work performance and results

#### **4. DIRECTOR COOPERATIVES & MARKETING - JG 'R' (1 POST) – KSM/CPSB/2019/057**

##### **Duties and Responsibilities**

- Co-ordinate and promote the registration of cooperative societies;
- Formulate, co-ordinate and implement cooperative development policies on information and communications technology;
- Promote savings and credit, finance investment, marketing, education and training;
- Mainstream corporate governance, conduct inspections and enquiries in cooperative societies;
- Co-ordinate development programs in the cooperative sub-sector;
- Promote cooperative ventures and value addition;
- Promote cooperative marketing and research;
- Settle cooperative disputes and regulate cooperative organizations;
- Carry out cooperative education and training;
- Savings mobilization, promote and develop cooperative movement on development projects;
- Offer advisory and extension services to the cooperative movement on development of accounting and management procedures;
- Enforcement of compliance with the cooperative legislation;
- Monitor performance on growth and development of the cooperative movement.

##### **Requirements and competencies for Appointment:**

- Be a Kenyan citizen
- Be a holder of a Bachelor's degree in Cooperatives, Business Administration, Accounting, Commerce, Economics or related fields from a recognized University.
- Master's degree will be an added advantage
- Must have relevant knowledge and experience of not less than seven (7) years in cooperative development sector 3 of which must be in a senior management position
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya
- Demonstrate high degree of professional and technical competence in work performance and results
- Be a strategic thinker and result oriented
- Must be computer literate.

#### **VACANCIES IN THE DEPARTMENT OF ENERGY AND INDUSTRIALIZATION**

##### **1. CHIEF OFFICER ENERGY AND INDUSTRIALIZATION - JG 'S' (1 POST) – KSM/CPSB/2019/058**

##### **Duties and Responsibilities**

The Chief Officer shall be the authorized officer in a specific department and shall be responsible to the respective County Executive Committee Member.

- Administration of a County Department;
- Formulation and implementation of effective programs to attain Vision 2030 and sector goals;
- Development and implementation of strategic plans;
- Implementation of policies and regulations;
- Providing strategic policy direction for effective service delivery;
- Ensuring compliance with National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya; and
- Performing any other duties as may be assigned by the County Executive Committee Member.

**Requirements and competencies for Appointment:**

- Be a Kenyan citizen.
- Have a bachelor's degree from a University recognized in Kenya.
- Possession of a Master's degree in a relevant field will be an added advantage.
- Have vast knowledge and experience of not less than 10 years in the relevant field, 5 years of which should be in a management position.
- Demonstrate 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 computer literate.

**2. DIRECTOR PETROLEUM & ELECTRICITY- JG 'R' (1 POST) – KSM/CPSB/2019/059**

Reporting to Director, Energy and Industry

**Duties and Responsibilities**

- Initiate, formulate and oversee implementation and review of county policies on Petroleum and Electricity
- Monitor the implementation of development projects
- Oversee the rehabilitation and refurbishment of existing infrastructure
- Compile regular project implementation reports of various development projects
- Develop and execute the section's work plan and budgetary requirements as per the county's strategic objectives
- Carry out staff performance appraisal for section
- Network with development partners on resource mobilization and budgets
- Participate in planning and budgeting of data day to day programmes of the sector
- Train the work force in the petroleum and electricity sector for better service
- Liaise with the relevant government agencies and other stakeholders on energy matters
- Increase energy awareness across the county through training and other initiatives
- Provision of input on the budgeting process in the energy section
- Development of standards for petroleum products, facilities and equipment in conjunction with the energy and petroleum regulatory commission

### **Requirements and competencies for Appointment**

- Be a Kenyan citizen
- Be a holder of Bachelors of Science degree in Engineering from a recognized University in Kenya
- Proficiency in computer applications
- Certificate in a senior management course not less than 4 weeks from a recognized institution
- At least 7 years' relevant experience and must have served in a senior position in the public/private sector for at least 3 years
- Good oral and written communication skills
- Satisfy the Requirements of Chapter 6 of the Constitution
- Be a registered member of a relevant professional body

### **3. DIRECTOR COTTAGE INDUSTRIALIZATION & SPECIAL ECONOMIC ZONES - JG 'R' (1 POST) – KSM/CPSB/2019/060**

#### **Duties and Responsibilities**

- Initiate, formulate and oversee implementation and review of county policies on Cottage Industries and Special Economic Zone
- Monitor the implementation of development projects
- Oversee the rehabilitation and refurbishment of existing infrastructure
- Compile regular project implementation reports of various development projects
- Develop and execute the section's work plan and budgetary requirements as per the county's strategic objectives
- Carry out staff performance appraisal for section
- Network with development partners on resource mobilization and budgets
- Participate in planning and budgeting of data day to day programmes of the sector
- Train the work force in the cottage industries & special economic zone sector for better service
- Liaise with the relevant government agencies and other stakeholders on cottage industries matters
- Increase cottage industries awareness across the county through training and other initiatives
- Provision of input on the budgeting process in the cottage industries section
- Development of standards for cottage industries, facilities and equipment in conjunction with the cottage industries regulatory commission

### **Requirements and Competencies for Appointment**

- Be a Kenyan citizen
- Be a holder of Bachelors of Science degree in related field from a recognized University in Kenya
- Proficiency in computer applications
- Certificate in a senior management course not less than 4 weeks from a recognized institution

- At least 7 years' relevant experience and must have served in a senior position in the public/private sector for at least 3 years
- Good oral and written communication skills
- Satisfy the Requirements of Chapter 6 of the Constitution
- Be a registered member of a relevant professional body

## **VACANCIES IN THE DEPARTMENT OF LANDS, HOUSING, PHYSICAL PLANNING & URBAN DEVELOPMENT**

### **1. CHIEF OFFICER LANDS AND PHYSICAL PLANNING - JG 'S' – (1 POST) - KSM/CPSB/2019/061**

#### **Duties and Responsibilities**

The Chief Officer shall be the authorized officer in the department and shall be responsible to the respective County Executive Committee Member.

- Administration of the County Department of Lands & Physical Planning;
- Formulation and implementation of effective programs to attain Vision 2030 and sector goals as set out by the County
- Development and implementation of strategic plans;
- Implementation of policies and regulations;
- Providing strategic policy direction for effective service delivery;
- Ensuring compliance with National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya; and performing any other duties as may be assigned by the County Executive Committee Member.

#### **Requirements and competencies for Appointment**

- Be a Kenyan citizen.
- Have a bachelor's degree in Physical/Town Planning or any Land related field from a University recognized in Kenya.
- Possession of a Master's degree in a relevant field will be an added advantage.
- Have vast knowledge and experience of not less than 10 years in the relevant field, 5 years of which should be in a management position.
- Demonstrate 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 computer literate

## **2. CHIEF OFFICER HOUSING & URBAN DEVELOPMENT JG 'S' –(1 POST) - KSM/CPSB/2019/062**

### **Duties and Responsibilities**

The Chief Officer shall be the authorized officer in the department and shall be responsible to the respective County Executive Committee Member.

- Administration of the County Department of Housing & Urban Development;
- Formulation and implementation of effective programs to attain Vision 2030 and sector goals as set out by the County
- Development and implementation of strategic plans;
- Implementation of policies and regulations;
- Providing strategic policy direction for effective service delivery;
- Ensuring compliance with National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya; and performing any other duties as may be assigned by the County Executive Committee Member.

### **Requirements and competencies for Appointment**

- Be a Kenyan citizen.
- Have a bachelor's degree in Physical/Town Planning or any Land related field from a University recognized in Kenya.
- Possession of a Master's degree in a relevant field will be an added advantage.
- Have vast knowledge and experience of not less than 10 years in the relevant field, 5 years of which should be in a management position.
- Demonstrate 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 computer literate

## **3. DIRECTOR PHYSICAL PLANNING~ JG 'R' (1 POST)- KSM/CPSB/2019/063**

The holder is responsible for initiation, preparation and monitoring the implementation of County and local Physical development plans.

### **Duties and Responsibilities**

- Implementation of the National Land Policy, County Land Management Act, Physical Planning Act, Urban Areas and Cities Act and any other related legislation.



- Formulating policies, strategies, regulations and procedures pertaining to land use in Kisumu County.
- Being responsible for the preparation of all physical development plans in the County.
- Directing studies and research into matters pertaining to County physical development plans, development control, survey and mapping and Land Management and Administration.
- Coordinating all devolved survey and mapping functions in the count
- Liaising with all the national and other departments in reviewing land use conflicts.
- Oversee the creation, maintenance and updating of County's Geospatial information systems.
- Coordinating the Technical Committee on Development applications.

#### **Requirements and competencies for Appointment**

- Be a Kenyan citizen
- Have minimum ten (10) years' relevant experience in management five (5) of which as Assistant Director Physical Planning job Group 'P' and above or in comparable and equivalent positions either in the Public Service or Private sector,
- Be a holder of Bachelor's degree in any of the following disciplines:- Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- A master's degree in any of the following disciplines: Urban and Regional Planning, Urban Planning, Regional Planning, Town Planning, Transport Planning or Spatial Planning from a recognized institution will be an added advantage.
- Be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- Be registered by the Physical Planners Registration Board;
- Have Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- Meet chapter six of the Constitution of Kenya.

#### **4. DIRECTOR LAND SURVEY JG 'R' -1 POST - KSM/CPSB/2019/064**

The holder of the position is responsible for carrying out cadastral, engineering, hydrographic, topographical surveys and Maintenance of spatial data base for the County.

##### **Overall responsibility**

Supervises the management of all the devolved surveying and mapping functions in the County.

##### **Duties and Responsibilities.**

- Supervises county, boundary and hydrographic surveys
- Supervises gravity and magnetic, control computation and observations analysis of the area within the county. Supervises cadastral, adjudication, topographical, sub-divisional schemes, photo control engineering, surveys and carries out quality control, topographical, engineering cadastral
- Oversee adjudication and general boundary surveys within the county
- Maintain, test, and certifying the county survey equipment
- Assists to set and maintain cadastral surveys
- Assist in the preparation of survey section annual work plan

- Assists in management of sectorial property survey and development

#### **Requirements and competencies for Appointment**

- Bachelor's Degree in Land Surveying and Photogrammetric, Geospatial Engineering or any related field from a recognized institution
- A Masters' degree in a related field will be an added advantage;
- Must have served as Principal Land Surveyor Job Group "P" or at a comparable and relevant position in the private sector for a minimum period of seven (7) years;
- Must be computer proficient;
- Must be a member of the Institution of Surveyors of Kenya (ISK) of good standing
- Meet chapter six of the Constitution of Kenya.

### **5. DIRECTOR OF LANDS AND ADMINISTRATION JG 'R' –(1 POST)- KSM/CPSB/2019/065**

#### **Duties and Responsibilities**

The holder of the position is responsible for Coordination and overall Management of all land resources in the department including;

- Operationalization, maintenance and updating of the valuation roll
- Put in place a working Land Information & information retrieval system
- Oversee the carrying out of valuation for purposes of rating
- Direct valuation enquiries to appropriate officers.
- File valuation reports and update valuation registers/cards.
- Write valuation awards in accordance with regulations schedules.
- Custody of acquisition maps and plans for valuation.
- Measure developments in the field during inspections for valuations.
- Undertake searches at the County Land Registry offices for valuation purposes.
- Deliver valuation correspondence to acquiring agencies.
- Any other functions that may be assigned from time to time by the chief officer.

#### **Requirements and competencies for Appointment**

- Must have a first degree in Land Economics or any other related field from a recognized Institution;
- A Master's degree in a relevant field will be an added advantage.
- Must have served in the public service at Job Group "P" or equivalent level in the private sector for a period of not less than five (5) years.
- Must be a member of a professional body in good standing;
- Must be registered by the Valuers Registration Board;
- Must have undergone a Senior Management course training lasting not less than four (4) weeks from a recognized institution.
- Proficient in Computer application
- Knowledge of professional standards
- Knowledge of relevant legislation

### **6. DIRECTOR HOUSING JG 'R' –(1 POST) - KSM/CPSB/2019/066**

#### **Duties and Responsibilities**

The holder of the position is responsible for Coordination and overall Management of all resources in the housing department including;

- Coordinate all division matters
- Formulate and implement housing policies in the directorates
- Overall office Administration and Human resource management.
- Preparation of housing budget
- Preparation of payment certificates for ongoing housing projects
- Monitoring monthly rental rates for county houses
- Monitor implementation of performance contracts
- Ensuring that staff have individual work plan
- Develop strategies to improve the living standards in the informal settlements areas
- Manage strategic county government houses
- Acquisition of titles for strategic county government houses
- Audit for assets (housing) of the county governments
- Provide Technical advisory services to county government agencies.

#### **Requirements and competencies for Appointment**

For appointment to this post a candidate must have;

- A first degree in urban or regional planning, architecture, quantity survey, building economics or its equivalent from a reputable institution;
- A Masters' degree in a relevant field will be an added advantage;
- Must have served in Job Group "P" in public service or at a comparable and relevant position in the private sector for a minimum of seven (7) years;
- Must be a member of a recognized professional body in good standing.
- Must have attended a Senior Management Course lasting not less than four (4) weeks

### **7. DIRECTOR URBAN DEVELOPMENT JG 'R' –(1 POST) - KSM/CPSB/2019/067**

#### **Duties and Responsibilities**

- The holder of the position is responsible for Coordination and overall Management of all Urban Management & Development Programs;
- Overall office Administration and Human resource management in urban directorate
- Preparation of payment certificates for all urban development projects
- Ensuring that staff have individual work plan
- Provide Technical advisory services to county government agencies
- Assist in setting up urban institutions as outlined in Urban Areas & Cities Act

#### **Requirements and competencies for Appointment**

- For appointment to this post a candidate must have;
- A first degree in urban or regional planning, Architecture, or its equivalent from a reputable institution;
- A Masters' degree in a relevant field will be an added advantage;
- Must have served in Job Group "P" in public service or at a comparable and relevant position in the private sector for a minimum of seven (5) years;
- Must be a member of a recognized professional body in good standing.

- Must have attended a Senior Management Course lasting not less than four (4) weeks
- Demonstrate knowledge in Urban Development work and principles

## **VACANCIES IN THE DEPARTMENT OF FINANCE AND ECONOMIC PLANNING**

### **1. CHIEF OFFICER FINANCE – JG ‘S’ (1 POST) KSM/CPSB/2019/0 68**

#### **Duties and Responsibilities**

The chief officer shall be authorized officer in a specific department and shall be responsible to the respective County Executive Committee Member.

#### **Specific Duties and Responsibilities.**

- Administration of a County department;
- Formulation and implementation of effective programs to attain vision 2030 and sector goals;
- Development and implementation of strategic plan;
- Implementation of policies and regulations;
- Providing strategic policy direction for effective service delivery;
- Ensuring compliance with national values and principles of good governance as outlined in article 10 and 232 of the constitution of Kenya; and
- Performing any other duties as may be assigned by the county executive committee member.

#### **Requirements and competencies for Appointment**

- Be a Kenyan citizen
- Have a bachelor’s degree in any of the following options: - Commerce, Economics, Finance or any other related field from a recognized university in Kenya.
- Must be a Certified Public Accountant of Kenya, CPA(K)
- Must be a member of a relevant professional body in good standing.
- Post registration experience with a professional body of at least 3 years.
- Master’s degree in a relevant field will be an added advantage.
- Have vast knowledge and experience of not less than 10 years in relevant field, 5 years of which should be in a management position in public or private sector.
- Demonstrate thorough understanding of county development objectives and vision 2030.
- Be result oriented and 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 to diversity.
- Satisfy the requirements of chapter 6 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 computer literate.

### **2. CHIEF OFFICER ECONOMIC PLANNING - JG ‘S’ (1 POST) -KSM/CPSB/2019/069**

#### **Duties and Responsibilities.**

- Formulation and implementation of effective programmes to attain vision 2030 and service goals
- Development and implementation of development and strategic plans.
- Implementation of policies and regulations.
- Providing strategic policy direction for effective service delivery.
- Ensuring compliance with the national values and principles of good governance as outlined in article 10 and 232 of the Constitution of Kenya.

#### **Requirements and competencies for Appointment**

- Served in the grade of the deputy chief economist/ deputy chief statistician for a minimum of 3 years or other comparable relevant position in economic planning or in the compilation and production of statistical data for economic planning and development in the public sector;
- Have a minimum of 10 years' experience, of which 5 years must be a senior economic policy research/ planning position.
- Demonstrated outstanding professional competence matched with proper appreciation of the county economic development need.
- Demonstrated a high degree of administrative capability coupled with a wide experience in economic planning or in the production and interpretation of statistical data.
- Attained a qualification in economics or statistics of a minimum of Masters of Arts (MA), Masters of Science (MS), or Masters of Philosophy (MPhil) level or their equivalent recognized qualification.

### **3. DIRECTOR RISK AND ASSET PORTFOLIO MANAGEMENT - JG 'R' (1 POST) - KSM/CPSB/2019/070**

#### **Duties and Responsibilities.**

- Management of public debt;
- Manage the level and composition of county public debt, County Government's contingent guarantees and other financial obligations of national government and develop a framework for sustainable debt levels.
- Mobilize domestic and external resources for financing county budgetary requirements.
- Undertake negotiations relating to grants and loans.
- Educate and update investors about the economic performance of the County Government to achieve increased demand for the County Government's local and regional debt securities.
- Develop and execute the global investor relations program that accurately reflects the County Government of Kisumu investment climate.
- Lead the development of strategy, operating plans, budget, and execution of the investor relations program that may include among others facilitating two-way communication channels with investors and rating agencies through e-mails, conference calls, and the investor relations website.
- Briefing senior policymakers about market feedback and concerns, overall market sentiment with respect to asset class and general global environment, and anticipated market reactions to policy changes under consideration.

- Disseminate relevant macroeconomic data and policy information to market participants and answer questions about the data, information, and other related issues.
- Coordinate access of data and information from various official institutions and develop a network of officers in various government agencies and the Central Bank who can answer investor queries and coordinate access of market participants to senior policymakers.
- Undertake research on public debt management to inform policy.

#### **Requirements and competencies for Appointment**

- Served for cumulative ten (10) years three (3) of which have been at the grade of Deputy Director Accounting, Job Group ‘Q’ and above or in a comparable and relevant position in the Public Service;
- A Bachelor’s degree in Commerce (Accounting or finance option)
- A holder of a Master’s degree in any of the following disciplines: Business Management/Administration, Finance, Economics or Commerce from a recognized institution.
- Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) in good standing.
- A certificate in Strategic Leadership and Development Programme Course from a recognized institution;
- Demonstrated professional competence in the field of Accounting Services; and shown merit and ability as reflected in work performance and results;
- Must satisfy the provisions of chapter six of the constitution of Kenya 2010.

#### **4. DIRECTOR SUPPLY CHAIN MANAGEMENT – JG ‘R’ (1 POST) - KSM/CPSB/2019/071**

##### **Overall Purpose**

To procure goods, works and services at the right time, of the right quality and quantity, at the right price, and from right sources for County Government of Kisumu (CGK) to get value for money, and thus enhance shareholder’s value.

##### **Duties and Responsibilities**

- Implement public procurement and asset disposal procedures;
- Coordinate administration of procurement and asset disposal contracts;
- Coordinate consultations with county stakeholders of the public procurement and asset disposal system in liaison with the National Treasury and the Public Procurement Regulatory Authority (PPRA);
- Advise accounting officers of county government entities on public procurement and asset disposal matters;
- Co-ordinate county government monitoring and evaluation of the supply chain function of county government entities including ensuring compliance;
- Promote preference and reservations schemes for small and micro enterprises and other disadvantaged groups, citizen contractors, women, youth, persons with disabilities, minorities and marginalized groups in public procurement at the county;
- Promote preference and reservation schemes for residents of the county to ensure a minimum of twenty percent in public procurement at the county;

- Maintain and update annually standing lists or registered suppliers and liaise with Public Procurement Regulatory Authority (PPRA) in respect of PPRA's register of suppliers and procuring agents;
- Manage the preparation, publication and distribution of Request for Proposals (RFP), Tenders, Pre-qualification and Expression of Interest (EOI) documents;
- Co-ordinate receipt and opening of tender documents;
- Maintain, safeguard and archive procurement and disposal documents and records;
- Submit lists of pre-qualified suppliers, updated tenders to for approval;
- Manage evaluation of tenders, Request for Quotations (RFQ) and proposals;
- Recommend tender processing committee members for appointment by Chief Officers;
- Review, approve and publish notices of award and tender acceptance;
- review and approve contract documents as per award decision;
- Review, approve and issue rejection and debriefing letters;
- Review evaluation reports and prepare Professional opinion to Chief Officers
- Review and recommend for approval contract variations and modifications to procurement Documents;
- Provide information for any petition or investigation to debar suppliers or any Investigation Under review procedures;
- Implement decisions of Chief Officers on procurement matters, including co-ordinating all their activities;
- Act as Secretary to all procurement committees which include but not limited to evaluation committees, inspection and acceptance committees, project implementation committees and Disposal Committee;
- Liaise with PPRA and other bodies on procurement matters;
- Prepare and submit to PPRA reports required under the law;
- Prepare and submit reports required by CGK;
- Monitor contract management by user departments to ensure implementation in accordance with terms and conditions of the contracts;
- Report any significant departure form terms and conditions of contract to Chief Officers;
- Coordinate preparation of procurement plans and ensure consolidation of procurement and disposal plans;
- Approve aggregation of procurement to promote economies of scale;
- Conduct periodic and annual stock takes;
- Certify supplier invoices and payment vouchers;
- Approve extension of tender validity periods;
- Stock control;
- Staff appraisal and development of Training Needs (TN)
- Submit project implementation report on monthly basis
- Conduct periodic market surveys
- Administer the scheme of service for county government procurement and supply chain management officers and capacity building

## Requirements and competencies for Appointment

- A Bachelor's Degree in any of the following: – Commerce (procurement option), Business administration (procurement option), Procurement and supply chain management or equivalent qualification from a recognized institution.
- Seven (7) years' experience, three (3) years of which must have been in a senior management level in an institution either in public or private sector
- Must be a member of CIPS or KISM
- Must have attended Senior Management Course for a period not less than Four (4) Weeks.
- Demonstrate a high degree of professional competence, administrative capabilities and initiative in organization and management of supply chain Management functions and possess a thorough understanding of supply chain management policies, rules, regulations and other status that impact on supply chain management.
- Ability to articulate and implement departmental and county government mandates
- Organizational, analytical, managerial and decision-making skills

### 5. DIRECTOR PLANNING AND STATISTICS- JG 'R' (1 POST) - KSM/CPSB/2019/072

#### Duties and Responsibilities

- Central planning and budget monitoring Unit
- Directing of Economic Planning functions
- Production of statistical data at the County
- Co-ordination and formulation of County development strategies, policies and program
- Co-ordination of County economic Planning and collation and presentation of statistical data in form of survey reports or bulletins in the county.
- Preparation of County Development Plans
  - County Integrated Development Plan (CIDP)
  - County Fiscal strategy paper (CFSP)
  - County Strategic Plan
  - County 5-year Plan etc
- Monitoring and Evaluation of policies and program in the County
- Planning and management of human resources projection of manpower needs and training to meet County development Objectives.
- Carrying out population surveys and compilation of data for Planning and Social Services
- Carrying out manpower survey and in conjunction with the Ministry responsible for employment, undertaking labor force studies and monitoring level of youth unemployment in the county
- Assisting in the collection, collation, processing and administration of statistical data in accordance with the statistical Act in the County.
- Formulation and Co-ordination of strategies, policies and program for a coordinated development of the Economic sectors.
- Carrying out sector studies and research monitoring changes in key indicators in the economic sector in the County.
- Coordination of Budget and Supply Matters
- Coordination of Budget preparation between the various Ministries in the County



- Analyzing Budget Estimates and Project proposals
- Operationalizing budget systems

### **Requirements and competencies for Appointment**

- Have relevant knowledge, experience and a distinguished career of not less than seven (7) years three (3) of which must have been in research using survey techniques and demographic techniques;
- Knowledge and experience in programme based budgeting, planning and financial analysis;
- Have a Bachelor of in Economist, Economics and Statistics, Economics and Mathematics or any other relevant qualification from recognized university/institution;
- A relevant Master's degree will be an added advantage; Proficiency in relevant Computer applications;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

## **6. DIRECTOR PUBLIC PARTICIPATION ~ JG 'R' (1 POST)- KSM/CPSB/2019/073**

### **Duties and Responsibilities**

- Coordinating public participation activities of the County Government
- Mobilize and organize the public, stakeholders and local communities to participate in county governance and decision making processes
- Sensitize the public on County structures and opportunities for Public Participation
- Establishing linkages with local and international institutions, Associations and organizations whose objectives are to promote Public Participation within the County;
- Collaborate with relevant institutions in the County to promote access to information and civic education programmes;
- Establish an appropriate feedback mechanism to the public;
- Ensure that the citizen participation processes adhere to the relevant legislation, regulations, policies or guidelines affecting the rights and responsibilities of the public officers and participants;
- Facilitate public education and training programmes relating to citizen participation;
- Receiving and coordinating citizen petitions within the County Executive;
- Maintain a depository of all information, correspondence and documentation on public participation and citizen petitions within the County Executive;
- Assessing the public responsiveness to public participation and making recommendation to the County Executive Committee Member;
- Submitting reports to the County Executive Committee Member on public participation and citizen petitions within the County Executive;
- Advise the County Executive Committee Member generally on the appropriate policies, plans and strategies for enhancing public participation in the county; and
- Carry out any other function in furtherance of the objects and purpose of this Act as may be assigned by the County Executive Committee Member.

## **Requirements and competencies for Appointment**

- Degree or Post Graduate Diploma or equivalent in any Social Science from a recognized Institution.
- A Strategic Leadership Development Programme or equivalent from a recognized Institution.
- Have knowledge and relevant experience in community service or social work.
- Meet the requirement of leadership and integrity set out in chapter six of the Constitution of Kenya, 2010.
- Have relevant knowledge, experience and a distinguished career of not less than seven (7) years three (3) of which must have been in research using survey techniques and demographic techniques

## **7. DIRECTOR ACCOUNTING – JG ‘R’ (1 POST) - KSM/CPSB/2019/074**

### **Duties and Responsibilities**

Reports directly to the Chief Officer Finance and is In-charge of the County Treasury Accounting Services

Responsible for the following duties: -

- Direction and coordination of routine & non-routine Accounting transactions and related matters;
- Interpretation of Financial and Accounting policies, regulations and circulars in the County Treasury;
- Establishment and maintenance of effective internal control system in the County Treasury;
- Ensure timely preparation of financial statements and reports;
- Coordination of IFMIS activities and overall capacity building;
- Ensuring strict compliance with the Government Financial laws, Regulations and Procedures;
- Ensures proper handling of Banking Matters;
- Coordinates authorization of payment vouchers and approval of payments in the Internet banking system;
- Liaison with HRM on County Treasury Staff matters and implementation of scheme of service for Accountants;
- Plays advisory role to the Chief Officer and County Executive Committee member for finance on Financial and accounting matters; and
- Any other relevant duty as may be assigned from time to time.

### **Requirements and competencies for Appointment**

- Served for cumulative seven (7) years three (3) of which have been at the grade of Deputy Director Accounting, Job Group ‘Q’ and above or in a comparable and relevant position in the Public Service;
- A Bachelor’s degree in Commerce (Accounting or finance option)
- A holder of a Master’s degree in any of the following disciplines: Business Management/Administration, Finance, Economics or Commerce from a recognized institution.

- Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) in good standing.
- A certificate in Strategic Leadership and Development Programme Course from a recognized institution;
- Demonstrated professional competence in the field of Accounting Services; and shown merit and ability as reflected in work performance and results;
- Must satisfy the provisions of chapter six of the constitution of Kenya 2010.

## **8. DIRECTOR BUDGET – JG ‘R’ (1 POST) - KSM/CPSB/2019/075**

### **Duties and Responsibilities**

The Director of Budget will be in-charge of the entire budget process of the County Government. The officer will be responsible to the Chief officer Finance for co-coordinating all matters pertaining to the budget including preparation, printing and submission of the estimates to the County Assembly; and dealing with assembly questions and issues pertaining to expenditure management including monitoring and control. The officer will liaise with the Economic Chief Officer on revenue projections and with the Accountant General on exchequer issues.

Specifically, the Director of Budget will carry out the following duties and responsibilities:

- Coordinating the preparation of the County budget;
- Coordinating the Accounting Units on preparation of the annual estimates and Medium-Term Expenditure Framework;
- Stakeholder Consultations;
- results based planning and performance measurement;
- Risk management in the public finance sector;
- Development of reforms in the budget process;
- Formulation of budget policies;
- Review of the Budget implementation to ensure it is in line with the overall policy and macro-economic and fiscal framework; and
- Assisting the Permanent Secretary in the administration of this scheme.

### **Requirements and competencies for Appointment**

- Be a Kenyan citizen.
- Be a holder of Bachelor’s degree in Finance, Accounting, Business Administration, Commerce or any in a relevant equivalent.
- Be a holder of CPA (K) or its recognized equivalent.
- Be registered with the institute of Certified Public Accountants of Kenya (ICPAK) OR Association of Certified Fraud Examiners (ACFE).
- Relevant work experience of not less than seven (7) years three (3) of which must be in senior management position
- Master’s degree with a bias in Accounting or Finance will be an added advantage.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- Have a very good Microsoft Excel and IFMIS management skills. ix. Have a Certificate in Strategic Leadership Development Program (SLDP) lasting not less than Six (6) Weeks from Kenya School of Government OR equivalent senior managerial training from a recognized institution.

## **Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- Ability to articulate, interpret and implement National and International Policies and Development Goals.
- Organizational, conceptual and analytical, managerial and decisive skills.
- Creativity and innovation.
- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Leadership, advocacy, relationship building and collaboration, self-driven and initiative to achieve expected results.

## **VACANCIES IN THE DEPARTMENT OF HEALTH & SANITATION**

### **1. CHIEF OFFICER ENVIRONMENT & HEALTH SERVICES – JG ‘S’ (1 POST) - KSM/CPSB/2019/076**

#### **Position summary**

This position is responsible for the administration of the county’s environment and health, services as provided under section 45 of the County Government Act 2012.

#### **Duties and Responsibilities**

The Chief Officer will be the authorized officer and accounting officer in the department of Health and Sanitation Services and shall report to the County Executive Committee Member Health and sanitation services.

#### **Specific duties will include:**

- Administration of a county department;
- Formulation and implementation of programs to attain Vision 2030 and sector goals;
- Development and implementation of strategic plans and sector development plans;
- Implementation of policies and regulations;
- Providing strategic policy direction for effective service delivery;
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya; and
- Performing any other duties as may be assigned from time to time.

#### **Requirements and competencies for Appointment**

- Be a Kenyan citizen;
- Have a bachelor’s degree in Medicine or related field from a University recognized in Kenya.
- Possession of a Master’s degree in a relevant field will be an added advantage;
- Have vast knowledge and experience and distinguished career of not less than 10 years in the relevant field, 5 of which should be in a senior/managerial position in a large organization;
- Demonstrate thorough understanding of Kisumu County manifesto, CIDP, development objectives and Vision 2030;
- Be a strategic thinker and results-oriented;
- Have excellent communication, organizational and interpersonal skills;

- Have capacity to work under pressure to meet strict timelines;
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Satisfy the requirements of Chapter 6 of the Constitution;
- Demonstrate understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the Constitution of Kenya 2010; and
- Be computer literate.
- Proof of registration with the relevant professional body will be an added advantage

## **2. CHIEF OFFICER PLANNING, STRATEGY, POLICY, PARTNERSHIPS & GENERAL ADMINISTRATION - JG 'S' (1 POST) - KSM/CPSB/2019/077**

### **Position summary**

This position is responsible for the administration of the county's strategy, policy, partnerships and general administration as provided under section 45 of the County Government Act 2012

### **Duties and Responsibilities**

The Chief Officer will be the authorized officer and accounting officer in the department of Health and Sanitation and shall report to the County Executive Committee Member Health and sanitation services.

Specific duties will include:

- Administration of a county department;
- Formulation and implementation of programs to attain Vision 2030 and sector goals;
- Development and implementation of strategic plans and sector development plans;
- Ensure effective human resource management and development
- Implementation of policies and regulations;
- Providing strategic policy direction for effective service delivery;
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya; and Performing any other duties as may be assigned from time to time

### **Requirements and competencies for Appointment**

- Be a Kenyan citizen;
- Have a bachelor's degree from a University recognized in Kenya.
- Possession of a master's degree in a relevant field will be an added advantage;
- Have vast knowledge and experience of not less than 10 years in the relevant field, 5 of which should be in a senior/managerial position in a large organization;
- Demonstrate thorough understanding of county development objectives and Vision 2030;
- Be a strategic thinker and results-oriented;
- Have excellent communication, organizational and interpersonal skills;
- Have capacity to work under pressure to meet strict timelines;
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Satisfy the requirements of Chapter 6 of the Constitution;
- Demonstrate understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the Constitution of Kenya; and
- Be computer literate.

### **3. DIRECTOR CURATIVE AND REHABILITATIVE SERVICES (1 POST) - JG 'R'**

**KSM/CPSB/2019/078**

#### **Position summary**

Shall be the overall technical lead of the curative and rehabilitative services at county level. And shall answerable to the Chief Officer Environment and Health services. As the technical organ he/she shall provide strategic directions for curative and rehabilitative services at county level. He/she will be responsible for implementation of policies and procedures for effective and efficient management of curative and rehabilitative services

#### **Duties and Responsibilities**

The specific duties will be to oversee service delivery in the following areas among others

- Diagnostic Services
- Clinical Services
- Nursing Services
- Pharmaceutical Services
- Blood Safety
- Rehabilitative services
- Referral services
- Provide guidance in the implementation of a strategic plan which is linked to Department of Health and National Health Plans
- Provide guidance in the development of Annual Work Plans
- Ensure that quality assurance systems are in place for monitoring service quality and for investigating incidents and complaints in the hospital
- Support the management of clinical audit, promoting and participating in quality assurance issues including multidisciplinary audit and quality initiatives
- Ensure that staff comply with the clinical and rehabilitative quality assurance guidelines
- Serve as a role model in quality improvement, offering advice and support to others
- Keep abreast with clinical and rehabilitative services quality developments and alert others to their implications on quality service delivery
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them
- Any other duties as may be assigned from time to time

#### **Requirements for the appointment**

- Be a Kenyan Citizen
- Have a Bachelor of Medicine and Surgery Degree from a recognized University
- A medical specialist with post-graduate qualification in the medical fields with a minimum five years' experience as a Medical specialist in their respective professional field
- Registered with the Kenya Medical Practitioners and Dentists Board
- Have a valid practicing license
- Substantial 10 years' experience in senior leadership and management positions within the health sector

- Must have Strategic Leadership Development Programme Course
- Have capacity to undertake multitasks within strict timelines
- Strategic and analytical skills with a deep understanding of the strategic and operational challenges of the health sector in the country and the county
- The analytical ability necessary to evaluate and determine health status of patient and implement proper care plan.
- Interpersonal skills necessary to interview, teach and counsel patients; instruct health care personnel on procedures and treatment.
- Ability to analyze and evaluate patient history, physical examination findings and laboratory values, and make preliminary diagnosis of patients for review by health care team
- Ability to design and conduct operations, research, analyze and utilize research findings in planning activities to improve service delivery
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010
- Demonstrate a good understanding of the County Government’s mandate, health policies, vision, mission, as well as vision 2030
- Demonstrate understanding of and commitment to the national values and principles of Public Service Governance as espoused in the Constitution of Kenya 2010 Article 10 and 232

#### **4. DIRECTOR PUBLIC HEALTH, PREVENTIVE/PROMOTIVE AND ENVIRONMENTAL HEALTH SERVICES – (1 POST) - JG ‘R’ KSM/CPSB/2019/079**

##### **Position summary**

The position exists to ensure that the Department of Health and sanitation services achieves its mandate through assisting the county chief officer environment and health services in formulating and implementing policies, regulations, guidelines, standards and capacity building to assess, prevent, control for effective and efficient management of public and environmental health risk factors.

He/she will be answerable to the County Chief Officer, curative and rehabilitative services

##### **Duties and responsibilities**

- The specific duties will be to oversee service delivery in the following areas among others:
  - ~ Public Health
  - ~ Reproductive Health
  - ~ New-born, Child, and Adolescent Health
  - ~ Vaccines and Immunization
  - ~ Nutrition and Dietetics
  - ~ Community strategy
  - ~ Disease Surveillance
- Coordinate implementation of statutory provisions, standards and other relevant legislations on public health and any other relevant legislation.
- Develop and policies, guidelines, strategies, standards and procedures in the area of promotive, preventive and environmental health programmes
- Provide guidance in the development and implementation of a strategic plan which is linked to Vision 2030 and Health Sector goals

- Ensure safety and security of employees and patients within the hospital premises in accordance with the Occupational Safety and Health guidelines
- Ensure Review current policies, guidelines, strategies, standards and procedures in the area of promotive and preventive health programmes to inform any existing gap.
- Ensure resources allocated for public health interventions are managed in line with relevant public health policies and regulations

#### **Requirements and competencies for Appointment**

- Be a Kenyan Citizen
- Bachelor's degree in a Health-related field from a recognized university
- Master' in Public Health
- Substantial 10 years' experience 5 of which must be in senior leadership and management positions within the health sector or its equivalent
- Registered by relevant regulatory body
- Must have Strategic Leadership Development Programme Course
- Have capacity to undertake multitasks within strict timelines
- Strategic and analytical skills with a deep understanding of the strategic and operational challenges of the health sector in the country and the county
- The analytical ability necessary to evaluate and determine public health and implement proper plan.
- Interpersonal skills necessary to interview, teach and instruct personnel on public health policies and guidelines
- Ability to design and conduct operations, research, analyze and utilize research findings in planning activities to improve service delivery
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010
- Demonstrate a good understanding of the County Government's mandate, health policies, vision, mission, as well as vision 2030
- Demonstrate understanding of and commitment to the national values and principles of Public Service Governance as espoused in the Constitution of Kenya 2010 Article 10 and 232
- Conversant with Public Health and other relevant Acts

#### **5. DIRECTOR POLICY PLANNING, STRATEGY, PARTNERSHIPS & RESOURCE MOBILIZATION – (1 POST) - JG 'R' -KSM/CPSB/2019/080**

##### **Duties and Responsibilities**

- Reporting to Chief Officer General Administration, Planning, Policy and Resource Mobilization.
- Advises department of Health and Sanitation on the formulation, implementation and evaluation of health policies.
- Provides support to the Chief Officer in planning, monitoring and evaluation of interventions to human resources for health and integrated health information systems.
- Responsible for developing and executing strategic departmental plans.
- Ensures that policies, legislation and regulations are conducive to the operations of the department.



- Development and implementations of both internal and external resource mobilization policies.
- Reviewing financing and agreement from the donor community.
- Donor engagement and partnership building.
- Developing and reviewing policies affecting the department.
- Analyses and compiles data in social and economic issues pertaining to health.
- Developing and reviewing departmental policies, plans and strategies.
- Spear heading the establishment of income generating programs and projects in collaboration with stakeholders.
- Collaborating in areas of research uptake of new technology and resource mobilization with major stakeholders.
- Facilitating partnerships promotions and soliciting from donor communities, educational institutions and other Government agencies.
- Overseeing development of proposals for the departmental projects.
- Facilitating findings of capital through public private partnership.

### **Requirements and Competencies for Appointment**

- Be a Kenyan Citizen
- Bachelor's degree in a Health-related field from a recognized university
- Substantial 10 years' experience in senior leadership and management positions within the health sector or its equivalent
- Registered by relevant regulatory body
- Must have Strategic Leadership Development Programme Course
- Have capacity to undertake multitasks within strict timelines
- Strategic and analytical skills with a deep understanding of the strategic and operational challenges of the health sector in the country and the county
- The analytical ability necessary to evaluate and determine and implement proper plan.
- Interpersonal skills necessary to interview, teach and instruct personnel on policies and guidelines
- Ability to design and conduct operations, research, analyze and utilize research findings in planning activities to improve service delivery
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010
- Demonstrate a good understanding of the County Government's mandate, health policies, vision, mission, as well as vision 2030
- Demonstrate understanding of and commitment to the national values and principles of Public Service Governance as espoused in the Constitution of Kenya 2010 Article 10 and 232

## **6• DIRECTOR GENERAL ADMINISTRATION, LOGISTICS SERVICES AND INFRASTRUCTURE**

**DEVELOPMENT – (1 POST) - JG 'R'-KSM/CPSB/2019/081**

### **Position summary**

The position exists to ensure effective and efficient provision of general administrative (non-medical), logistics and infrastructural development services in the county department of Health and Sanitation Services

He/she will be responsible for implementation of policies and procedures for effective and efficient management of administration, logistics and infrastructure in the department and will

be answerable to the County Chief officer, strategy, policy, partnership and general administration

### **Duties and responsibilities**

- The specific duties will be to oversee service delivery in the following areas among others:
  - ~ Infrastructure development and maintenance
  - ~ Management of development projects
  - ~ Provision of utilities
  - ~ Estate management
  - ~ Logistics management
- Provide guidance in the development and implementation of a strategic plan which is linked to Vision 2030 and Health Sector goals
- Ensure safety and security of employees and patients within the hospital premises in accordance with the Occupational Safety and Health guidelines
- Ensure customer satisfaction surveys are conducted annually and findings/ recommendations implemented Government transport in accordance with Section “K” of the county Public Service Regulations
- Ensure that quality assurance systems are in place for monitoring service quality and for investigating incidents and complaints in the hospitals
- Provide direction, guidance and counsel in ensuring achievement of Performance Contracts targets
- Ensure resources allocated for development projects are managed as financial management rules and regulations

### **Requirements and competencies for Appointment:**

- Be a Kenyan Citizen
- Bachelor of Business Administration, Economics, social sciences or relevant qualifications
- Master’ in Business Administration, health systems management, Economics, Financing or accounting
- Substantial 7 years’ experience 3 of which must be in senior leadership and management positions within the health sector or its equivalent
- Registered by relevant regulatory body
- Must have Strategic Leadership Development Programme Course
- Have capacity to undertake multitasks within strict timelines
- Strategic and analytical skills with a deep understanding of the strategic and operational challenges of the health sector in the country and the county
- The analytical ability necessary to evaluate and determine health financing and infrastructural status and implement proper plan.
- Interpersonal skills necessary to interview, teach and counsel staff; instruct personnel on infrastructural development and health financing procedures and guidelines
- Ability to design and conduct operations, research, analyze and utilize research findings in planning activities to improve service delivery
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010
- Demonstrate a good understanding of the County Government’s mandate, health

- policies, vision, mission, as well as vision 2030
- Demonstrate understanding of and commitment to the national values and principles of Public Service Governance as espoused in the Constitution of Kenya 2010 Article 10 and 232

## **VACANCIES IN KISUMU COUNTY PUBLIC SERVICE BOARD**

### **1. DIRECTOR HUMAN RESOURCE MANAGEMENT - JG 'R' (1 POST) –**

**Ref: KSM/CPSB/2019/082**

Reporting to the Board Secretary, the officer will perform the following functions

#### **Duties and Responsibilities**

- Advising and implementing human resource management policies, rules and regulations;
- Developing and implementing career and succession management plans;
- Human resource planning, training and development;
- Organizing Human Resource Audit inspection and preparation of audit reports;
- Coordinating and implementing performance management/appraisal programmes;
- Managing staff disciplinary programmes;
- Developing and managing Human Resource Information Systems;
- Undertaking periodic human resource audits;
- Managing the staff payroll and retirement programmes;
- Developing and managing staff welfare programmes;
- Developing and reviewing Schemes of Service;
- Performing any other duty as may be assigned from time to time.

#### **Requirements and competencies for Appointment**

- Be a Kenyan citizen
- Be a holder of a Bachelor's degree in Human Resource Management or related field from a university recognized in Kenya
- A Master's degree in Human Resource Management is an added advantage
- Must be a registered member of Institute of Human Resource Management in good standing.
- Must have at least five (5) years of post-registration experience
- Must have served for at least 7 years in the field of Human Resource Management in the Public Service, 3 of which should have been at senior managerial level.
- Must have attended senior management courses including strategic leadership at a recognized institution
- Must be able to work within tight timelines and ensure efficient and effective staff supervision
- Demonstrate conceptual, analytical, leadership and report writing skills
- Must be committed to continuous learning and be results-oriented.
- Demonstrate initiative and a high degree of professional competence
- Must be a highly motivated and self-driven individual
- Proficient in computer applications

- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

## **2. DIRECTOR OF FINANCE AND ADMINISTRATION– JG ‘R’ (1 POST)**

**Ref: KSM/CPSB/2019/083**

Reporting to the Board Secretary, the officer will perform the following functions

### **Duties and Responsibilities**

- Oversee all aspects of financial management, including financial systems implementation, budgeting, expenditure tracking, and financial reporting and accounting within the Board.
- Provide technical support and guidance on the Finance, Risk Management and internal controls within the Board;
- Develop sound financial and accounting policies in line with Public Financial Management Act,2012;
- Develop and execute financial and accounting management and control systems in line with the Public Finance Management Act,2012;
- Coordinate and oversee the inventory management within the Board;
- Oversee and supervise the administrative function of the Board including reception, property/facility management, safety of the work environment, and provision of furnishings and equipment necessary for effective operations;
- Perform any other duties and responsibilities which may be assigned by the Board Secretary;

### **Requirements and competencies for Appointment**

- Be a Kenyan citizen
- Have a minimum of a Bachelor’s degree (Accounting or Finance Option);
- Possess CPA (K) or its equivalent from a recognized institution;
- Be a registered member of ICPAK with good standing;
- A Master’s degree in Accounting or Finance option will be an added advantage;
- Must have served for at least 10 years in the field of Finance management in the Public Service, 5 of which should have been at senior managerial level;
- Must have attended senior management courses including strategic leadership at a recognized institution;
- Must be able to work within tight timelines;
- Demonstrate conceptual, analytical, leadership and report writing skills;
- Must be committed to continuous learning and be results-oriented;
- Demonstrate initiative and a high degree of professional competence;
- Must be a highly motivated and self-driven individual;
- Proficient in computer applications;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya;

### **3. DIRECTOR ETHICS & GOVERNANCE - JG 'R' (1 POST)- Ref: KSM/CPSB/2019/084**

The Director will develop an effective governance, ethics and policy framework, spearhead integrity programmes and oversee the institutionalization of ethical culture in the entire county civil service to actualize positive culture change and organizational behavior for sustained productivity.

#### **Duties and Responsibilities: -**

- Providing guidance to management on the integrity and ethics programmes
- Coordinating, supervising, monitoring and evaluating the county's Integrity and Ethics programme across all departments
- Setting up corruption-prevention committees across the departments, sub-counties and wards
- Ensuring adherence to and compliance with ethical procedures at all operating levels of the county
- Nurturing relationships with relevant stakeholders to enhance awareness regarding corruption and economic crimes
- Undertaking roll out, training and sensitization of all county staff on the public service values and principles
- Preparing performance indicators on the successes of the implementation of public service values and principles.
- Developing customer awareness on corruption-prevention campaigns
- Reporting and investigating of unethical practices in liaison with respective agencies
- Preparing quarterly and annual reports on implementation and compliance with public service values and principles
- Monitoring and reporting on the implementation of the County Code of Conduct.

#### **Requirements and competencies for Appointment**

- Must be a Kenyan citizen
- Bachelor's degree in Social Sciences, with Diploma in Ethics/Integrity and Corporate Governance from a recognized institution
- A Master's degree in Corporate Governance with particular emphasis on management of institutional ethics and integrity programmes will be an added advantage
- Minimum of ten (10) years' working experience, five (5) of which must be in senior management level in management of ethics and integrity programmes
- Demonstrate capacity in successful policy formulation and effective implementation of public corporate governance, integrity, ethics and anti-corruption programmes in the public/corporate service
- Thorough understanding of the legal, social and ethical framework of governance, ethics and integrity challenges
- Strong communication and networking skills
- Attention to detail
- Excellent personal integrity and ethical standards
- Drive for results and achievement, and ability to meet tight timelines
- Commitment to the county's vision and values
- Excellent inter-personal relations
- Excellent initiative and capacity to deliver with minimum supervision

- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy requirements of Chapter 6 of the Constitution

#### **4. PUBLIC RELATIONS OFFICER - JG 'M' (1 POST) - Ref: KSM/CPSB/2019/085**

Reporting to the Board Secretary/CEO

##### **Duties and Responsibilities**

- Coordinate all public relations activities including publishing of brochures, handbooks, flyers, CDs, etc.
- Updating the Board website in liaison with the IT Section
- Portray a positive public image of the Board
- Coordinating outreach programmes with various stakeholders
- Prepare press-releases, react to media stories and ensure proactive media reporting via the available channels.
- Have initiative and drive and excellent interpersonal skills to handle various interest groups
- Ability to work without supervision and to meet strict timelines
- Any other duties that may be assigned from time to time

##### **Requirements and competencies for Appointment**

- Have minimum Bachelor's degree in Public Relations/Media Communication
- Have served as a Public/Communications Officer or an equivalent position in either the public or the private sector for at least five (5) years, three of which should be in management positions.
- Be competent in the use of digital systems
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution
- Satisfy the requirements of Chapter 6 of the Constitution

#### **5. PROCUREMENT/LOGISTICS OFFICER – JG 'M' – (1 POST) - Ref: KSM/CPSB/2019/086**

Reporting to the Board Secretary

##### **Duties and Responsibilities:**

- Planning and coordinating supplies management services
- Enforcing Government procurement regulations, systems and procedures
- Preparing supplies estimates of expenditure and control of vote
- Procuring stores items and setting up an effective procurement management system
- Preparation of Board Annual Procurement Plan
- Preparing procurement policy, review and updating of existing regulations, supplies management instruction, inspection e.t.c
- Responsible for the day to day management of the entire supply chain department
- Any other duty that may be assigned by the supervisor from time to time

##### **Requirements and competencies for Appointment**

- Be a Kenyan citizen

- Be a holder of Bachelor's degree in Procurement/ Supplies with three (3) years' experience in the public/private service
- Membership of relevant professional body
- Must have initiative and drive to initiate and oversight Board procurement programs
- Must demonstrate a high level of confidentiality
- Must be able to work under pressure and meet tight deadlines.
- Must be computer literate and able to demonstrate high level of professionalism
- Must be of a pleasant disposition with high interpersonal skills.
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter Six of the Constitution

## **6. SENIOR ETHICS AND GOVERNANCE OFFICER - JG 'L' (1 POST)**

**~ Ref: KSM/CPSB/2019/087**

Reporting to the Director Ethics and Governance

### **Duties and Responsibilities**

- Develop, initiate, maintain, and revise policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct.
- Develop and periodically review and update Standards of Conduct;
- Provide technical guidance to management and employees on ethical and compliance issues.
- Collaborate with other departments (e.g., Risk Management, Internal Audit, Employee Services, etc.) to direct compliance issues to appropriate existing channels for investigation and resolution.
- Consult with the County Attorney as needed to resolve difficult legal compliance issues.
- Respond to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures.
- Develop and oversee a system for uniform handling of unethical violations.
- Act as an independent review and evaluation body to ensure that compliance issues/concerns within the organization are being appropriately evaluated, investigated and resolved.
- Monitor, and as necessary, coordinate compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends.
- Identify potential areas of compliance vulnerability and risk; develop/implement corrective action plans for resolution of problematic issues, and provide general guidance on how to avoid or deal with similar situations in the future.
- Provide reports on a regular basis, and as directed or requested, to keep the Ethics and Governance Committee of the Board and senior management informed of the operation and progress of compliance efforts.
- Ensure proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.
- Establish and provide direction and management of the compliance hotline.
- Any other duties assigned from time to time

### **Requirements and competencies for Appointment**

- Must be a Kenyan citizen
- Be a holder of a Bachelor's degree in Social Sciences, with a Diploma in Ethics/Integrity and Corporate Governance from a recognized institution
- Must have served for at least five (5) years in ethics and governance office in the public/private service;
- Must be able to work under pressure and meet tight deadlines.
- Must be of a pleasant disposition with high interpersonal skills.
- Must be computer literate and able to demonstrate high level of professionalism
- Demonstrate understanding and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter Six of the Constitution

### **7. LEGAL OFFICER - JG 'M' (1 POST) - Ref: KSM/CPSB/2019/088**

Reporting to the Board Secretary

#### **Duties and Responsibilities**

- Reviewing and vetting demand letters, statutory notices, pleadings, affidavits and other relevant litigation documents.
- Drafting and reviewing templates, standard forms, service level agreements, contracts, security documents and other relevant documents
- Providing guidance on litigation matters
- Managing litigation records and regular review of litigation matters
- Liaising with external lawyers
- Any other duties assigned from time to time

#### **Requirements and competencies for Appointment**

- Bachelor of Laws degree from a recognized University
- Be an Advocate of the High Court of Kenya with a minimum of 3 years' post Qualifications experience
- Have litigation experience
- Have a current practicing certificate
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution
- Satisfy the requirements of Chapter 6 of the Constitution

### **8. SENIOR INTERNAL AUDITOR - JG 'M' (1 POST) - Ref: KSM/CPSB/2019/089**

Reporting administratively to the Secretary/CEO and functionally to the Board, the Internal Auditor will be charged with the following: -

#### **Duties and Responsibilities**

- Planning, organizing, directing, coordinating and controlling of internal audit services within the County Public Service Board
- Establishing risk-based audit plans consistent with the Board's objectives
- Communicating plans of engagement and resource requirements for the internal audit function



- Playing a key role in maintaining a strong internal control environment and supporting initiatives that improve performance
- Perform financial, operational and information systems audit
- Attending meetings with auditees to develop an understanding of business processes
- Travelling to different sites to meet relevant staff and obtain documents and information
- Researching and assessing how well risk-management processes are working.
- Providing ad hoc advice and guidance to the Board and the Secretariat
- Performing risk assessments on key Board activities and using this information to guide the scope of the audits
- Anticipating emerging issues through research and interviews and deciding how best to deal with them
- Providing support and guidance to the Board on how to achieve on its mandate
- Agreeing on recommendations with relevant staff members to make improvements to operations
- Preparing reports to highlight issues and problems and distributing the reports to the relevant auditees
- Assessing how well the Board is complying with the relevant laws and regulatory requirements
- Managing a variety of stakeholders and their expectations through regular communications

#### **Requirements and competencies for Appointment**

- Be a Kenyan citizen
- Have a minimum of a Bachelor's degree (Accounting or Finance Option)
- Possess CPA (K) or its equivalent from a recognized institution
- Certification in Information Systems Auditing and CIA will be an added advantage
- Be a registered member of ICPAK or Institute of Internal Auditors
- Have at least five (5) years' practical working experience in Audit in a public organization or a well-established commercial organization in a senior position
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

### **9. CHIEF OFFICE ADMINISTRATOR - JG 'M' (2 POSTS) - Ref: KSM/CPSB/2019/090**

#### **Duties and Responsibilities**

- Office management and coordination of specific office issues
- Handling all typing work/reports
- Attending to visitors/clients; managing telephone calls and appointments
- Ensuring security of office records, equipment, filing documents and classified materials
- Preparing responses to routine correspondence
- Guiding and supervising office staff in lower grades
- Any other duties as may be assigned from time to time

## **Requirements and competencies for Appointment**

- Be a Kenyan citizen
- A Diploma /Higher National Diploma in Secretarial Studies from the Kenya National Examination Council or its equivalent and proficiency in computer applications

**OR**

A Bachelor's degree in Secretarial Studies or Office Management from a recognized university will be an added advantage

- Have served satisfactorily as Personal Secretary for a minimum period of five (5) years
- Must have a pleasant demeanor and character and demonstrate quality results in his/her work
- Must demonstrate excellent interpersonal skills and ability to work with different groups of people
- Must have initiative and drive and be able to meet strict timelines
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution
- Satisfy the requirements of Chapter 6 of the Constitution

## **10. ACCOUNTANT I -JG 'L' (1 POST) - Ref: KSM/CPSB/2019/091**

The officer will be responsible to the Director Finance & Administration

### **Duties and Responsibilities**

- Assisting the Board develop sound financial and accounting policies in line with Public Finance Management Act, 2012
- Developing and executing financial and accounting management and control systems in line with the Public Finance Management Act, 2012
- Issuing financial management instructions and maintaining effective internal control systems;
- Coordinating the budget formulation, preparation, execution, accounting and reporting;
- Safe-keeping of unused cheque books and cheque counterfoils
- Maintaining cash books
- Preparing statements of expenditure for the donor-funded expenditures
- Posting of cash books
- Filling of vouchers in an orderly way for ease of retrieval
- Safe custody of cash, cashbooks, paid vouchers, and bank statements
- Daily balancing of cashbooks
- Doing monthly bank reconciliation and clearance of all outstanding items in the bank reconciliation
- Spending in accordance with the available funds or AIE
- Ensuring smooth flow of work in the section
- Cash management including management of imprest according to regulations
- Sectional budget preparation
- Processing LPOs, payment and payment vouchers
- Representative of County Treasury in departmental tender committees
- Heading accounting units in county departments

- Preparing monthly financial reports for consolidation
- Ensuring payments are in conformity with the existing government financial regulations and procedures
- Following up audit issues and ensuring their minimization
- Maintaining a reliable vote book system
- Ensuring implementation of internal controls
- Ensuring the budget is fully implemented
- Ensuring efficient use of financial resources and county assets
- Supervising accounting staff below him/her
- Executing all the accounting functions relating to the unit assigned

**Requirements and competencies for Appointment**

- Must be a Kenyan citizen
- Must be a holder of a Bachelor's degree in Finance/Accounting/Business Administration/Economics
- OR
- Must have CPA (K) or ACCA
- Must have served in the public/private sector for a minimum period of three (3) years
- Be able to demonstrate familiarity with Government operations and general accounting systems
- Demonstrate understanding of public finance management
- Ability to interpret Government policy, procedures and data
- Must have excellent communication and interpersonal skills.
- Must be self-driven with a lot of initiative and drive
- Proficiency in computer applications
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution
- Satisfy the requirements of Chapter 6 of the Constitution

**11. HUMAN RESOURCE RECORDS CLERK – JG ‘K’ (2 POSTS) - Ref: KSM/CPSB/2019/092**

Reporting to the Chief Records Management officer: -

**Duties and Responsibilities**

- Receiving and dispatching letters
- Maintaining related registers
- Ensuring security of files and documents
- Ensuring proper handling of documents
- Attending to correspondence
- Preparing disposal schedules and disposing of dead files in accordance with relevant regulations
- Any other duties that may be assigned from time to time

**Requirements and competencies for Appointment**

- Diploma in HR/ Information /Records Management Systems with three (3) years' experience; or

Certificate in HR or Information/Records Management Systems with three (3) years' experience in a similar position

- Both degree and diploma should be from recognized institutions
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution
- Satisfy the requirements of Chapter 6 of the Constitution

## **12. ACCOUNTS CLERK I -JG 'H' (1 POST) - Ref: KSM/CPSB/2019/093**

The officer will be responsible to the Accountant in charge of the respective unit or section she or he is serving

### **Duties and Responsibilities**

- Executing all the clerical accounting functions relating to the unit assigned Maintaining cash books
- Posting of ledgers
- Filling of vouchers in an orderly way for ease of retrieval
- Balancing ledgers
- Doing journal entries
- Processing LPOs, payments and payment vouchers
- Ensuring payments are in conformity with the existing Government financial regulations and procedures
- Maintaining a reliable vote book system
- Ensuring implementation of internal controls
- Performing any other duty as may be assigned from time to time

### **Requirements and competencies for Appointment**

- Must be a Kenyan Citizen
- Must have a Diploma in Accounting from a recognized institution or a Kenya Accounts Technician Course (KATC) finalist qualification with a minimum of three (3) years' experience, OR
- A pass in Part II of the Certified Public Accounts (CPA) Examination with a minimum of three (3) years' experience in a busy accounting environment
- Must have excellent communication and interpersonal skills.
- Must be self-driven with a lot of initiative and drive
- Proficiency in computer applications
- Ability to work with minimum supervision
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

## **13. HUMAN RESOURCE CLERK – JG 'K' ( 1 POST) - Ref: KSM/CPSB/2019/094**

Reporting to the Senior Human Resource officer:-

### **Duties and Responsibilities**

- Receiving and dispatching letters

- Maintaining related registers
- Ensuring security of files and documents
- Ensuring proper handling of documents
- Attending to correspondence
- Preparing disposal schedules and disposing of dead files in accordance with relevant regulations
- Any other duties that may be assigned from time to time

**Requirements and competencies for Appointment**

- Diploma in HR/ Information /Records Management Systems with three (3) years' experience; **or**  
Certificate in HR or Information/Records Management Systems with three (3) years' experience in a similar position
- Both degree and diploma should be from recognized institutions
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution
- Satisfy the requirements of Chapter 6 of the Constitution

**14. ICT ASSISTANT – JG ‘H’ (1 POST) - Ref: KSM/CPSB/2019/095**

Reporting to the ICT Officer

**Duties and Responsibilities**

- Provide user support and training of users
- Assisting in the implementation of the computer systems and associated links
- Writing and testing simple computer programs according to instructions and specifications
- Monitoring the performance of IT and ICT equipment and associated peripherals
- Repairs and maintenance of ICT equipment and associated peripherals Any other duties that may be assigned from time to time

**Requirements and competencies for Appointment.**

- Diploma in Information Technology or Electronics and Information Technology or equivalent Competencies from a recognized institution with two (2) years' experience.
- The Kenya Certificate of Secondary Education with at least a C plain in Mathematics and English/Kiswahili or its approved equivalent.
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution
- Satisfy the requirements of Chapter 6 of the Constitution

**15. PROCUREMENT ASSISTANT - JG ‘H’ (1 POST) - Ref: KSM/CPSB/2019/096**

Reporting to the Procurement Officer

**Duties and Responsibilities**

- Issuing and receiving items and documents at the stores
- Assisting in stock taking periodically
- Preparing monthly reports
- Ensuring proper reconciliation

- Any other duties as may be assigned

#### **Requirements and competencies for Appointment**

- Be a Kenyan citizen
- Be a holder of a Diploma in Supplies Management or its equivalent from a recognised institution with three (3) years' experience
- Must have excellent communication and interpersonal skills.
- Must be self-driven with a lot of initiative and drive
- Proficiency in computer applications
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

### **16. DRIVER – JG ‘D’ (2 POSTS) - Ref: KSM/CPSB/2019/097**

#### **Duties and Responsibilities**

- Driving motor vehicles as authorized
- Safety of the passengers and/or goods therein
- Maintenance of work tickets for vehicles assigned
- Carrying out routine checks on the vehicles' cooling, oil, electrical, brake systems and tyre pressure
- Detecting and reporting malfunction of vehicles
- Ensuring security of the vehicle on and off the road;
- Maintaining cleanliness of the vehicle

#### **Requirements and competencies for Appointment**

- A valid driving licence free from any accidents and valid for any of the classes of vehicles which the officer is required to drive.
- Mechanics training will be an added advantage
- At least five (5) years' working experience.
- Must have demonstrated disciplined lifestyle, outstanding professional competence and integrity in work performance and results.
- Must be pleasant and disciplined with the ability to work with different groups of people
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution
- Satisfy the requirements of Chapter 6 of the Constitution

### **17. LEGAL CLERK - JG ‘J/K’ (1 POST) - Ref: KSM/CPSB/2019/098**

The Legal Clerk will be answerable to the Legal Officer

#### **Duties and Responsibilities**

- Drafting legal documents under the supervision of the Legal Officer
- Organizing the legal department registry
- Filing of court documents and any other legal documents
- Carrying out searches and research on legal issues

- Taking hearing dates and facilitating service of legal documents (pleadings)
- Any other duties that may be assigned from time to time

**Requirements and competencies for Appointment**

- Diploma in Law from a recognized institution
- Proficiency in the use of basic computer applications
- Possession of a current Process Servers Certificate
- Three (3) years' practical experience in a public or private legal office
- Able to work and coordinate activities with minimum supervision
- Must have a high sense of interpersonal relations
- Presentable and pleasant personality
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution
- Satisfy the requirements of Chapter 6 of the Constitution

**18. OFFICE ASSISTANT– JG ‘G’ – (1 POST) - Ref: KSM/CPSB/2019/099**

Reporting to the Office Administrator

**Duties and Responsibilities:**

- Maintaining general cleanliness of the office
- Preparing refreshments
- Photocopying, scanning and binding documents
- Collecting letters from the post office
- Ensuring proper use and safety of the office equipment
- Ensuring efficient and effective receipt, records and dispatch of all official correspondence
- Should be able to assist in simple records and data entry
- Any other duty that may be assigned by the Secretary from time to time

**Requirements and competencies for Appointment**

- Be a Kenyan citizen.
- Be a holder of at least K.C.S.E certificate with a minimum grade of C (Plain)
- Must be able to multi-task
- Must be of a pleasant character with good interpersonal skills
- Should be very flexible and able to work under pressure and for long hours
- Must demonstrate high level of confidentiality
- Must be computer literate
- Must demonstrate high level of professionalism
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Satisfy the requirements of Chapter Six of the Constitution