

REPUBLIC OF KENYA

COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

V A C A N C I E S

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the County Government of Kakamega invites applications from suitably qualified persons to fill the following vacant position:

ADVERTISEMENT

1. DEPARTMENT OF FINANCE AND PLANNING (COUNTY TREASURY)

Position: Principal Statistician I - Job Group 'P' (1 Post)

Reporting to the Director of Economic Planning and Investment, the Officer shall be in-charge of collecting data and developing data banks from which quick, simple appropriate information pertaining the County can be retrieved in a format that is easily analyzable to inform desired change.

Duties and Responsibilities

- Developing data banks from all sectors of the County;
- Preparing publications, e.g. statistical digests, etc., with basic summary statistics on a regular basis;
- Keeping custody of appropriate data sets generated by different studies undertaken by the Authority;
- Designing and producing instruments for collecting data on satisfaction aspects;
- Collecting and analyzing data on customer satisfaction surveys;
- Drawing inferences on analyzed data and recommend viable corrective actions for implementation by the Authority and/or other stakeholders;
- Formulating methods and designing instruments for capturing statistical data;
- Producing and administering the instruments to record data;
- Carrying out the requisite calculations to summarize and analyze the collected data;
- Ensuring safekeeping of the data;
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya; and
- Performing any other duties as may be assigned from time to time.

Requirements

For appointment to this grade, one must:

- Be a Kenyan citizen;
- Have a Master's degree in a relevant field from a recognized University.
- Have a Bachelor's degree in Economics, Statistics or Mathematics from a recognized University.
- Have Certificate of Proficiency in Computer Applications, especially in STATA, SPSS, E-VIEWS, Excel Spreadsheet, Computer Software/programs for safely storing data and enabling their easy retrieval, etc;
- Served as a Senior Economist I/ Senior Statistician I for a minimum of 3 years in a reputable organization and/or government department or Agency;

- Demonstrate understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the Constitution of Kenya; and
- Shown merit and ability as reflected in work performance and results.

***Terms of Service:** Three (3) years renewable contract

Position: Senior Statistician I - Job Group 'N' (1 Post)

Reporting to the Head of County Statistics, the Officer shall be in-charge of collecting, and analyzing data to inform desired change in the County.

Duties and Responsibilities

- Adapting statistical methods in order to solve specific problems in all county sectors;
- Analyzing and interpret statistical data in order to identify significant differences in relationships among sources of information;
- Applying sampling techniques or utilize complete enumeration bases in order to determine and define groups to be surveyed;
- Designing research projects that apply valid scientific techniques and utilize information obtained from baselines or data in order to structure uncompromised and efficient analyses;
- Developing and test experimental designs, sampling techniques, and analytical methods;
- Evaluating sources of information in order to determine any limitations in terms of reliability or usability;
- Evaluating the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency and accuracy;
- Examining theories, such as those of probability and inference to discover mathematical bases for new or improved methods of obtaining and evaluating numerical data;
- Identifying relationships and trends in data, as well as any factors that could affect results;
- Planning data collection methods for specific projects, and determining the types and sizes of sample groups to be used;
- Processing large amounts of data for statistical modeling and graphic analysis, using computers. Report results of statistical analyses, including information in the form of graphs, charts and tables;
- Preparing data for processing by organizing information, checking for any inaccuracies, and adjusting and weighting the raw data;
- Supervising and provide instructions to workers collecting and tabulating data;
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya; and
- Performing any other duties as may be assigned from time to time.

Requirements

For appointment to this grade, one must:

- Be a Kenyan citizen;
- Have a Master's degree in a relevant field from a recognized University.
- Have a Bachelor degree in Economics, Statistics or Mathematics;
- Have Certificate of Proficiency in Computer Applications, especially in STATA, SPSS,E-VIEWS, Excel Spreadsheet, Computer Software/programs for safely storing data and enabling their easy retrieval, etc.;
- Served as a Senior Economist II/ Senior Statistician II for a minimum of 3 years in a reputable organization and/or government department or Agency;
- Demonstrate understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the Constitution of Kenya; and
- Shown merit and ability as reflected in work performance and results.

***Terms of Service:** Three (3) years renewable contract

Position: Statistician II - Job Group 'K' (1 Post)

Reporting to the Head of County Statistics, the Officer shall be responsible for collection, analysis, interpretation and presentation of quantitative information.

Duties and Responsibilities

Specific duties and responsibilities will entail:

- Consulting with clients and agreeing on what data to collect and how it should be gathered - taking into account any ethical and legislative considerations;
- Designing experiments, trials or surveys to produce the required data;
- collecting and analyzing the data;
- Presenting results to senior managers, regulatory authorities, clients, etc;
- Writing reports and submitting to senior staff in the Department; and
- Analyzing data to forecast trends in the county.

Requirements

For appointment to this grade, one must:

- Be a Kenyan citizen;
- Have a minimum of an Upper Second Class Honours degree in Economics, or Economics and Mathematics, or Economics and Statistics from a recognized University; or

A minimum of an Upper Second Class Honours degree in any of the subjects enumerated above with a bias towards Computer Science, Operations Research, Survey Techniques and Demographic Techniques from a recognized University; or

A minimum of an Upper Second Class Honours degree in Statistics with appropriate specialization from a recognized university; or

- Have a Certificate of Proficiency in Computer Applications, especially in SPSS, and Excel Spreadsheet; and
- Shown merit and ability as reflected in work performance and results.

***Terms of Service:** Permanent and Pensionable

NOTE: APPLICANTS FOR THE ABOVE POSITIONS ARE REQUIRED TO GET CLEARANCE FROM THE UNDERLISTED ORGANISATIONS TO MEET REQUIREMENTS OF CHAPTER SIX OF THE CONSTITUTION OF KENYA 2010:-

- ✓ Kenya Revenue Authority
- ✓ Higher Education Loans Board
- ✓ Ethics and Anti-Corruption Commission
- ✓ Criminal Investigation Department

Copies of these clearances **MUST** be attached to the application documents.

HOW TO APPLY

Applicants should submit their applications together with copies of their detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and any other supporting documents to:

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 458-50100
KAKAMEGA**

The position applied for should be indicated on top of the envelope.

Kakamega County residents will be required to indicate their Sub-County and Ward of residence in the application.

Those who had applied earlier need not apply.

Hand delivered applications can be submitted at the **County Public Service Board's Reception** located at **Former Provincial Headquarters, Block 'B' 2nd Floor** on or before **29th May, 2018**.

County Government of Kakamega is an equal opportunity employer

Persons with Disabilities are encouraged to apply

Canvassing will lead to automatic disqualification

NOTE: Only Shortlisted candidates will be contacted

SECRETARY/CEO