

COUNTY GOVERNMENT OF KISUMU



COUNTY PUBLIC SERVICE BOARD

VACANCIES

Kisumu County Public Service invites applications from competent and qualified persons to fill vacant positions in the following departments: -

1. DEPARTMENT OF GOVERNANCE AND ADMINISTRATION

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1	Village Administrators	H/J	KSM/CPSB/2020/024	70
2	Ward Administrators	N	KSM/CPSB/2020/025	5

2. DEPARTMENT OF LANDS, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NO. OF VACANCIES
1	Director of Land Administration	R	KSM/CPSB/2020/026	1
2	Chief Physical Planner	M	KSM/CPSB/2020/027	2
3	Chief Valuation Officer	M	KSM/CPSB/2020/028	2
4	Physical Planning Officers	K	KSM/CPSB/2020/029	8

3. DIRECTORATE OF INFORMATION, COMMUNICATION & TECHNOLOGY (ICT)

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NO. OF VACANCIES
1.	Director Information, Communication & Technology (ICT)	R	KSM/CPSB/2020/030	1
2.	Deputy Director Technology	Q	KSM/CPSB/2020/031	1
3.	Deputy Director E-Governance Systems	Q	KSM/CPSB/2020/032	1
4.	Principal ICT Officer	N	KSM/CPSB/2020/033	1
5.	Chief ICT Officer	M	KSM/CPSB/2020/034	3
6.	ICT Officer I	K/L	KSM/CPSB/2020/035	7
7.	ICT Officer II	H/J/K	KSM/CPSB/2020/036	5

4. COUNTY ATTORNEY'S OFFICE

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1.	Legal Counsel I	P	KSM/CPSB/2020/037	1
2.	Legal Counsel II	N	KSM/CPSB/2020/038	1
3.	Legal Counsel III	K	KSM/CPSB/2020/039	1
4.	Legal Clerk/Assistant	J	KSM/CPSB/2020/040	1
5.	Process Server	H	KSM/CPSB/2020/041	1

Remuneration: As determined by the Salaries and Remuneration Commission

For details on the above advertised positions, applicants are asked to visit our website 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 signed, scanned and sent in **pdf format** to kpsb052020@kisumu.go.ke by **22nd May 2020**. **Do not attach copies of Certificates.**

Please note that the Board will NOT receive applications in hard copies as a result of measures put in place by the Government of Kenya to limit the spread of COVID-19.

Only shortlisted candidates will be contacted. The County Government of Kisumu is an equal opportunity employer. **Women, the youth and persons with disabilities who meet the specified requirements are encouraged to apply and indicate so in their applications.**

KISUMU COUNTY – DEVOLVED UNITS

SUB-COUNTY UNIT	WARD UNIT	VILLAGE UNIT
KISUMU EAST	KOLWA EAST	Kolwa East A Kolwa East B
	MANYATTA B	Kuoyo Kanyakwar
	NYALENDA A	Dago Kowino/Central/Western Capital
	KOLWA CENTRAL	Kasule Nyalunya
	KAJULU	Kajulu East Kajulu West
KISUMU WEST	SOUTH WEST KISUMU	Ojola Osiri/Kanyawegi
	CENTRAL KISUMU	Kogony Korando
	KISUMU NORTH	North East
	WEST KISUMU	Kadongo/Newa Kapuonja
	NORTH WEST KISUMU	North West North East
KISUMU CENTRAL	RAILWAYS	Upper Railways Lower Railways
	MIGOSI	Upper Migori Lower Migosi
	KALOLENI SHAURIMOYO	Kibuye Kaloleni
	MARKET MILIMANI	Southern Northern
	KONDELE	Kondele East Kondele West
	NYALENDA B	Lower Nyalenda B Upper Nyalenda B
SEME	WEST SEME	South West Seme West Seme
	CENTRAL SEME	Upper Central Seme Lower Central Seme
	EAST SEME	Upper East Seme Lower East Seme
	NORTH SEME	North Seme West North Seme East
NYANDO	EAST KANO/WAWIDHI	East Kano Wawidhi
	AWASI/ONJIKO	Awasi Onjiko
	AHERO	Kakola Kochogo
	KABONYO KANYAGWAL	Kawino Bwanda/Kanyagwal
	KOBURA	Kochieng Kobura/Katho
MUHORONI	MIWANI	Miwani West Miwani East
	OMBHEYI	Ombeyi North Ombeyi South

SUB-COUNTY UNIT	WARD UNIT	VILLAGE UNIT
	MASOGO/NYANGOMA	Masogo Nyang'oma
	CHEMELIL	Chemelili Tamu
	MUHORONI KORU	Koru/Fort Ternan Muhoroni/Got Nyithindo
NYAKACH	SOUTH WEST NYAKACH	Kajimbo Nyamarimba
	NORTH NYAKACH	North West Nyakach North East Nyakach
	CENTRAL NYAKACH	Central Pap Onditi
	WEST NYAKACH	Bolo Kodingo
	SOUTH EAST NYAKACH	South Nyakach Sigoti

VACANCIES IN THE DEPARTMENT OF GOVERNANCE & ADMINISTRATION

1. VILLAGE ADMINISTRATOR - JG H/J/K/(70 POSTS) Ref: KSM/CPSB/2020/024

Terms of service: Three (3) years' Contract

Duties and Responsibilities

- The Village Administrator shall be responsible to the relevant Ward Administrator for coordinating, managing and supervising the general administrative functions in the Village;
- Ensuring and coordinating the participation of the village unit in governance;
- Assisting the village unit to develop the administrative capacity for the effective exercise of the functions and powers and participation in governance at the local level;
- Under the direction of the Ward Administrator, coordinate delivery of services in the village unit;
- Facilitating logistics for meetings, conferences and other special events at the village unit;
- Facilitate development activities in the village unit in collaboration with County and National Public Officers and Civil societies;
- Providing input in the monitoring and evaluation of community projects;
- Facilitate Civic education and Public participation in decision making in the village unit;
- Chair the Village Council and;
- Carry out any functions and powers delegated by the County Public Service Board in line with Section 86 of the County Government's Act, 2012.

Requirements for appointment

- A Kenyan Citizen
- A resident and has been so resident in the village unit to which appointment is made for a period not less than three (3) years immediately before the appointment

- Has a post-Secondary Education with proof of certification
- Has a professional qualification and technical knowledge in administration
- Meet the requirements of Chapter six (6) of the Constitution of Kenya 2010

2. WARD ADMINISTRATOR JG 'N' - (5 POSTS) Ref: KSM/CPSB/2020/025

Terms of service: Permanent & Pensionable

Duties and Responsibilities

- Coordinating citizen's participation in the development of policies and plans and ensure effective service delivery within the ward unit;
- Coordinating, managing and supervising the general administrative functions in the ward unit;
- Coordinating logistics for meetings, conferences and other special events at the ward unit;
- Coordinating development activities in the ward unit in collaboration with other County Government officers, National Public Officers and Civil societies;
- Providing input in the monitoring and evaluation of community projects;
- Coordinating Civic education and Public participation in decision making in the ward unit;
- Developing the administrative capacity for the effective exercise of the functions and powers and participation in governance at the ward level;
- Exercise any functions and powers delegated by the County Public Service Board in line with section 86 of the County Government's Act, 2012 or any other authority.

Requirements for appointment

- A Kenyan Citizen
- A holder of a first degree in any of the following disciplines: Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution.
- Have an experience of not less than five (5) years in administration/management.
- Demonstrate a thorough understanding of devolution, County Government's objectives and Vision 2030.
- Demonstrate an understanding and commitment to values and Principles of Governance as outlined in the Articles 10 and 232 of the Constitution
- Ability to work in a multi-ethnic environment with sensitivity and respect for diversity.
- Meet the requirements of Chapter six (6) of the Constitution of Kenya 2010

VACANCIES IN THE DEPARTMENT OF LANDS, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT

1. DIRECTOR OF LAND ADMINISTRATION JG 'R' (1 POST) Ref: KSM/CPSB/2020/026

Terms of service: Three (3) years' Contract

Duties and Responsibilities

The holder of the position will be responsible for Coordination and overall Management of all land administration division in the department including;

- Efficient organization, direction, control and co-ordination of the functions of Land Administration Division;
- Advise the department on all matters related to Land Administration;
- Co-ordinate technical and administrative issues relating to Land Management;
- setting standards and performance targets for the division in consultation with the Land Management;
- 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;
- Ensure that all parcels of land acquired by the county are duly transferred and registered in the name of the county;
- Be the custodian of all county land resources ;
- 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, Geography, Economics, Law, or any field related to Land Management from a recognized Institution;
- A Master's degree in a relevant field will be an added advantage.

- Must have served in the public service as an assistant director of land administration, Job Group “P” and above in the public sector or a comparable position in the private sector for a continuous period of not less than ten (10) years.
- Knowledge and understanding of Alternative Dispute Resolution (ADR)
- Must be a registered member of a professional body in good standing;
- Must have undergone Management course training lasting not less than four (4) weeks from a recognized institution.
- Proficient in Computer application
Knowledge and clear understanding of relevant legislations and National Development Goals, Vision 2030, Sustainable Development Goals, and the role of Land Administration in achievement of the same.

2. CHIEF PHYSICAL PLANNER JG ‘M’ (2 POSTS) Ref: KSM/CPSB/2020/027

Terms of service: Three (3) years’ Contract

Duties and Responsibilities

Reporting to the County Director of Physical Planning an officer at this level will be responsible for;

- Initiating, preparing and monitoring implementation of sub-county and local physical and Land use plans;
- Providing advice on development applications and development control matters;
- Implementing and providing feedback on physical planning guidelines and standards;
- Collecting, collating and analyzing urban and regional planning data;
- Preparation of action plans for specific projects within the county;
- Undertaking studies on matters relating to physical planning within the county;
- Setting agenda and convening physical planning liaison committee meetings and keeping records of deliberation and communicating decisions of the committee;
- Managing physical & land use planning data.

Requirements for Appointment

For appointment to this position, an officer must;

- Have served in the grade of Senior Physical Planner (Job group L) for atleast 3 years or a comparable position in the private sector for a period of 6 years.
- Have a bachelor’s degree in any of the following disciplines: -Urban & Regional Planning, Urban Planning, Town Planning or any other equivalent qualifications from a recognized university
- Be a corporate member of Kenya Institute of Planners (KIP), Architectural Association of Kenya (Town Planning Chapter) or Town and County Planners Association of Kenya

(TCPAK)

- Have a certificate in computer applications from a recognized institution
- Have demonstrated merit and shown ability as reflected in work performance and results
- Any relevant post graduate qualification will be an added advantage
- Meet the requirements of chapter 6 of the constitution.

3. CHIEF VALUATION OFFICER JG 'M' (2 POSTS) Ref: KSM/CPSB/2020/028

Terms of service: Three (3) years' Contract

Reporting to the County Director of Land Administration, an officer at this position will be responsible for coordinating land valuation within the county.

Duties and Responsibilities

- Implement Constitutional and Statutory provisions on land administration;
- Coordinate valuation for stamp-duty payable on land transactions;
- Coordinate review of rents for lease extensions and change in user of land;
- Prepare management of reports on regular basis;
- Develop and maintain a databank of property values;
- Coordinate implementation of valuation rolls for ratable property and providing advice on assessment for payment;
- Handle and provide feedback to the public on land valuation and taxation matters;
- Coordinate with National Land Commission on valuations for compulsory acquisition and easements for the County;
- Attend court proceedings as an expert witness in matters of valuation and compulsory acquisition;
- Perform any other duty assigned by the director of land administration.

Requirements for Appointment

- Be a Kenyan citizen
 - Have a bachelor's degree in Land Economics from a recognized university
 - Be a full member of the Institute of Surveyors-Land Valuation and Estate Management Chapter of Kenya in good standing
 - Knowledge and Understanding of Relevant Legislation
 - Knowledge and proficiency in Geographic Information System will be an added advantage
- Meet the requirements of chapter 6 of the constitution

4. PHYSICAL PLANNING OFFICERS JG 'K' (6 POSTS) Ref. : KSM/CPSB/2020/029

Terms of service: Three (3) years' Contract

Duties and Responsibilities

Reporting to the Chief Physical Planner; the officer at this level will be responsible for;

- Advising stakeholders and clients on all technical matters related to planning and development control within the county;
- Receiving and vetting development applications;
- Participating in preparation of local physical and Land use Plans under the supervision of the county director;
- Undertaking feasibility studies on physical, social, economic and environmental characteristic of land;
- Implementing physical and land use plans and policies within the county;
- Maintaining physical planning records;
- Perform any other duties assigned by the supervisor.

Requirements for Appointment

- Be a Kenyan citizen
- Have a bachelor's degree in any of the following disciplines:-Urban & Regional Planning, Urban Planning, Town Planning or any other equivalent qualifications from a recognized university
- Be a graduate member of Kenya Institute of Planners (KIP), Architectural Association of Kenya (Town Planning Chapter) or County Planners Association of Kenya (TCPAK)
- Proficiency in Geographic Information System, Auto-card proficiency
- Meet the requirements of chapter 6 of the constitution

VACANCIES IN DIRECTORATE OF INFORMATION, COMMUNICATION & TECHNOLOGY (ICT)

1. DIRECTOR INFORMATION, COMMUNICATION & TECHNOLOGY (ICT) – JG 'R' (1 POST) Ref: KSM/CPSB/2020/030

Terms of service: Three (3) years' Contract

An officer at this level will be responsible to the Chief Officer, for the formulation, implementation and coordination of ICT policies, strategies and programmes in the Public Service.

Duties and Responsibilities

- Providing leadership, vision and management to the ICT department;

- Assessing and responding to the ICT needs of the county;
- Directs the planning, budgeting, and operations of the department;
- Directs the Coordination of project initiation, prioritization, and Information Technology resource allocation;
- Directs the development of service delivery strategies and designs ICT solutions;
- Managing the ICT and County Data Center;
- Advising the county on ICT matters;
- Developing and Implementing operational policies and guidelines on the utilization of ICT resources;
- Establishing and ensuring smooth operations of the human resource functions;
- Ensuring compliance with public service values and principles in the county;
- Ensuring compliance with the values and principles outlined in Articles 10 and 232 of the Constitution of Kenya
- Performing any other duties as may be assigned from time to time

Requirements for Appointment

- Bachelor's degree in information technology, computer science, computer information systems, management information systems, or related field from a recognized Institution;
- Master's degree in Information and Communication Technology (ICT) or in any other ICT related disciplines from a recognized Institution.
- Have at least five (5) years' experience in technical operations management and/or an equivalent combination of training and experience with at least four (4) years as an ICT leader in a dynamic environment
- Outstanding managerial and administrative capability and a wide professional experience in ICT policies and e-government strategy development, implementation, monitoring and evaluation.
- Broad knowledge of information technology processing systems, concepts and methodologies
- Have operational knowledge on information management systems
- Ability to multi-task, motivate and lead others.
- 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
- Be a member of the relevant ICT professional body in good standing.
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity

2. **DEPUTY DIRECTOR TECHNOLOGY– JG ‘Q’ (1 POST) Ref: KSM/CPSB/2020/031**

Terms of service: Three (3) years’ Contract

Duties and responsibilities

- Assist in the planning, budgeting, and operations of the department.
- Assist in Coordinating project initiation, prioritization, and information technology resource allocation.
- Provides technical leadership for administrative systems.
- Assist in developing service delivery strategies and design ICT solutions
- Assist in developing and implementing ICT policy and procedures
- Guide in the assessment of County’s challenges in relation to new technologies
- Serves as a technical resource to departments regarding information technology needs.
- Advises and consults with Director on other departments ICT needs, concerns and challenges.
- Assist in providing oversight and serves as an interface to County executives on system deployment and upgrades.
- Identify staff training needs and implement training as required.
- Any other lawful duty assigned by supervisor

Requirements for Appointment

- A Bachelor degree in Computer Science/Information Communication Technology or other related qualification from a recognized Institution;
- Master’s degree in Information and Communication Technology (ICT) or in any other ICT related disciplines from a recognized Institution will be an added advantage.
- Be a member of the relevant ICT professional body in good standing.
- Have working experience of at least three (3) years in a similar or equivalent position.
- Demonstrated a high degree of competence in identifying, designing and monitoring information technology projects.
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity

3. **DEPUTY DIRECTOR E – GOVERNANCE & SYSTEMS – JG ‘Q’ (1 POST) Ref: KSM/CPSB/2020/032**

Terms of Service: Three (3) years contract

Duties and responsibilities

- Assist in the planning, budgeting and operations of the department;
- Assist in coordinating project initiation, prioritization and information technology resource allocation;

- Provides technical leadership for administrative systems;
- Assist in developing service delivery strategies and design ICT solutions;
- Assist in developing and implementing ICT policy and procedures;
- Guide in the assessment of county challenges in relation to new technologies;
- Serves as a technical resource to departments regarding e- governance needs;
- Advises and consults with Director on other departments ICT needs, concerns and challenges;
- Assist in providing oversight and serves as an interface to executives county wide on e-governance system deployment and upgrades;
- Identify staff training needs then selects and implements training as required;
- Any other lawful duties as may be assigned from time to time.

Requirements for Appointment

- A Bachelor degree in Computer Science/Information Communication Technology, Computer Information Systems, Management Information Systems or other ICT related disciplines from a recognized Institution;
- Have working experience of at least three (3) years in a similar or equivalent position.
- Demonstrated a high degree of competence in identifying, designing and monitoring information technology projects.
- Be a member of the relevant ICT professional body in good standing.
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity

4. PRINCIPAL ICT OFFICER – JG ‘N’ (1 POST) Ref: KSM/CPSB/2020/033

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- Monitoring of situations that may occur on servers, applications, network devices and/or SAP instances using monitoring tools. Responding to those situations within a defined timeframe and creating incident tickets using a ticketing tool.
- Dispatching created incident tickets to other members within the team or other teams to work towards resolution within a specific time frame;
- A good understanding of incident, change and problem management processes, escalation procedures and support contracts that have been agreed;
- Communicating with other groups within the IT Systems organization and externally using the telephone, email and other forms of communication;
- Working on a shift system to enable IT Systems to support customers on a 24/7 basis 365 days of the year which will include night and day shifts, weekends and public holidays;
- Train and mentor people who have less experience about the ICT operator responsibilities;

- Communication directly with the end users using voice and video to discuss situations and progress towards resolution.

Requirements for Appointment

- A Bachelor degree in Computer Science, Information Technology, Computer Information Systems, Management Information Systems or other ICT related disciplines from a recognized Institution;
- Have a working experience of at least five (5) years.

5. CHIEF ICT OFFICER – JG ‘M’ (3 POSTS) Ref: KSM/CPSB/2020/034

Terms of Service: Permanent & Pensionable

5.1. CHIEF ICT OFFICER: HEAD - SYSTEMS DEVELOPMENT & INTEGRATION

Duties and responsibilities

- Evaluate the effectiveness of existing internal processes and applications and propose solutions and opportunities for automation and audit controls;
- Design, code, test, document and maintain programs, including continuous updates of in-house created programs. Write program documentation, help files, testing and training materials for current and future programs;
- Be responsible for the planning and execution of post-implementation reviews for all new systems, and maintain formalized regular contact with departments in order to establish that operational systems are providing a satisfactory service;
- Support all departments within the county in their software applications, uses, vendor selections and vendor relationships;
- As requested, research new systems and system upgrade recommendations;
- Effectively communicate technical improvements, restrictions, or road blocks of new software applications and upgrades to department personnel;
- Manage projects for new systems or upgrades to existing systems. Both in-house systems as well as vendor chosen solutions;
- Provide technical support and develop training for internal users on variety of software;
- Provide support and counsel in the relationship between internal software users and their software vendors;
- Ensure that all county systems are supported and maintained according to industry standards for quality system provision, and that requests for amendments and enhancements are properly authorized, change managed, and implemented in accordance with installation, release and change control standards;

- Coordinate with software vendors and end users to create specifications for customization requests and testing of software releases;
- Maintain web sites for the county both executive and assembly needs;
- Coordinate and work closely with Deputy Director ICT on software installations and upgrades;
- Maintain county databases and provide requested reports and queries from the data; liaise with National Government on databases held at the National level;
- Work with other departments within the county on a variety of operational processes, and support and conduct internal training programs as needed;
- Perform any other lawful duties as assigned from time to time.

Requirements for Appointment

- A Bachelor degree in Computer Science, Information Technology, Computer Information Systems, Management Information Systems or other ICT related disciplines from a recognized Institution;
- Have working experience of at least three (3) years.
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity

5.2. CHIEF ICT OFFICER: HEAD – NETWORKS & INFRASTRUCTURE

Duties and responsibilities

- To develop and implement Network and Communication Infrastructure objectives, strategies and operational plans in relation to County's ICT strategy;
- To develop County service delivery strategies and design ICT solutions;
- To develop and implement a service policy and develop appropriate performance indicators;
- To maintain a comprehensive ICT equipment inventory for the county;
- To ensure provision of technical support to other departments within the county on LAN/WAN and hardware related issues;
- To ensure that data are backed up and that safe restorations are carried out whenever there is any disruption;
- Regularly review and evaluate office and users equipment's and recommend replacement in accordance with the county hardware life cycle guidelines and policies;
- To ensure setup, installation and configuration of all new equipment;
- To ensure that help desk issues are properly captured, recorded and resolved and records maintained;
- To re-assess and re-define the organization wide standards in hardware, software and ICT services;

- To provide technical, functional and organizational guidance and support to projects; and monitor and coordinate the implementation and adherence to ICT policies, procedures and standards;
- To plan and direct the implementation and operation of the common County ICT infrastructure;
- To advise the Deputy Director ICT on effective and strategic use of ICT and related cost reduction opportunities;
- To implement and monitor all Network and Communication Infrastructure activities and projects;
- Any other lawful duties as may be assigned from time to time.

Requirements for Appointment

- A Bachelor degree in Computer Science, Information Technology, Computer Information Systems, Management Information Systems or other ICT related disciplines from a recognized Institution;
- Have working experience of at least three (3) years.
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity

5.3. CHIEF ICT OFFICER: HEAD – END USER & INTEGRATION

Duties and responsibilities

- Evaluate the effectiveness of existing internal processes and applications and propose solutions and opportunities for automation and audit controls;
- Design, code, test, document and maintain programs including continuous updates of in-house created programs. Write program documentation, help files, testing and training materials for current and future programs;
- Be responsible for the planning and execution of post implementation reviews for all new systems and maintain formalized regular contact with departments in order to establish that operational systems are providing a satisfactory service;
- Support all departments within the county I their software applications, users, vendor selections and vendor relationships;
- As requested, research new systems and system upgrade recommendations;
- Effectively communicate technical improvements, restrictions, or road blocks of new software applications and upgrades to department personnel;
- Manage projects for new systems or upgrades to existing systems. Both in-house systems as well as vendor chosen solutions;
- Provide technical support and develop training for internal users on variety of software;

- Provide support and counsel in the relationship between internal software users and their software vendors;
- Ensure that all county e-governance systems are supported and maintained according to industry standards for quality system provision, and that requests for amendments and enhancements are properly authorized, change managed, and implemented in accordance with installation, release and change control standards;
- Coordinate with software vendors and end users to create specifications for customization requests and testing of software releases;
- Maintain web sites for the county government;
- Coordinate and work closely with the Deputy Director ICT on software installations and upgrades;
- Maintain county databases and provide requested reports and queries from the data; liaise with National Government on databases held at the National level;
- Work with other departments within the county on a variety of operational processes, and support and conduct internal training programs as needed;
- Any other lawful duties as may be assigned from time to time.

Requirements for Appointment

- A Bachelor degree in Computer Science, Information Technology, Computer Information Systems, Management Information Systems or other ICT related disciplines from a recognized Institution;
- Have working experience of at least three (3) years.
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity

6. ICT OFFICER I – JG ‘K’/‘L’ (7 POSTS) Ref: KSM/CPSB/2020/035

Terms of Service: Permanent & Pensionable

6.1. ICT OFFICER I: NETWORKS/SERVER ADMINISTRATOR

Duties and responsibilities

- Ensure availability of internet/WAN link continuously in all county headquarters and sub-county offices;
- Ensure records are kept detailing all the addressing schemes (naming convention, IP addressing and sub net masking)
- Monitoring, diagnosing and troubleshooting the computer network backbone which includes network switching systems and servers, organizational data and information, telephone communication systems and intelligent terminal equipment;

- Providing monitoring and primary response and intervention for information technology related security incidents and violations;
- Maintains technologies (including active directory, group policy etc) to ensure server security; conducts research on server hardware, software and protocols in support of procurement and development efforts and provides recommendations;
- Conducts problem analysis of server software and hardware problems, finding the resolution of server related software problems, local area network server installation and configuration;
- Source/provide specification for additional ICT equipment;
- Provide 99% availability of internet access, email, application systems and WAN links;
- Monitor and ensure implementation of internet access SLA on a continuous basis;
- Administer domain controllers and Microsoft exchange server;
- Carry out server administration for security related servers like DHCP, Proxy, DNS and SMTP;
- Configuring and installing of new servers to the network;
- Ensure strong passwords are set and changed regularly on the network;
- Implement the policies for the use of the computer system and network;
- Research, planning, installing, configuring, troubleshooting, maintaining and upgrading hardware and software interfaces with the operating system;
- Ensure the implementation of annual maintenance plans for ICT equipment as scheduled to minimize ICT systems downtime;
- Administration of disaster recovery processes;
- Providing monitoring and primary response and intervention for server related security incidents and violations.
- Any other lawful duties as may be assigned from time to time.

Requirements for Appointment

- A Bachelor degree in Computer Science, Information Technology, Computer Information Systems, Management Information Systems or other ICT related disciplines from a recognized Institution;
- At least one (1) year post graduation experience.
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity

6.2. ICT OFFICER I: COMMUNICATIONS TECHNICIAN

Duties and responsibilities

- Install and configure PABX and provide 1st level support;
- Maintain at optimal level the data and voice infrastructure within the county;
- Configure and maintain VoIP gateways and ensure their availability;
- Troubleshooting telephony related problems;

- Ensure that optimal data points are available in all offices within county offices;
- Ensure installation and maintenance of all LANs within county office blocks;
- Respond to and manage LAN related incidents/issues;
- Analyze, monitor and report on call budgeting;
- Liaise with communications service providers
- Any other lawful duties as may be assigned from time to time.

Requirements for Appointment

- A Bachelor degree in Computer Science, Information Technology, Computer Information Systems, Management Information Systems or other ICT related disciplines from a recognized Institution;
- At least one (1) year post graduation experience.
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity

6.3. ICT OFFICER I: HARDWARE TECHNICIAN

Duties and responsibilities

- Install and configure ICT hardware and provide 1st level support;
- Maintain at optimal level all ICT equipment within the county;
- Configure and maintain access control systems and CCTVs connections and ensure their availability;
- Troubleshooting ICT hardware related problems;
- Ensure optimal level of hardware are available in all county offices;
- Ensure installation and maintenance of all ICT equipment within county office blocks;
- Respond to and manage hardware related incidents/issues;
- Liaise with outsourced service providers for maintenance or repair;
- Any other lawful duties as may be assigned from time to time.

Requirements for Appointment

- A Bachelor degree in Computer Science, Information Technology, Computer Information Systems, Management Information Systems or other ICT related disciplines from a recognized Institution;
- At least one (1) year post graduation experience.
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity

6.4. ICT OFFICER I: END USER SUPPORT & INTEGRATION

Duties and responsibilities

- Ensuring that the service request desk/help desk operates as a highly professional service center that meets end user needs;
- Receive and escalate service request as per priority levels;
- Ensuring that requests are properly logged in, assigned and responded to in a timely manner and according to service standards and procedures;
- Maintaining accurate log entries of contact with resolution details and follow up information;
- Respond to and resolve service request within acceptable timelines;
- Report issues that could significantly impact business processes;
- Help in change management;
- Manage service incidents and maintain records;
- Analyze the mean response and resolution time of all service requests and report the same;
- Ensure acceptable level of customer satisfaction is maintained at all times;
- Any other lawful duties as may be assigned from time to time.

Requirements for Appointment

- A Bachelor degree in Computer Science, Information Technology, Computer Information Systems, Management Information Systems or other ICT related disciplines from a recognized Institution;
- At least one (1) year post graduation experience.
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity

6.5. ICT OFFICER I: E-GOVERNANCE OFFICER – HELP DESK SUPPORT

Duties and responsibilities

- Ensuring that the service request desk/help desk operates as a highly professional service center that meets end user needs;
- Receive, assign and escalate service request as per priority levels;
- Receive calls from ICT customers;
- Assign logged requests to the relevant ICT officers for action;
- Close all requests and provide feedback to the user;
- Offer first level support to customer requests;
- Prepare helpdesk reports periodically as required;
- Any other lawful duties as may be assigned from time to time.

Requirements for Appointment

- A Bachelor degree in Communications & Media, Computer Science, Information Technology, Computer Information Systems, Management Information Systems or other ICT related disciplines from a recognized Institution;
- At least one (1) year post graduation experience.
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity.

6.6. ICT OFFICER I: SYSTEMS/DATABASE ADMINISTRATOR

Duties and responsibilities

- Identifies database requirements by interviewing users; analyzing department applications, programming and operations; evaluating existing systems and designing proposed systems;
- Recommends solutions by defining database physical structure and functional capabilities, database security, data back-up and recovery specifications;
- Installs revised or new systems by proposing specifications and flowcharts; recommending optimum access techniques; coordinating installation requirements;
- Maintains database performance by calculating optimum values for database parameters; implementing new releases; completing maintenance requirements; evaluating computer operating systems and hardware products;
- Installation, configuration and upgrading of Microsoft SQL Server/MySQL/Oracle server software and related products;
- Responsible for improvement and maintenance of the databases to include rollout and upgrades as well as database changes submitted by the development team;
- Establish and maintain back-up and recovery policies and procedures;
- Ensuring that storage, archiving, back-up are functioning correctly and testing back-up and recovery plans for various applications;
- Database tuning and performance monitoring to ensure secure services with minimum downtime;
- Responsible for ensuring 24/7 availability and performance of the databases that support the county business processes;
- Perform complex technical, analytical and professional services involving program/member services, evaluation, database-driven websites, office operations for the county;
- Administer a variety of database systems including Microsoft SQL Server, Oracle and others;
- Audit, modify and amend data in systems using database commands, hand-editing and bulk import;
- Troubleshoot and correct issues as they arise and ensure system is running smoothly;
- Add new users to the system as needed and plan and coordinate security measures alongside network administrators;

- Any other lawful duties as may be assigned from time to time.

Requirements for Appointment

- A Bachelor degree in Computer Science, Information Technology, Computer Information Systems, Management Information Systems or other ICT related disciplines from a recognized Institution;
- At least one (1) year post graduation experience.
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity

6.7. ICT OFFICER I: WEB DEVELOPER

Duties and responsibilities

- Responsible for the development of web applications and components;
- Support and maintenance of different websites and we portals within the county;
- Time to time monitoring website uptime and customer support;
- Designing and delivering the web infrastructure;
- Exploring and developing new capabilities;
- Provide support and added features for a technology loaded web-space;
- Construct, install and adjust and provide necessary support to the web server;
- Ensure the compatibility of the website with various website browsers;
- Managing the accessing rights of different users to the website;
- Management of settings of site navigation;
- Analyzing the website traffic and responding to feedbacks;
- Manage the authority and page security for the site;
- Maintains relation between web server hosts and ISP;
- Responsible for website functionality and performance;
- Responsible for the overall security of website;
- Any other lawful duties as may be assigned from time to time.

Requirements for Appointment

- A Bachelor degree in Computer Science, Information Technology, Computer Information Systems, Management Information Systems or other ICT related disciplines from a recognized Institution;
- At least one (1) year post graduation experience.
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity

7. ICT OFFICER II – JG ‘H’/‘J’/K (5 POSTS) Ref: KSM/CPSB/2020/036

Terms of Service: Permanent & Pensionable

7.1. ICT OFFICER II: END USER SUPPORT

Duties and responsibilities

- Understanding, in depth, the business application systems used in the county. For example: IFMIS, LAIFOMS, ERP, Revenue Management System e.t.c;
- Installation of county application systems and rolling out upgrades of the same;
- Providing 1st level user support on county systems in respective stations;
- Creating user accounts and assigning adequate user authorizations in assigned stations;
- Taking backups in case of available interface in the application front end;
- Training identified staff on county systems usage and to maintain records and organize training in case of outsourced system support;
- To undertake advanced administration tasks as required e.g to support problem resolution/troubleshooting the systems;
- Ensuring that only approved business application and database management system software are installed on desktop computers and laptops as per approved application policy;
- Providing capacity planning, monitoring and maintenance of designated systems;
- Monitor system performance trends analysis on application systems;
- Monitor the performance of service providers for the outsourced county systems as per signed service level agreement and maintain records;
- To ensure that applications are maintained in a manner that supports delivery of services to multiple platforms, resilience and performance;
- To ensure continuity of the business process supported by one or many applications;
- To support the development teams in deploying applications and solving problems;
- Work in collaboration with other technical staff in the department for problem resolution;
- Any other lawful duties as may be assigned from time to time.

Requirements for Appointment

- Diploma in any of the following fields: Computer Science; Electrical/Electronics engineering or its equivalent from a recognized institution.
- A Bachelor degree in Computer Science, Information Technology, Computer Information Systems, Management Information Systems or other ICT related disciplines from a recognized Institution is **an added advantage**;
- The Kenya Certificate of Secondary Education with at least a C plain.

7.2. ICT OFFICER II: SOFTWARE DEVELOPERS

Duties and responsibilities

- Analyzing user requirements, researching, designing and writing new software programs;

- Testing new programs and fault finding;
- Evaluating the software and systems that make computers and hardware work;
- Developing existing programs by analyzing and identifying areas for modification;
- Integrating existing software products and getting incompatible platforms to work together;
- Creating technical specifications and test plans;
- Writing and testing code and then refining and rewriting as necessary;
- Writing systems to control the scheduling of jobs on a mainframe computer or to control the access allowed to users or remote systems;
- Writing operational documentation with technical authors;
- Maintaining systems by monitoring and correcting software defects;
- Working closely with other staff such as project managers, graphic artists, designers, developers, systems analysts and sales and marketing professionals;
- Consulting clients and colleagues concerning the maintenance and performance of software systems and with a view to writing or modifying current operating systems;
- Investigating new technologies;
- Continually updating technical knowledge and skills by attending in-house and/or external courses, reading manuals and accessing new applications;
- Develop technical and user manuals for the developed systems;
- Any other lawful duties as may be assigned from time to time.

Requirements for Appointment

- Diploma in any of the following fields: Computer Science; Electrical/Electronics engineering or its equivalent from a recognized institution.
- The Kenya Certificate of Secondary Education with at least a C plain.
- Satisfy the requirements of Chapter 6 of the Constitution

VACANCIES IN THE COUNTY ATTORNEY'S OFFICE

1. LEGAL COUNSEL I JG 'P' (1 POST) Ref: KSM/CPSB/2020/037

Terms of Service: Three (3) years contract

Duties and responsibilities

- Conduct legal duties on the applicable domestic and international law
- Review and analyze different issues pertaining to criminal, civil, investments and trade law
- Adjudication of cases related to the privatization process, commercial transactions between parties. Ownership claims, negotiation between parties and liquidation procedures.
- Draft legal documents, letters to parties, orders, decisions, judgement and their corresponding court documents;

- Undertaking research on assigned legal issues
- Analyzing research data and compiling reports;
- Preparing preliminary legal documents/instruments and liaising with the County Attorney
- Advising on various legal policy issues;
- Coordinating the activities of the county court including drawing of charge sheets, bonding of witnesses, application for warrants and application for witness summons;
- Developing county legislation including review of draft bills, research on various pieces of legislation and departmental advisory on the legislative drafting;
- Attending court to represent the county in both civil and criminal litigation;
- Undertaking conveyancing duties;
- Preparing legal opinions and reviewing county legislation;
- Ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity and organizing stakeholders' consultations; and
- Any lawful other duties as may be assigned from time to time by the County Attorney.

Requirements for Appointment

- Be a Kenyan citizen;
- Bachelors of Laws (LLB) from a recognized university;
- Post graduate diploma in Law from the Kenya School of Law;
- Master's degree is an added advantage
- At least three (3) years' experience in a related field;
- Must be an advocate of the High Court of Kenya;
- Certificate 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 six of the constitution of Kenya on leadership and integrity

2. LEGAL COUNSEL II- JG 'N' (1 POST) Ref: KSM/CPSB/2020/038

Terms of Service: Three (3) years contract

Duties and Responsibilities

- Advising on legal policy issues and legal documents;
- Reviewing legal documents;
- Representing the County Government in Court;

- Assisting in preparing contract documents and initiating contract negotiations;
- Provide technical support to the County Department;
- Preparing legal opinions and undertaking law reviews;
- Legislative drafting;
- Handle pro-bono cases and facilitate public participation as directed by the county Attorney;
- Any lawful other duties as may be assigned from time to time by the County Attorney.

Requirements for Appointment

- Be a Kenyan citizen;
- Bachelors of Laws (LLB) from a recognized university;
- Post graduate diploma in Law from the Kenya School of Law;
- At least two (2) years' experience in a related field;
- Must be an advocate of the High Court of Kenya;
- Certificate in Computer Applications;
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity

3. LEGAL COUNSEL III - JG 'L' (1 POST) Ref: KSM/CPSB/2020/039

Terms of Service: Three (3) years contract

Duties and Responsibilities

- Advising on legal policy issues and legal documents;
- Reviewing legal documents;
- Representing the County Government in court;
- Draft legal documents, letters to parties, orders, decisions, judgements and their corresponding court documents;
- Undertaking research on assigned legal issues;
- Analyzing research data and compiling reports;
- Preparing preliminary legal documents/instruments and liaising with the County Attorney;
- Any lawful other duties as may be assigned from time to time by the County Attorney.

Requirements for Appointment

- Be a Kenyan citizen;
- Bachelors of Laws (LLB) from a recognized university;
- Post graduate diploma in Law from the Kenya School of Law;
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity

4. LEGAL CLERK/ASSISTANT- JG 'J' (1 POST) Ref: KSM/CPSB/2020/040

Terms of Service: Three (3) years contract

Duties and Responsibilities

- Oversee drafting and filing of legal documents in registries;
- Coordinate the filing of service of legal documents in courts of law;
- Undertake routine errands to public registries, courts and other relevant offices;
- Ensure that cataloguing, abstracting, indexing and filing of case files, requiring in-depth treatment of subject matter is
- Establish, strengthen and maintain both hard and soft filing system in such a way that is responsive to the county government's record keeping needs and keeps the filing system up to date all the
- Coordinate the filing of service of legal documents in courts of Law;
- Handling and managing litigation files from inception through
- Attending Court Registry to peruse file proceedings/records
- Receiving Legal correspondences and Making bring-ups in the Legal Office
- Any other lawful duties as may be assigned from time to time by the County Attorney.

Requirements for Appointment

- Be a Kenyan citizen;
- Bachelors of Laws (LLB) or Diploma in Law or equivalent qualification from a recognized institution;
- Experience in law firm will be an added advantage;
- Fluency in English and good writing skills;
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity;

5. COURT PROCESS SERVER JG 'H' (1 POST) KSM/CPSB/2020/041

Terms of Service: Three (3) years contract

Duties and Responsibilities

- Serving court process in accordance with provisions of the law;
- Filing affidavits of service;
- Maintaining a register of service of court process;
- Man the legal department registry and documents;

- Performing clerical duties; and
- Any other relevant duties that may be assigned.

Requirements for Appointment

- Kenya Certificate of Secondary Education mean grade C-(Minus)
- Diploma in Legal Studies from a duly registered institution is an added advantage
- Registered as a court process server with experience of at least 3 years, post qualification
- Must hold a current license as a court process server
- Good understanding of the civil procedure and rules thereunder in regard of service of court process
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity;