

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Email: cpsb@vihiga.go.ke

"Transforming Public Service"

CAREER OPPORTUNITIES

Vihiga County Public Service Board is a Body corporate established under section 57 of the County Government Act 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Government Act 2012 outlines the functions of the Board. Pursuant to Constitutional and Legal provisions, Vihiga County Public Service Board invites applications from qualified persons for the following positions.

DEPARTMENT OF PHYSICAL PLANNING, LANDS, HOUSING AND URBAN DEVELOPMENT

1. Municipal Manager Job Group "Q" - One (1) Post

Duties and Responsibilities

The Municipal Manager shall report to the Vihiga Municipal Board and will be responsible for;

- i. Implementing the decisions and functions of the Municipal Board as provided for in the Urban Areas and Cities Act Section 20 (a) to (s);



- ii. Acting on behalf of the Board of the Municipality in ensuring the execution of the directives of the Board of the Municipality;
- iii. Preparing and presenting for approval to the Board of the Municipality, an annual estimate of revenue and expenditure to fund and carry out the programmes and operations of the Board;
- iv. Be principally responsible for building and maintain strong alliance and effective working relations between the Board of the Municipality and the civil society, private sector and community – based Organisations;
- v. Causing to be prepared, transmitted to the Board of the Municipality and distributed to the public at least an annual report on the activities and accomplishments of the departments and agencies comprising the Executive branch Municipality;
- vi. Prepare and administer annual municipality budget;
- vii. Administer Municipality utilities and properties;
- viii. Acting as an ex- officio member of all committees of the Board of the Municipality;
- ix. Performing functions as may be delegated by CPSB or by order or confer upon the Municipal Manager and
- x. Perform other duties as directed by the Board of the Municipality.

Requirement for Appointment

- i. Be a Kenyan citizen;
- ii. Hold a degree in Urban Management, Public Administration;
- iii. Bachelor's degree in any of the following Social Sciences: Public Administration, Business Management or any other relevant degree from a university recognized in Kenya;
- iv. Should be a registered and Certified Public Secretary;
- v. Possession of a relevant master's degree would be an added advantage;
- vi. Should have attended a Senior Management Course lasting not less than four (4) weeks at Kenya School of Government;



- vii. Has proven experience of not less than five (5) years in administration or management either in the Public or private sector with at least five years in senior management;
- viii. Be a member of the relevant professional institution and be in good standing;
- ix. Satisfy the requirements of Chapter Six of the Constitution;
- x. Be ordinary resident or have permanent dwelling within Vihiga County.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: 5 Years Contract

2. County Director of Physical Planning, Job Group 'R'- One (1) Post

Duties and Responsibilities

The Director of Physical Planning will be responsible to the Chief Officer for the organization, management and administration of the physical planning function.

The County Director of Physical and Land Use Planning shall be responsible for:-

- i. Advising the county government on physical and land use planning matters that impact the county;
- ii. Formulating county physical and land use planning policies, guidelines and standards;
- iii. Preparation of county physical and land use development plans;
- iv. Preparation of local physical and land use development plans;
- v. Participating in the preparation of inter-county physical and land use development plans;
- vi. Undertaking research on matters relating to physical and land use development planning at the county level;



- vii. Recommending to the County Government the establishment of planning units as may be necessary;
- viii. Maintaining a land information system to guide physical and land use planning;
- ix. Communicating decisions of the County Government development applications; and
- x. Issuance of development permission and other development control instruments under physical planning & land use act with the approval of the county executive committee member.

Requirements for appointment.

A person is qualified for appointment as the County Director of Physical and Land Use Planning if that person—

- i. Is a citizen of Kenya;
- ii. Holds a bachelor's degree in urban and regional planning or related discipline from a recognized university;
- iii. Is registered as a physical planner under the Physical Planners Registration Act, 1996 (No. 3 of 1996) and is in good standing with the relevant professional body;
- iv. Certificate in Strategic leadership Development Programme (SLDP) Course from a recognized institution OR its equivalent will be an added advantage;
- v. Has at least five years' post-qualification professional experience in physical and land use planning; and
- vi. Is not otherwise disqualified under the provisions of Chapter Six of the Constitution or any other written law.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: 5 Years Contract



3. Principal Superintending Engineer (Civil), Job Group 'P'- One (1) Post

Duties and responsibilities at this level will entail

- i. Spearheading the formulation, implementation and review of policies, strategies, guidelines, standards, procedures, protocols and manuals on civil engineering;
- ii. Validating technical drawings as per work request; ensuring housekeeping and maintenance of work areas adhere to set safety standards;
- iii. Making sure the equipment and tools are serviced and maintained to operating standards;
- iv. Verifying purchase requests in the plant maintenance and management system;
- v. Verifying accuracy of materials and equipment;
- vi. Recommending for approval of scheduled and non-scheduled maintenance on cooling towers, roads, building and other civil structures in the county;
- vii. Validating notifications, creation, confirmation and completion of work orders in the plant maintenance management system;
- viii. Ensuring that statutory regulations and safety rules are fully implemented and followed;
- ix. Verifying internal project blueprints and structural specifications to determine dimensions of structure or system and material requirements;
- x. Coordinating the monitoring of the systems performance, introducing changes and propose improvement and modification as necessary;
- xi. Supervising external consultants to ensure conformance to design specifications and applicable codes; overseeing preparation of technical specifications and estimates for tendering process;
- xii. Determining project details, such as plan preparation, acceptance testing and evaluation of field conditions;



- xiii. Inspecting projects; and spearheading feasibility studies and research on civil engineering

For appointment to this grade, a candidate must have:

- i. Served in the grade of Chief Superintending Engineer (Civil) for a minimum period of three (3) years;
- ii. Bachelor's degree in Civil Engineering or its equivalent qualification from a recognized institution;
- iii. Been registered by the Engineers Registration Board of Kenya;
- iv. Current valid annual Practicing license from the Engineer Registration Board of Kenya;
- v. Corporate Member with the Institution of Engineers Registration Board of Kenya;
- vi. Attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Demonstrate competency in CAD (computer Aided design) use for design preparations and interpretation
- viii. Demonstrated administrative, professional and management competence in work performance and results.
- ix. Satisfies the requirements of Chapter Six of the Constitution of Kenya.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable



4. Assistant Director of Physical Planning, Job Group 'P'- One (1) Post

Duties and responsibilities;

- i. Preparing County, metropolitan, regional, urban, rural physical development plans;
- ii. Providing guidance on data requirements for the various 'categories of physical development plans;
- iii. Implementing physical planning policies, strategies, standards and programmes;
- iv. Conducting thematic regional and county studies urbanization patterns and sprawl;
- v. Inducting the physical planning liaison committee members;
- vi. Conducting public education on physical planning and development control matters;
- vii. Setting agenda and convening physical planning liaison committee meetings;
- viii. Keeping record of deliberations and communicating decisions of physical planning liaison committee;
- ix. Advising liaison committees and overseeing the enforcement of resolutions;
- x. Preparing annual state of physical planning reports on county, metropolitan, regional, urban and rural physical development plans.

Requirements for Appointment

- i. Have served in the grade of Principal physical planner for a minimum period of three (3) years;
- ii. Have a Bachelor degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- iii. Be a corporate member of Kenya Institute of Planners or Architectural association of Kenya (Town Planning Chapter);



- iv. Be registered by the Physical Planners Registration Board;
- v. Certificate in Strategic leadership Development Programme (SLDP) Course from a recognized institution OR its equivalent will be an added advantage;
- vi. Demonstrated technical and professional competence as reflected in work performance and results; and
- vii. Satisfies the requirements of Chapter Six of the Constitution of Kenya.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

5. Municipal Environmental Officer, Job Group 'K' - One (1) Post

Duties and responsibilities

The specific tasks of the Environmentalist shall include:

- i. Promote the integration of environment considering into development policies, plans, program, and projects within the municipality;
- ii. Undertake policy research and analysis to support the integration of environment and natural resources concerns into development plans within the municipality;
- iii. Ensure rational utilization and management of environment and natural resources for sustainable development within the municipality;
- iv. Coordinate the preparation of the environmental and natural resource reports within the municipality;
- v. Preparation of quality environmental and natural resource report within the county;
- vi. Examine land use patterns to determine their impact on the quality and quantity of natural resources within the municipality;
- vii. Prepare and issue the county environment action plan within the municipality;



- viii. Undertake and coordinate research, investigations and surveys in environmental and natural resource within the municipality;
- ix. Carry out monitoring and evaluation environmental issues within the municipality;
- x. Review the environmental impact assessment reports within the municipality;
- xi. Promote environmental public awareness and ensure that all the complaint is handled effectively and efficiently within the municipality;
- xii. Liaison with various stakeholders on environmental issues within the municipality;
- xiii. Submit quarterly county environment reports to the chief officer environment wildlife and natural resources.

Requirements for appointment

- i. A bachelor's degree in Environmental Science or related field;
- ii. Registration with relevant professional body as an associate or professional member with good standing;
- iii. Environmental Inspectorate License;
- iv. Ability to interpret and enforce legislation;
- v. Ability to conduct routine inspections and investigations;
- vi. Ability to effectively interact with the public;
- vii. Ability to communicate information by oral and written methods;
- viii. Ability to weigh the merits of possible solutions;
- ix. Ability to collect, record and analyze research findings;
- x. Proficiency in Computer Applications/Packages;
- xi. Satisfies the requirements of Chapter Six of the Constitution of Kenya;
- xii. A candidate with work experience shall be an added advantage.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.



Terms of Service: Permanent and Pensionable

6. Assistant Civil Engineer II, Job Group 'H' - Two (2) Posts

The Assistant Civil Engineer II will design, develop and construct a huge range of projects of the physically and naturally built environment from conception through to completion.

Duties and Responsibilities.

This is the entry grade for this cadre. An Engineer at this level will work under the guidance of a senior engineer.

- i. Planning and carrying out scheduled and non-scheduled maintenance on roads, building and other civil structures;
- ii. Ensuring housekeeping and maintenance of work areas adhere to set safety standards;
- iii. Making sure the equipment and tools are serviced and maintained to operating standards;
- iv. Raising purchase requests in the plant maintenance and management system; coming up with technical drawings as per work request;
- v. Verifying accuracy of materials and equipment; and
- vi. Maintaining tools and equipment inventory.

Requirements and skills for appointment

- i. Diploma in Civil Engineering or related field;
- ii. Excellent knowledge of design and visualizations software such as AutoCAD, Civil 3D or similar;
- iii. Knowledge in sketching out drawings;
- iv. Supervision skills will be an added advantage;
- v. Basic computer literacy;
- vi. Good communication and interpersonal skills;
- vii. Satisfies the requirements of Chapter Six of the Constitution of Kenya;



viii. A candidate with work experience shall be an added advantage.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

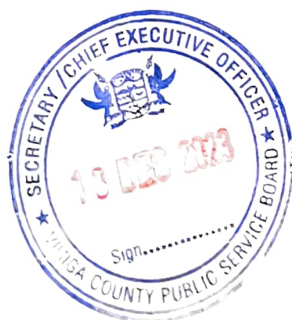
Terms of Service: Permanent and Pensionable

7. ICT Officer, Job Group 'H' - One (1) Post

The ICT Officer will be responsible for ensuring reliable office operations on ICT. S/he will be required to support the adoption and rollout of any new technology required to implement program activities in the target areas.

Duties and Responsibilities

- i. Installing and configuring computer hardware operating systems and applications;
- ii. Trouble shooting system and network problems and solving the faults;
- iii. Repairing and replacing basic IT accessories;
- iv. Offering user supports in both hardware and software;
- v. Support LANs, WANs, network segments, Internet, and intranet systems;
- vi. Maintain network hardware and software;
- vii. monitor networks to ensure security and availability to specific users;
- viii. maintain integrity of the network, server deployment, and security;
- ix. Assign routing protocols and routing table configuration;
- x. Assign configuration of authentication and authorization of directory services;
- xi. Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers;
- xii. maintain network servers such as file servers, VPN gateways, intrusion detection systems;
- xiii. Administer servers, and related systems.



Requirements and skills for appointment.

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

- i. Diploma in Computer Science; Information Communication Technology or its equivalent and relevant qualification from a recognized institution;
- ii. Have experience in computer operations and relevant skills;
- iii. Certificate in CISCO;
- iv. A certificate in networking will be an added advantage;
- v. A candidate with work experience shall be an added advantage;
- vi. Satisfies the requirements of Chapter Six of the Constitution of Kenya.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

8. Land Valuer, Job Group 'K' - One (1) Post

Duties and Responsibilities.

An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will include: -

- i. Collecting data for the County Land Value Index;
- ii. Collecting and analyzing market data for valuation purposes;
- iii. Appointing rents following subdivisions, change of users and lease extensions;
- iv. undertaking Stamp Duty valuation;
- v. Inspecting land and properties for rating, purchase, sale and leasing purposes;
- vi. Making searches on titles in land registries for various purposes;
- vii. Calculating areas from building plans and maps;
- viii. Measuring buildings in the field for valuation;
- ix. Preparing plans and lists of plot owners and areas affected by land acquisition projects and



- x. Filing stamp duty valuation reports.

Requirements for Appointment

For appointment to this grade, a candidate

- i. Must have a Bachelor's Degree in any of the following disciplines: Land Economics, Real Estate and Property Studies or its equivalent qualification from a recognized in Kenya;
- ii. Have experience in computer operations and relevant skills to the job;
- iii. Demonstrated technical and professional competence as reflected in work performance and results;
- iv. A candidate with work experience shall be an added advantage;
- v. Satisfies the requirements of Chapter Six of the Constitution of Kenya.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

9. Land Survey Assistant II, Job Group 'K' – One (1) Post

Duties and responsibilities.

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level entail;

- i. Carrying out angular and distance measurements and computation for small density topographical;
- ii. Site engineering;
- iii. General boundary and
- iv. Photo control surveys.

Requirements for appointment

For appointment to this grade an officer must have;



- i. Served in the grade of land survey assistant III or in a comparable and relevant position in the public service for a minimum period of three (3) years
- ii. Degree in Land Surveying from a recognized institution.
- iii. Certificate in computer applications and
- iv. Demonstrated merit and shown ability as reflected in work performance and results.
- v. Satisfies the requirements of Chapter Six of the Constitution of Kenya.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

10. Land Officer Assistant III, Job Group 'H' -Three (3) Posts

The purpose of this job is to collocate land information, document, disseminate and initiate basic land administration processes in line with the County/National Land Commission mandate on administration and management of public land.

- i. Draft letters of allotment and submits to the Senior Land Administration officer for verification;
- ii. Prepare Valuation requisition for determination of Stand premium and rent payable to the Commission;
- iii. Draft memos for seeking approval of development applications such as extension and renewal of leases and submit for review by the Senior Land Administration Officer;
- iv. Establish status of land, capture and update land information for effective service delivery;
- v. Draft forwarding letters to Land Registrar for registration of documents which have been executed by the Director;



- vi. Receive and respond to complaints relating to land matters and direct them to supervisors.

Requirements for appointment

- i. Diploma in Land Economics, Land Management, Land Administration, Real Estate Management, Land information systems, or equivalent qualification from a recognized institution;
- ii. Knowledge of legislation relevant to the land sector;
- iii. Knowledge in land administration and management theories and best practices;
- iv. Map reading and interpretation skills;
- v. An understanding of the social cultural and political environment that influence land management;
- vi. Computing skills;
- vii. Analytical skills;
- viii. A candidate with work experience shall be an added advantage;
- ix. Satisfies the requirements of Chapter Six of the Constitution of Kenya.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

11. Estates Management/Housing Officer Ii-Job Group “K”-Two (2) Posts

Duties and Responsibilities.

The duties of an officer in this grade will entail: -

- i. Collection of data on housing to up-date the housing database;
- ii. Establishing the levels of demand and supply of housing;
- iii. Identification of land for housing development;



- iv. Disseminating information on appropriate building technologies to stakeholders under supervision of a senior officer;
- v. Perform any other duties as may be assigned by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must have;

- i. Bachelor's degree in, Land/Building Economics, Statistics, Estate Management, Land Administration, Environmental Studies, Sociology, Geography or equivalent qualification from a recognized University;
- ii. Certificate in computer application skills;
- iii. A candidate with work experience shall be an added advantage;
- iv. Satisfies the requirements of Chapter Six of the Constitution of Kenya.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

12. Survey Field Assistant III, Job Group 'F'- Three (3) Posts

Duties and responsibilities

This is the entry and training grade to this cadre. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities at this level entail;

- i. Carrying out angular and distance measurements and computation for small topographical;
- ii. Site engineering;
- iii. General boundary and
- iv. Photo control surveys.



Requirements for appointment

For appointment to this grade, a candidate must have;

- i. Certificate in Land Surveying from a recognized institution and
- ii. Certificate in computer packages;
- iii. A candidate with work experience shall be an added advantage;
- iv. Satisfies the requirements of Chapter Six of the Constitution of Kenya.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

13. Physical Planner II Job Group 'J'-Three (3) Posts

Duties and Responsibilities.

Duties and responsibilities at this level will entail:-

- i. Collecting and analyzing geographical data for preparing physical development plans;
- ii. Drawing/digitizing Local Physical Development Plans;
- iii. Converting analogue data to digital formats using Geographic Information Systems (GIS) and other. technology;
- iv. Designing, symbolizing, layout preparation, printing/plotting and plan finishing;
- v. Conducting site inspection; and updating of plans.

Requirements for Appointment

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

- i. Served in the grade of Physical Planning Assistant I for a minimum period of three (3) years;
- ii. Degree in any of the following areas: Urban and Regional Planning, Regional Planning, Urban Planning, Building, Civil



- Engineering, Cartography, Geo-informatics, Geographic Information Systems (GIS) from a recognized institution;
- iii. Certificate in Computer application skills from a recognized institution; and
 - iv. Demonstrated merit and ability as reflected in work performance and results;
 - v. Satisfies the requirements of chapter 6 of the constitution of Kenya.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

14. Draughtsman, Job Group 'H' – One (1) post.

Duties and responsibilities

- i. Preparing circuit programs, scale elevations;
- ii. Drawing of figures and physical development plans from sketches, charts and maps;
- iii. Drafting of simple regional plans from basic data and sketches;
- iv. checking and confirmation of plan status and reproduction of graphics by means of photographic or other printing process;
- v. calculation of areas using plan meter and scales under the guidance of a physical planner, architect or engineer.

Requirements and skills for appointment

- i. A Kenya Certificate of Secondary Education mean grade C (Plain), with at least a C in English, Mathematics, Physics/Physical Science, Geography, Technical Drawing or its approved equivalent; and
- ii. A Diploma in Building, Cartography, Physical Planning or approved equivalent from a recognized institution;



- iii. A candidate with work experience shall be an added advantage;
- iv. Satisfies the requirements of Chapter Six of the Constitution of Kenya.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

15. Support Staff- Job Group “F” - Five (5) Posts

Duties and responsibilities

- i. Cleaning of offices; areas around the offices by dusting, sweeping, vacuuming, mopping etc;
- ii. Securely delivering packages, documents, written and verbal messages, and other items to intended location or recipient in a timely manner;
- iii. Managing incoming and outgoing mail so that it is opened, sorted, and distributed in a professional and timely manner;
- iv. Carrying out office Hospitality duties;
- v. Making sure kitchen is clean and hygienic at all times;
- vi. Loading and offloading office material;
- vii. Any other assigned duties from time to time.

Requirements for appointment

- i. Minimum KCSE certificate mean grade D (Plain) or its approved equivalent;
- ii. Punctuality & hygienic;
- iii. Ability to work under minimal supervision;
- iv. Functional ability to operate computer applications and
- v. Good interpersonal skills;
- vi. Satisfies the requirements of Chapter Six of the Constitution of Kenya.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.



Terms of Service: Permanent and Pensionable

DEPARTMENT OF AGRICULTURE, LIVESTOCK AND FISHERIES

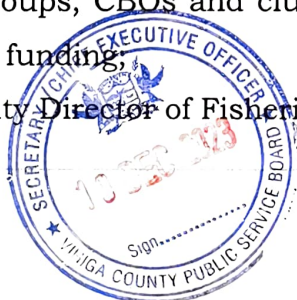
1. Fisheries Officer Job Group K – One (1) Post

For appointment to this grade, a candidate must meet the following requirements: -

- i. Bachelor's Degree in Aquaculture, Fisheries Management, Aquatic sciences, or equivalent aquaculture-related qualification from a recognized institution;
- ii. At least one (1) year working experience in a busy fish hatchery or as an extension service provider;
- iii. Certificate in computer applications from a recognized institution (added advantage);
- iv. Willingness to work under minimum supervision.

Duties and Responsibilities

- i. Providing aquaculture extension and training services to fish farmers and other clients in Sub-Counties;
- ii. Maintaining fish hatchery operations including broodstock selection, fry production, larval rearing and hatchery management;
- iii. Compiling timely and accurate technical reports, and fisheries related data from Sub-Counties;
- iv. Collecting, updating and maintaining accurate aquaculture statistics within Sub-Counties;
- v. Organizing trainings, demonstrations and field days for fish farmers and aquaculture related groups, CBOs, etc;
- vi. Implementation of Fisheries Policy and Regulations;
- vii. Assist fish farming groups, CBOs and clusters in formulation of project proposals for external funding;
- viii. Reporting to the County Director of Fisheries.



Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

2. Assistant Fisheries Officer III Job Group H – 2 Posts

For appointment to this grade, a candidate must meet the following requirements: -

- i. Diploma in Aquaculture, Fisheries and Aquatic science or equivalent aquaculture-related qualification from a recognized institution;
- ii. Previous working experience in an active fish hatchery or as an aquaculture extension provider;
- iii. Proficiency in computer skills.

Duties and Responsibilities

- i. Providing aquaculture extension services at the sub-county level, including conducting field days and training of fish farmers;
- ii. Monitoring and feeding of hatchlings in the fish indoor hatchery and fry in hapa nets;
- iii. Assist with artificial propagation of catfish and breeding of Nile Tilapia;
- iv. Preparation of sex-reversal hormones for fish propagation;
- v. Collect and submit timely and accurate data from the field or as required;
- vi. Aquaculture record keeping and data management;
- vii. Organize trainings and demonstrations for fish farmers and aquaculture related groups;
- viii. Promote fish value addition, marketing and quality control;
- ix. Reporting to the Sub-County Fisheries Officer.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable



3. Fisheries Assistant II Job Group G – Three (3) Posts

For appointment to this grade, a candidate must meet the following requirements: -

- i. Certificate in Aquaculture, Fisheries and Aquatic Sciences, Fisheries Management or equivalent aquaculture-related qualification from a recognized institution;
- ii. Minimum of Kenya Certificate of Secondary Education Mean Grade C- (minus) or its equivalent qualification from a recognized institution;
- iii. Proficiency in computer skills;
- iv. Previous work experience in a comparable and relevant position.

Duties and Responsibilities

- i. Provide aquaculture extension and training services to fish farmers and other clients under guidance from Sub-County Fisheries Officer;
- ii. Fish hatchery cleanliness and implementation of biosecurity measures;
- iii. Assist in harvesting, conditioning, counting and packaging of fingerlings;
- iv. Data collection and record management;
- v. Participate in farmer trainings, demonstrations and field days;
- vi. Reporting to the Sub-County Fisheries Officer (or hatchery manager).

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

4. Livestock Production Officer Job Group K – Two (2) Posts

For appointment to this grade, a candidate must meet the following requirements: -

- i. A Bachelor 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/ Natural Resource Management, Livestock/Agricultural Economics and Dairy Technology, Agricultural Education and Extension, Animal Health and Management or any other relevant and equivalent qualifications from a recognised Institution;

- ii. Proficiency in Computer skills;
- iii. Previous working experience is an added advantage.

Duties and Responsibilities

This is the entry and training grade into the Livestock Production Officers' cadre. An officer at this level will be deployed at the Sub- County and will work under the guidance and supervision of a senior Officer.

- i. Providing technical advice in animal production, livestock marketing, range management, apiculture, and to promote economic livestock farming;
- ii. The Officer will assist in organizing extension activities including field days, field demonstrations, farmer field schools and farm visits;
- iii. Participate in farmer trainings;
- iv. Perform any other duty as assigned.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable



**5. Assistant Livestock Production Officer Job Group “H” – Five
(5) Posts**

For appointment to this grade, a candidate must meet the following requirements: -

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent;
- ii. Diploma in any of the following fields: Animal Husbandry, Dairy Science and Technology, Food Science and Technology, Agriculture and Home Economics, Apiculture, Animal Health and Production, and Range Management/Farm Management from a recognized Institution.

Duties and Responsibilities

This is the entry and training grade for diploma holders. Officers at this level will be deployed at the ward level. Specific duties and responsibilities will include;

- i. Assisting in organizing and executing livestock extension duties at this level. They can also be deployed as subject matter specialists in fields such as poultry, sheep & goats, apiculture and dairy production. The activities at this level will entail:
- ii. Assisting in designing livestock enterprise plans and
- iii. Assisting in training of farmers.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable



6. Veterinary Officer Job Group L – 2 Posts

For appointment to this grade, a candidate must meet the following requirements:-

- i. Have a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- ii. Be registered and retained by the Kenya Veterinary Board;
- iii. Have a certificate in computer applications.

Duties and Responsibilities

- i. Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- ii. Participating in the training of stakeholders in vector control programmes;
- iii. Advising on good veterinary practices;
- iv. Collecting data and preparing reports on animal health, products and markets;
- v. Providing advice on animal breeding and welfare;
- vi. Undertaking postmortem examination and other diagnostic tests;
- vii. Supervise and coordinate all private veterinary service providers in the sub county including clinicians, inseminators, agrovets, and livestock spraying groups;
- viii. Any other duties as shall be assigned by the County Director of Veterinary Services.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable



7. Assistant Animal Health Officer III Job Group “H” – Three (3)

Posts

For appointment to this grade, a candidate must meet the following requirements: -

- i. Diploma in any of the following the following discipline: - Animal health and production, Veterinary public health and meat technology, from a recognized institution;
- ii. Be registered and retained by Kenya Veterinary Board;
- iii. Have a Certificate in computer application from a recognized institution;
- iv. Certificate in Meat hygiene will be an added advantage.

Duties and Responsibilities:

- i. Participating in sample collection and dispatch to laboratories;
- ii. Inspecting livestock stock routes;
- iii. Undertaking artificial insemination and meat inspection;
- iv. Enforcing slaughter house hygiene and meat transport regulations;
- v. Participating in construction and maintenance of farm structures;
- vi. Demonstrating and training on milking techniques and external parasite control techniques;
- vii. Carry out herd health programs including; vaccinations, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, de-beaking and hoof trimming;
- viii. Carry out simple treatment of animals;
- ix. Participating in disease search, collecting data and writing technical reports;
- x. Keeping records on breeding, animal health and Disease control programs;
- xi. Participating in field demonstrations and agricultural shows;



- xii. Any other duties as shall be assigned by the County Director of Veterinary Services.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

8. Animal Health Assistant II Job Group “G” – Two (2) Posts

For appointment to this grade, a candidate must meet the following requirements: -

- i. Certificate not less than 2 years in the following discipline: - Animal health and production from a recognized institution;
- ii. Be registered and retained by Kenya Veterinary Board;
- iii. Certificate in computer application from a recognized institution;
- iv. Certificate in meat hygiene will be an added advantage.

Duties and Responsibilities: -

- i. Assist in demonstrating on milking techniques and external parasite control techniques;
- ii. Carrying out vaccinations and herd health activities;
- iii. Carrying out simple treatments of animals;
- iv. Participating in disease search and reporting;
- v. Undertaking artificial insemination and meat inspection services;
- vi. Enforcing slaughter house hygiene and meat transport regulation;
- vii. Write and submit reports on all veterinary activities in the ward;
- viii. Any other duties as shall be assigned by the Sub -County Veterinary Officer.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable



9. Assistant Leather Development Officer II Job Group “H” – One (1) Post

For appointment to this grade, a candidate must: -

- i. Be in possession of at least KCE Division III or C- mean grade in KCSE or its equivalent with credits in relevant subjects;
- ii. Have a Diploma in any of the following disciplines: - Leather Technology, Animal Health, Environmental Resource Management, Leather Goods design and development and Footwear Technology.

Duties and Responsibilities

- i. Provision of advisory services on rural tannery projects;
- ii. Doing feasibility studies, tannery layout plans;
- iii. Plotting out effective effluent treatment plants, for small scale tanneries;
- iv. Monitor, train and supervise Hides and skins curing services and maintain records of leather activities in the County;
- v. Any other duties as shall be assigned by the County Director of Veterinary Services.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

10. Agribusiness Officer Job Group “N” – One (1) Post

For appointment to this grade, a candidate must meet the following requirements:-

- i. Served for a minimum period of three (3) years in Job group “M” or its equivalent in the civil service;



- ii. Holder of at least a Bachelor's Degree in Agriculture, Agriculture & Home Economics, Agricultural Extension, Agricultural Economics, Agribusiness, Horticulture, Agroforestry and any other related field from a recognized institution;
- iii. A Master's degree in Agricultural Economics and related discipline is an added advantage;
- iv. Demonstrate professional and technical competence in work performance and results;
- v. Be computer literate.

Duties & Responsibilities

Deployed as the County Agribusiness Officer and reporting to the County Director of Agriculture;

- i. Coordination of implementation of projects and programmes related to Agribusiness development in the county;
- ii. Promote holistic approaches to farm business development;
- iii. Establishing farming systems and land use patterns in the county;
- iv. Establish economic performance trends of major enterprises in the county;
- v. Promote formulation and use farm business plans, agricultural credit management, and value chain development;
- vi. Capacity building and backstopping in Agribusiness issues including incubation centres;
- vii. Participate in monitoring and evaluation of agricultural programmes in the county;
- viii. Consolidate farm input requirements in the county in liaison with Crops Officer and establish a data bank on stockists;
- ix. Promotion of information dissemination channels on input availability, quality and prices;
- x. Promoting formation of producer market groups;



- xi. Monitoring the agricultural credit levels of lending by financial institutions;
- xii. Promoting diversification of credit products;
- xiii. Monitoring the performance of agricultural markets and marketing systems and establish market commodity prices data bank;
- xiv. Coordinating farm competitions and awards scheme in the county;
- xv. Development and review of farm management guidelines;
- xvi. Participating in the development of farm compensation guidelines;
- xvii. Participating in field days, exhibitions and shows;
- xviii. Preparation and implementation of work plans and budgets; and
- xix. Compilation of sectional periodic reports;
- xx. Any other duty as may be prescribed by the County Director of Agriculture from time to time.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

11. Agriculture Officer II Job Group “K” – Three (3) Posts

For appointment to this grade, a candidate must meet the following requirements:-

- i. Holder of at least a Degree in Agriculture, Agriculture & Home Economics, Agricultural Extension, Agricultural Economics, Agribusiness, Horticulture, Agroforestry and/or any other related field from a recognized institution;
- ii. Previous work experience in the public sector is an added advantage;
- iii. Be computer literate;



- iv. Satisfy the requirements of Chapter Six of the Constitution of Kenya on integrity.

Duties & Responsibilities

Deployed as a Subject Matter Specialist at the Sub- County in charge of Crops Development, Agrinutrition, Land Development or Agribusiness Development, and reporting to the Sub-County Agricultural Officer;

- i. Promotion and implementation of activities related to Crop Development, Agrinutrition, Land Development and/or Agribusiness Development in the Sub -County;
- ii. Capacity building and backstopping on technologies related to Crop Development, Agrinutrition, Land Development and/or Agribusiness Development;
- iii. Implementation of programmes and projects on Crop Development, Agrinutrition, Land Development and/or Agribusiness Development in the Sub-County;
- iv. Collating, analyzing, storing and disseminating Crops Development, Agrinutrition, Land Development and/or Agribusiness Development information;
- v. Participating in field days, exhibitions and shows;
- vi. Preparation of work plans and budgets; Compilation of periodic technical reports;
- vii. Monitoring and evaluating the effectiveness and efficiency of agricultural extension services, programmes and projects in the Sub-County and;
- viii. Any other duty as may be prescribed by the Sub County Agriculture Officer from time to time.



Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

12. Assistant Agricultural Officer II Job Group “H” – Ten (10) Posts

For appointment to this grade, a candidate must meet the following requirements: -

- i. A Diploma in Agriculture, Agriculture & Home Economics, Agricultural Extension, Agricultural Economics, Agribusiness, Horticulture, Agroforestry and/or any other related field from a recognized institution;
- ii. Demonstration of previous work experience is an added advantage;
- iii. Be computer literate;
- iv. Satisfy the requirements of Chapter Six of the Constitution of Kenya on integrity.

Duties & Responsibilities

Deployed to a Ward, the officer will report to the Sub-County Agricultural Officer (SCAO);

- i. Collecting and documenting data on farmers in the extension unit including names, gender ratios, soil types, and rainfall, land sizes, different enterprises;
- ii. Monitoring and reporting on food situation, agricultural disasters including pests, diseases, flooding, drought, and destruction by wildlife;
- iii. Carrying out individual farm and group visits; Capacity building on agricultural marketing and credit management;
- iv. Training needs assessment and training of farmers and farmer groups
- v. Monitoring of agricultural activities in the extension unit;
- vi. Sensitizing the farming communities on cross cutting issues, gender, youth, environment -Climate change, and human rights to food;



- vii. Attending Barazas and other public participation functions to promote agricultural activities;
- viii. Management of information desks in the extension units;
- ix. Preparation of technical periodic reports;
- x. Any other duty as may be prescribed by the Sub-County Agriculture Officer from time to time.

Salary scale: The salary, allowances and other benefits attached to these positions will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

1. Director Supply Chain Management Job Group “R” – One (1) Post

The Director Supply Chain Management shall report to the Chief Officer Accounting, Revenue and Supply Chain Management.

An officer at this level will be based at the County Headquarters and will be responsible for the coordination of activities in the Supply Chain Management Section.

Duties and Responsibilities

- i. Guide and advise accounting officers in charge of all county entities on procurement matters. Issue a professional opinion to accounting officers on matters of procurement;
- ii. Assist county entities in procurement and disposal of works, supplies, services and assets in line with Public Procurement and Asset Disposal Act, 2015 and Regulations, 2020 thereon;
- iii. Ensure full implementation of the E-procurement proceeding and safe custody of all procurement records in accordance with the Act;
- iv. Ensures that the procurement of goods, works and services are within approved budget;



- v. Ensure procurement plans are prepared and uploaded on IFMIS in conformity with the medium-term fiscal frame work and fiscal policy objectives and submit them to the relevant authorities;
- vi. Ensure proper inventory control, assets and stores management and distribution of goods to county entities. Implement a stores management systems to manage inventory electronically;
- vii. Enhance and ensure implementations of the preferences and reservation scheme in order to comply with the public procurement and Asset Disposal Act, 2015 and regulations, 2022;
- viii. Keep and maintain an updated list or register of prequalified suppliers;
- ix. Prepare monthly, quarterly and annual procurement statutory reports and submit to the Public Procurement and Regulatory Authority within the set legal timeframe through the Chief Officer and County Executive Committee member for Finance and Economic Planning;
- x. Prepare on a monthly basis a report on all contracts awarded giving specific details as per who won the tender and display it on public website or notices as per the presidential Directive/Executive order on 'Procurement of Public goods, works and Services by public entities, issued on 13th June 2018;
- xi. Attend to all procurement Audit matters by oversight institutional and organize staff capacity building on procurement standards, laws, best principles and practices and adoption of automation;
- xii. Sensitize suppliers and contractors on AGPOs and PPAD, 2015 and Regulations, 2020 and any other applicable laws;
- xiii. Enforce compliance in the entire supply Chain Management Services cycle pursuant to PPAD, 2015 and Rregulations,2020 by supervising all procurement ad hoc committees which include but not limited to:
 - a) Specifications
 - b) Tender opening
 - c) Inspection
 - d) Evaluation



- e) Tender and service contracts awards
- f) Stock taking
- g) Project management
- h) Monitoring and Evaluation
- i) Asset disposal.

Qualifications

- i. Be a Kenyan Citizen;
- ii. A Diploma in Supplies Management or is approved equivalent from a recognized institution;
- iii. A Bachelor's Degree in any of the following; commerce, Business Administration, Economics, procurement and supply management, marketing or the equivalent qualifications from a recognized institution;
- iv. A Master's Degree in any of the following; procurement and supplies chain management, business Administration, commerce, logistics and supplies management or any other relevant field from a recognized institution;
- v. A member of the Kenya institute of Supplies in good standing;
- vi. Conversant with IFMIS and other revenue management accounting or Enterprise Resource Planning (ERP) packages;
- vii. Served as a procurement officer in the public or private sector for a minimum period of ten (10) years, five (5) of which Must be in a senior management position;
- viii. Attended a Senior Management Course or Strategic Leadership Development programme lasting for at least four (4) weeks;
- ix. Demonstrate a thorough understanding of national goals, policies and development objectives and ability to align them to the County's mandate;
- x. Be conversant with the provisions of the Public Financial Management Act, 2012, the Public Procurement and Assets Disposal Act, 2015 and the regulations thereto;
- xi. Must satisfy the requirements of Chapter Six of the Constitution of Kenya.



- xii. Be a good team player with exemplary leadership qualities, interpersonal, communication and collaborative skills;
- xiii. Proficiency in Computer Application Skills relevant to financial management from a recognized institution.

Salary scale: The salary, allowances and other benefits attached to these positions will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Three (3) years contract.

2. Director Revenue Job Group “R” – One (1) Post

The Director of Revenue will be the Head of Revenue and report to the Chief Officer Accounting, Revenue and Supply Chain Management.

An officer at this level will be based at the County Headquarters and will be responsible for the coordination of activities in the Revenue Section.

Duties and Responsibilities.

- I. Planning, formulating strategies and identifying sources of revenue;
- II. Designing effective, efficient and secure systems of collecting revenue;
- III. Developing Bills, policies, programs, bylaws and internal control systems that enhance own source revenue collection in the County;
- IV. Authorizing county employee or entity to collect revenue on behalf of the County government;
- V. Implementing county policies and regulations for revenue;
- VI. Setting up and projecting regular revenue trends for planning and decision making in the county;
- VII. Developing revenue collection targets for the county and allocating the same to various county entities and senior staff;
- VIII. Co-ordinating the work of third-party entities engaged by the County Government to collect revenue on behalf of the County;
- IX. Guiding county entities in preparation of the Finance Bill/Act;
- X. Organizing stakeholder sensitization forums on the provisions of the finance bill and other revenue collection bills and bylaws;



- XI. Ensuring posting of all revenue sources in the IFMIS system;
- XII. Preparing quarterly and annual revenue reports on all own source revenue and external sources;
- XIII. Submitting regular reports to county assembly, national treasury and commission for revenue allocation on matters of revenue collection;
- XIV. Identifying and provide baseline data on new sources of revenue;
- XV. Maintaining records of all the revenue sources/Centre, rates and revenues collected Championing automation of own source revenue streams in the County;
- XVI. Ensuring all own source revenue collected is accounted for and banked intact;
- XVII. Preparing the budget for the revenue directorate.

Qualifications

- i. Be a Kenyan citizen;
- ii. Be a holder of Bachelor’s degree in Commerce (Accounting or Finance option); Finance, Economics or Business Administration/Management (Accounting or Finance) from a recognized institution;
- iii. A holder of a Master’s degree in the relevant discipline from a recognized institution;
- iv. A member of Certified Public Accountant of Kenya (CPA-K) in good standing;
- v. Conversant with IFMIS and other revenue management accounting or Enterprise Resource Planning (ERP) packages;
- vi. Served as an Accountant in the public or private sector for a minimum period of ten (10) years, five (5) of which Must be in a senior management position;
- vii. Attended a Senior Management Course or Strategic Leadership Development programme lasting for at least four (4) weeks;
- viii. Demonstrate a thorough understanding of national goals, policies and development objectives and ability to align them to the County’s mandate;



- ix. Be conversant with the provisions of the Public Financial Management Act, 2012;
- x. Must satisfy the requirements of Chapter Six of the Constitution of Kenya;
- xi. Be a good team player with exemplary leadership qualities, interpersonal, communication and collaborative skills;
- xii. Proficiency in Computer Application Skills relevant to financial management from a recognized institution.

Salary scale: The salary, allowances and other benefits attached to these positions will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Three (3) years contract

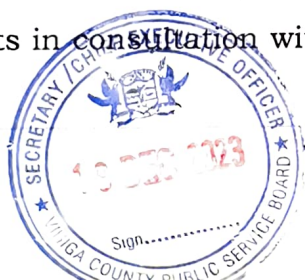
DEPARTMENT OF ENVIRONMENT, WATER, ENERGY, NATURAL RESOURCES AND CLIMATE CHANGE

1. Director of Environment, Water and Natural Resources Job Group R – One (1) Post

Duties and Responsibilities

An officer at this level may be based at the Headquarters as the Head of Technical Division and will assist the Chief Officer in charge of Environment, Energy, Natural Resources and Climate Change in the day to day administration and management of the department. Reporting to the Chief Officer, Director Environment, Energy and Natural Resources will be responsible for the following:

- i. In charge of overall management and conservation of Environment, including Waste Management (promoting 3Rs), Environmental Compliance and Enforcement, Natural Resources Management and Conservation, Energy Services, Rehabilitation & Restoration of Degraded and Riparian Ecosystems;
- ii. Spearhead preparation of departmental strategic plans, work plans, performance contracts, budgets, procurement plans and periodic progress reports in consultation with other departments and County Chief Officer



- in Charge of Environment, Energy, Natural Resources and Climate Change;
- iii. Spearhead research, monitoring, evaluation and reporting on departmental programs, projects and activities in consultation with other departments and County Chief Officer in Charge of Environment, Energy, Natural Resources and Climate Change;
 - iv. Inventory and mapping of natural resources, environmentally significant sites, degraded sites, disposal sites, waste water within the county;
 - v. Spearhead in the conceptualization, development, implementation, monitoring, evaluation and reporting of projects, programs, activities, and strategic initiatives in the directorate;
 - vi. Spearhead preparation of County State of Environment Reports and County Environmental Action Plan and its implementation in line with the provisions of EMCA CAP 38;
 - vii. Spearhead the mobilizing the public to participate in environmental conservation and management campaigns, clean ups, efficient energy utilization, promoting energy conservation awareness, mainstreaming renewable energy within the county;
 - viii. Spearhead Resource mobilization including development of bankable proposals in various thematic areas including waste management, Environmental Conservation and Energy Services ;
 - ix. Spearhead inventory and mapping of natural resources, environmentally significant sites (such as wetlands and disposal sites), degraded sites within the county and pollution sources (water, air & sound) within the county;
 - x. Spearhead Policy formulation, interpretation and implementation; negotiation, legislation and domestication of the relevant Multilateral Environment Agreements (MEAs) to the county and other relevant agreements in the field of environment;
 - xi. Supervising, guiding and developing staff working under him or her.



(a) Requirements for Appointment

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

- (i) Be a Kenyan citizen;
- (ii) Served in the position of a Principal Environmental officer or in a comparable position (public or private sector) for a minimum period of three (3) years;
- (iii) Bachelor's degree in any of the following disciplines; Environmental Sciences, Environmental Planning and Management, Environmental Engineering, Natural Resource Sciences/Management, Climate Change, Waste Management, Forestry, Geology, Hydrology, Geo-Information science, Chemistry, Biology; or any other relevant/Equivalent qualification from a recognized institution;
- (iv) Master's degree in any of the following disciplines; Environmental Sciences, Environmental Planning and Management, Environmental Engineering, or any other relevant field from a recognized Institution;
- (v) Post Graduate qualification in Environmental Management field, - EIA/Audits or its equivalent;
- (vi) Knowledge and general understanding of international/regional/national/sub-national policies and regulations on Environment, Energy and Natural Resources;
- (vii) Knowledge general knowledge on waste management, environmental compliance and enforcement, environmental planning and research, environmental conservation and energy.
- (viii) Management course lasting not less than four (4) weeks from a recognized institution;
- (ix) Knowledge in computer applications from a recognized institution;
- (x) Demonstrated managerial, administrative and professional competence in work performance;
- (xi) Have shown merit and ability as reflected in work performance and results; and



- (xii) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

Salary scale: The salary, allowances and other benefits attached to these positions will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Three (3) years contract

DEPARTMENT OF GENDER, CULTURE, YOUTH, SPORTS, CHILDREN AND SOCIAL SERVICES

1. Director Culture and Library Services Job Group “R”- One (1) Post

Duties and Responsibilities

- i. Plan, interpret policy, advice, and guide cultural matters and programmes in line with the county strategic objectives;
- ii. Oversee coordination and implementation of all cultural programs at the county level to ensure they achieve the objectives of the county;
- iii. Implement the section’s staff performance appraisal system to enhance work performance in the department;
- iv. Verify and endorse registration of cultural practitioners at the County and coordinate the cultural practitioner’s association activities;
- v. Oversee the implementation of community activities aimed at preserving and promoting tangible and intangible cultural diversity and heritage;
- vi. Oversee identification, preservation and conservation of historical sites in the county;
- vii. Coordinate development of creative and cultural industries and the arts for economic development and promotion of cultural and identity value;
- viii. Coordinate the establishment and management of community cultural centres and galleries;
- ix. Work with other agencies and bodies, such as museums and educational services, to develop services and initiatives that relates to promotion and preservation of cultural heritage;



- x. Mobilize resources to empower cultural practitioners in their various cultural activities and endorse cultural groups and individual requesting assistance with cultural grants;
- xi. Review of the periodic reports prepared by the staff of the department for submission to the Chief Officer.

Qualifications, Knowledge and Skills

- i. Bachelor degree in Social Science or any other relevant field from a recognised institution;
- ii. At least ten (10) years of relevant work experience in senior management position;
- iii. Certificate in a senior management course not less than four (4) weeks from a recognised institution;
- iv. Computer literacy;
- v. Ability to build and lead cohesive teams;
- vi. Problem solving skills;
- vii. Meet the requirements of Chapter Six of the Constitution of Kenya;
- viii. Demonstrated knowledge of the relevant legislation including the Constitution of Kenya, County Government Act, 2012.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

2. Assistant Director Culture and Library Services Job Group “P” - (1) **Post**

Duties and Responsibilities

Reporting to the Director/Gender, Culture and Social Services, he/she will be responsible for:



- i. Coordinating, identification, development and protection of museums, cultural sites, monuments and libraries;
- ii. Development and implementation of strategies and policies related to cultural development;
- iii. Promotion of county/national/international institutional partnerships for resource mobilization on cultural heritage preservation;
- iv. Establishment of cultural economic activities for revenue generation;
- v. Establishment of a vibrant Creative Arts Industry;
- vi. Providing guidance and leadership to Cultural officers, librarians and Curators.

Minimum Requirements

- i. Bachelor’s degree in Arts, Humanities, Social Sciences, Cultural Studies, Literary Arts, Drama and Theatre, Library Studies or related discipline from a recognized institution;
- ii. Minimum five (5) years relevant experience;
- iii. Have ability to mobilize resources for cultural development and harness revenue generation from cultural economic activities;
- iv. Demonstrated professional and administrative ability required for efficient performance of duties at this level.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

3. Assistant Director Sports Job Group “P” – One (1) Post

Duties and Responsibilities

- a) Responsible for oversees the implementation of sports promotion and development policies in the county;
- b) Designing and coordinating sports programmes;
- c) Coordinating identification and establishment of youth sport centres;



- d) Head of sub-counties sports officers;
- e) Personnel management coordinating sport staffs;
- f) Evaluation of sport programmes;
- g) Sensitizing the sports fraternity on dangers of doping, drugs and substance abuse;
- h) Planning and development of the section;
- i) Acquisition, distribution and maintenance of sports equipment and implements;
- j) Preparation of sections budget and procurement plan;
- k) Any other duties that may be assigned by the Director Sports.

Minimum Requirements

- i. Bachelor degree in physical science leisure and recreation management or diploma in sporting disciplines;
- ii. At least knowledge in three sporting disciplines;
- iii. Served in the grade of chief sports officer or stadium manager for a minimum period of 5 years;
- iv. Possess Leadership skills, Communication skills, Interpersonal skills, Organizational skills, Ability to work under pressure, Negotiation skills, Ability to build and lead cohesive teams, Problem solving skills;
- v. Must meet the requirements of Chapter Six of the Constitution of Kenya on Leadership and integrity.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

4. Assistant Director Youth Affairs Job Group “P” – One (1) Post
Duties and Responsibilities



- i. Assist in coordinating the activities of NGOs, Youth Councils and other stakeholders on youth development projects, programmes and activities for compliance and synergy;
- ii. Provide support for the design and implementation of programmes and activities for the youth in the region in line with county youth policies and strategies;
- iii. Facilitate workshops on sensitization on youth policies and programmes in the county;
- iv. Facilitate capacity building programmes for staff, youth groups and youth councils in the region;
- v. Assist with the conduct of applied research on current issues for improved youth development activities and programmes;
- vi. Coordinate the maintenance of statistical information/data on youth activities in the region to facilitate decision making and planning.

Minimum Requirements

- i. Bachelor's degree in Arts/Humanities, Social Work or related discipline from an accredited University;
- ii. Certificate in a Senior Management Course from a recognized institution will be an added advantage;
- iii. Served for a minimum period of three (3) years at the grade of Principal Youth Development Officer, JG N and above or in a comparable and relevant position in the public service;
- iv. Demonstrated merit and ability as reflected in work performance and results;
- v. Possess Leadership skills, Communication skills, Interpersonal skills, Organizational skills, Ability to work under pressure, Negotiation skills, Ability to build and lead cohesive teams, Problem solving skills; and
- vi. Must meet the requirements of Chapter Six of the Constitution of Kenya on Leadership and integrity.



5. Sub-County Cultural Officers Job Group “J” – Two (2) Posts

Duties and responsibilities

- i. Assist in organizing community cultural festivals, art exhibitions, symposia, seminars, art and traditional competitions at the sub county level;
- ii. Oversee identification, preservation and conservation of historical sites;
- iii. Participate in the development of creative and cultural industries and the arts for economic development and promotion of cultural and identity value;
- iv. Assist in establishment of community cultural centres and galleries;
- v. Identify and vet cultural groups and individual requesting assistance with cultural grants when available;
- vi. Identify and vet cultural and entertainment groups for public functions;
- vii. Visit and monitor all cultural facilities within the respective sub county to ensure that they have the required facilities in terms of equipment;
- viii. Monitor and evaluate all community cultural heritage projects and report on progress;
- ix. Prepare timely periodic reports on the cultural programmes and activities for review by senior officers.

Minimum qualifications, knowledge and skills

- i. Bachelor’s degree in Anthropology, Social Sciences or any other related field from a recognized institution;
- ii. At least two (2) years of work experience in a related field;
- iii. Computer literacy;
- iv. Great communication, problem solving and Interpersonal skills;
- v. Knowledge of relevant legislation.



vi. Must meet the requirement of Chapter Six of Kenyan Constitution.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

6. Sub-County Youth Development Officers Job Group “J” - (5) Posts

Duties and responsibilities

- i. Help to raise public awareness on issues relevant to the youth in the community;
- ii. Compile and prepare monthly, annual reports and policies for timely submission to the relevant senior officers;
- iii. Liaise with interested youth groups and individuals to set up new services in the community;
- iv. Participate in forums and workshops to educate and empower youth with skills and knowledge to develop themselves socially and economically;
- v. Encourage participation in capacity building activities and challenge inappropriate behavior among the youth in the community.

Minimum qualifications, knowledge and skills

- i. Bachelor’s Degree in Sociology, Community Development, Social Work, Psychology, Anthropology or any other related field from a recognized institution;
- ii. At least two (2) years of work experience in a related field;
- iii. Computer literacy;
- iv. Be of age between 25 and 35 years;
- v. Great communication, problem solving and Interpersonal skills;
- vi. Knowledge of relevant legislation;
- vii. Must meet the requirement of Chapter Six of Kenyan Constitution.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.



Terms of Service: Permanent and Pensionable

7. Sub-County Sports Officers Job Group “J” - Three (3) Posts

Duties and Responsibilities

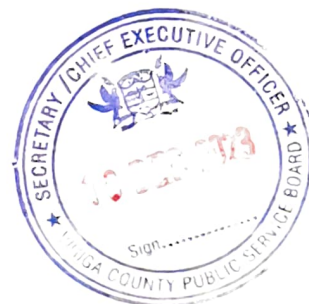
- i. Developing and promoting sports activities in the designated area;
- ii. Identifying sports talent;
- iii. Mobilizing and sensitizing local community to participate in sports; organizing matches;
- iv. Liaising with partners to support sports programmes;
- v. Collecting data and preparing reports on sports functions and competitions;
- vi. Performing any other duties as may be assigned.

Minimum qualifications, knowledge and skills

- i. Bachelor’s degree in any of the following disciplines: Physical Education and Sports; Physical Education; Sports Science; Leisure and Recreation Management

OR

- ii. Bachelor’s degree in Social sciences with a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years from a recognized institution; and
- iii. Certificate in Computer Applications from a recognized institution;
- iv. Knowledge of different games, sports and related issues, such as, training, physical health etc;
- v. Good Communication and interpersonal skills.



Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

8. Secretary Job Group 'J' - (1) Post

Duties and Responsibilities

- i. Handling office communications (telephone, emails, etc.) and appointments;
- ii. Receiving and assisting Visitors;
- iii. Transfer external calls and correspondences to respective offices;
- iv. Typing correspondences;
- v. Taking minutes in meeting as and when required;
- vi. Ensure security of records and documents;
- vii. Receiving and dispatching of mails and documents;
- viii. Provide general office management and clerical support;
- ix. Establish and maintain a proper filing and information keeping system.

Minimum Requirements

- i. Diploma Level in Secretarial/Administration Studies or equivalent;
- ii. At least 3 years working experience as a secretary and/or administrative assistant;
- iii. Excellent IT knowledge in MS Office and skills in document management (filing/archiving);
- iv. Excellent written and spoken English;



- v. Excellent oral and written presentation skills and ability to develop and maintain networks of contacts;
- vi. Personal initiative and ability to focus on priorities and meet deadlines;
- vii. Professional personal appearance and conduct;
- viii. Open, flexible personality; excellent ability to perform duties with accuracy within a given deadline;
- ix. A high degree of integrity and the ability to deal with confidential information.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

9. **Disability Officer Job Group “J”- One (1) Post**

Duties and responsibilities

- i. Conduct registration of persons with disabilities;
- ii. Working closely with the national council of persons with disability for implementation of the County’s Disability Act and other relevant legislations;
- iii. Facilitate registration of companies and businesses of persons with disabilities under AGPO and provide them with LPO Financing under AGPO;
- iv. Facilitate Training of economic empowerment beneficiary groups on entrepreneurship;
- v. Assisting the local communities and self-help groups to identify viable projects, advise and report on the progress.



- vi. Conflict resolutions among group members disaggregate data on gender, disability, gender, disability, age etc;
- vii. Participate in community mobilization and sensitization on programmes of the Council

Minimum Requirements

- i. Degree in social science and its equivalent;
- ii. Those with a Bachelor's degree will have an added advantage;
- iii. Minimum 2 years working experience;
- iv. Experience in working in the Disability Sector or a similar sector.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

10. Driver Job Group "G" - One (1) Post

Duties and responsibilities

- i. Detecting and reporting malfunctioning of vehicles systems;
- ii. Maintaining cleanliness of the assigned vehicle;
- iii. Ensuring security and safety for the vehicle on and off the road;
- iv. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure to ensure the vehicle is in good condition;
- v. Driving a motor vehicle as authorized;
- vi. Maintenance of work tickets for vehicles assigned;
- vii. Safety of the passengers and/or goods therein.

Minimum Requirements

- i. At least served in the grade of Driver for at least four (4) years;
- ii. At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education (KCSE) or its equivalent from a recognized institution;
- iii. The Occupational Trade Test II Certificate;



- iv. Valid Driving License free from any current endorsement(s) for classes of the vehicles the driver is required to drive;
- v. Certificate of Good Conduct (renewable after two (2) years));
- vi. An accident-free driving period of three (3) years;

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

DEPARTMENT OF MEDICAL SERVICES

1. Deputy Director - Medical Services - Job Group "Q" – One (1) Post

Location: Vihiga County

Position Type: Full-time

Reports to the County Director of Health.

Supervisory Responsibilities to:

- a) Head Division of Clinical Standards, QA & Services;
- b) Head Division of Family Health;
- c) Head of Emergency, Referral & Casualty Services;
- d) Head Division of Nursing & Essential Services.

Minimum Qualifications

- a) Must have a first degree in health sciences;
- b) Must have a Master's Degree in a health related field;
- c) Must be registered with relevant regulatory bodies and have a valid practicing license;
- d) Must have demonstrated leadership and good performance in the previous assignments;
- e) At least 10 years of experience in Health management position;



- f) A certificate in Strategic Leadership Development Programme from the Kenya School of Government will be an added advantage;
- g) Must fulfil the requirements of Chapter six of the constitution.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

2. County Nursing Officer/Manager - Job Group "P" - One (1) Post

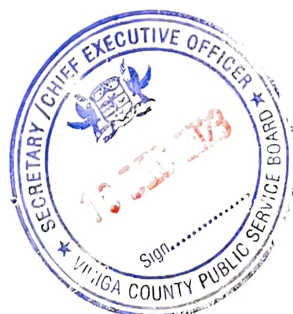
Location: Vihiga County

Position Type: Full-time

Reports to the Deputy Director of Health.

Duties and Responsibilities:

- (i) Developing, maintaining and implementing nursing and midwifery policies and procedures that conform to current standards of nursing and midwifery practice and operational policies while maintaining compliance with National laws and regulations;
- (ii) Communicating and interpreting policies and procedures to nursing and midwifery staff and monitor their practices and implementation;
- (iii) Coordinating patient care activities in collaboration with heads of nursing and midwifery units, administrative and other technical personnel in the County;



- (iv) Developing nursing and midwifery standards and playing a leading role in the implementation, monitoring and evaluation of the standards;
- (v) Ensuring that the planning and delivery of nursing and midwifery services are addressed and meet the changing needs of clients;
- (vi) Participating in the development and implementation of strategic plans for nursing and midwifery services;
- (vii) Provide strategic and operational leadership to the nursing and midwifery staff, ensuring the delivery of high-quality patient care.
- (viii) Collaborate with other departments and healthcare partners to ensure seamless coordination of patient care and achieve organizational goals;
- (ix) The candidate should demonstrate ability to Implement and monitor quality assurance programs to enhance patient safety and satisfaction;
- (x) Foster a culture of continuous learning and professional growth within the nursing team;
- (xi) Participating in the annual planning and budgeting for nursing and midwifery services during preparation of the health department budget and ensuring proper allocation and utilization of allocated funds;
- (xii) Preparing employees for the desired changes in working styles, attitudes and work ethic through mentoring and training nursing and midwifery staff and helping them develop their skills and knowledge;
- (xiii) Planning, coordinating, monitoring and evaluating the divisional/individual performance targets.

Qualifications:



- (i) The candidate should be a holder of a bachelor's degree in nursing or midwifery from a recognized institution;
- (ii) A master's degree in the same field will be an added advantage;
- (iii) Registered Nurse (RN) or Certified Nurse Midwife (CNM) license;
- (iv) Twenty (20) years of work experience in nursing and or Midwifery;
- (v) The candidate should have at least 15 years of senior managerial experience to effectively oversee the nursing and midwifery department, including staffing, scheduling, and performance evaluations;
- (vi) Senior Management Course lasting four weeks from a recognised institution;
- (vii) Certificate in Strategic Leadership Development Program will be an added advantage;
- (viii) Strong mentorship and training skills;
- (ix) Excellent communication and leadership abilities;
- (x) Ability to manage partnerships and collaborate with other healthcare professionals;
- (xi) Knowledge of healthcare regulations and best practices;
- (xii) Budget management skills;
- (xiii) Must fulfil the requirements of Chapter six of the constitution.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

3. Ambulance Drivers- - Job Group "F" Six (6) Posts

Duties and Responsibilities

- (i) Driving vehicle(s) as authorized;
- (ii) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc;
- (iii) Detecting and reporting malfunctioning of vehicle systems;
- (iv) Maintenance of work tickets for vehicle(s) assigned;



- (v) Ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/or goods therein; and
- (vi) Maintaining cleanliness of the vehicle.

Requirements For Appointment

- (i) Served for a minimum period of three (3) years;
- (ii) A valid driving licence free from any current endorsement(s) for the class(es) of vehicles(s) the officer is required to drive;
- (iii) Passed Occupational Trade Test II for Drivers;
- (iv) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
- (v) A valid Certificate of good conduct from the Kenya police;
- (vi) Attended a first – Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute Highway and Building Technology (KIHBT) or its equivalent from a recognized institution.

Salary scale: The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

COUNTY POLICING AUTHORITY

The Board therefore invites applications from the categories listed below.

- i. The Business sector;*
- ii. Community Based Organizations;*
- iii. Women;*
- iv. Persons with Special Needs;*
- v. Religious organizations; and*
- vi. The Youth.*

The functions of the Authority shall be to: -



- i. Develop proposals on priorities, objectives and targets for police performance in the County;
- ii. Monitor trends and patterns of crime in the County including those with specific impact on the woman and children;
- iii. Promote community policing initiatives in the County;
- iv. Monitor progress and achievements of the targets;
- v. Provide financial oversight of the budget of the County police;
- vi. Provide feedback on performance of the police service at the County level;
- vii. Provide platform through which the public participate on all aspects to do with County policing and the National police service at County level;
- viii. Facilitate public participation on the County policing policy;
- ix. Ensure policing accountability to the public;
- x. Receive reports from community policing forums and committees; and
- xi. Ensure compliance with the national policing standards.

A person shall not be qualified for appointment as a member, if that person:

- i. Is not of good character or moral standing;
- ii. Has violated the Constitution;
- iii. Is adjudged bankrupt;
- iv. Has been convicted of a felony; or
- v. Has not been resident or employed in the county for a continuous period of not less than three years.

Requirement for Appointment:

- i. A citizen of Kenya;
- ii. A resident, conducts business or is employed in the county for a continuous period of not less than three (3) years;



- iii. Demonstrate Membership to the respective organization/ current certificate for membership;
- iv. Possesses a minimum of a K.C.S.E. D+ certificate or its equivalent;
- v. Has knowledge of national and county development goals;
- vi. Has not been adjudged bankrupt;
- vii. Has good character or moral standing;
- viii. Has not been convicted of a felony.

Applicants for the above positions are required to get statutory clearances from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya 2010:

- Kenya Revenue Authority (KRA);
- Higher Education Loans Board (HELB);
- Ethics and Anti-Corruption Commission (EACC);
- Criminal Investigation Department (CID);
- Credit Reference Bureau (CRB).

Copies of these clearances MUST be attached to the applications.

Salary scale: The salary, allowances and other benefits attached to these positions will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Members appointed shall serve for a term of two (2) years and shall be eligible for one further term.



How to Apply

The applicants should download the application for Employment form the official County Website, complete it and submit to the undersigned on or before **Friday 23rd January, 2024 at 5pm.**

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD,
P.O. BOX 880-50300
MARAGOLI
QUEENS ARCADE BUILDING MBALE TOWN
ALONG KISUMU KAKAMEGA ROAD**

Please Note

- Do not attach your ID card, Academic, Professional or any other documents to the application form
- County Government of Vihiga is an equal opportunity employer and encourages People Living with Disabilities, Youth and Women to apply.
- County Public Service Board does not charge any recruitment fee whatsoever. **Do Not Pay Money to Fraudsters because Our services are absolutely free**
- Canvassing will lead to automatic disqualification
- Only shortlisted candidates will be invited for interview.
- Those with certificates from foreign institutions must have them certified by the relevant authority

