

**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF KAKAMEGA**



**COUNTY PUBLIC SERVICE BOARD**

**DECLARATION OF VACANCIES**

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

**A. DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION**

**Position: Head of Security and Enforcement, Job Group CPSB 04 (1 Post)**

Basic Salary Scale: 98,500 x 4940 – 103450 x 5,170 – 108,610 x 5,420 - 114,030 x 5, 700 – 119,730 x 5,990 – 125,720 x 6,280 – 132, 000 pm

**Duties and Responsibilities**

The officer shall be responsible to the Chief Officer - Public Service and Administration for the following duties and responsibilities:-

- Development and Implementation of Enforcement and Security Practices and Strategies;
- Planning, coordination and administration of County Security Service Division;
- Implement, monitor and evaluate Training and development programmes for enforcement officers;
- Carrying out risk and audit assessment for the County Government security systems;
- Liaise with relevant security agencies; attend senior security personnel meetings; advising the respective authority on mitigation measures;
- Manage and supervise Security Service function including welfare and discipline of county enforcement staff;
- Coordination of related work on enforcement and security matters and prepare reports for consideration by the County Government Enforcement and Security Advisory Committee;
- Enforcement of County Laws and regulations;
- 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 assigned from time to time.

**Requirements for Appointment**

For appointment to this grade a candidate must have:

- Bachelor of Arts degree in Criminology, Psychology, Sociology or any other related Social Science from a recognized University;
- have served for a period of at least ten (10) years in a relevant and comparable field in the Public Service, three (3) years of which must have been in a senior management position in Kenya Police Service, Prisons Service or Kenya Defence Forces at a rank of senior management and above;
- Leadership course from a recognized institution;
- demonstrate thorough understanding of County development objectives and Vision 2030;
- demonstrate high integrity, good communication skills, interpersonal relationship and be a team player;
- meet the requirements prescribed in Chapter Six (6) of the Constitution on leadership and integrity;

**Terms of Service:** Three (3) years Renewable Contract based on agreed performance levels.

## **B. DEPARTMENT: HEALTH SERVICES**

### **Position: Program Manager, Imarisha Afya Ya Mama Na Mtoto, Job Group CPSB 05 (1 Post)**

Basic Salary Scale: Ksh. 85,110 x 4,240 – 89,350 x 4,480 – 93,830 x 4,670 – 98,500 x 4,940 – 103,440 x 5,170 – 108,610 x 5,420 – 114,030 x 5,700 – 119,730 p.m.

The Imarisha Afya ya Mama na Mtoto program is the Kakamega County Governor's initiative to reduce maternal and child mortality rates in the County. The program Manager will report to the Chief Officer, Health Services.

#### **Duties and Responsibilities**

- Ensuring the effective and efficient implementation of the Imarisha Afya ya Mama na Mtoto Program in accordance with the Kakamega County Maternal Child Health and Family Planning Act, 2017;
- Responsible for ensuring sustainability at both program and beneficiary level;
- Financial/budget planning and management;
- Management of the human resources;
- Responsible for day to day running of the program;
- Responsible for resource mobilization;
- Carrying out and managing any procurement processes under the program;
- Preparing and updating work plans in collaboration with the County Health Office;
- Program evaluation and assessment of results;
- Conduct periodic monitoring and evaluation and provide reports to the Chief Officer on progress of the program.
- Any other duties as may be assigned from time to time.

#### **Requirements for appointment**

For appointment to this grade a candidate must have:

- Be a Kenya citizen;
- A Bachelor's degree in Social or Economic Science or in a related field from a recognized university;
- Master's degree in a relevant field will be an added advantage;
- Have a five (5) years' working experience in management and development of government programs;
- Experience in working with a social protection program will be an added advantage;
- Experience working with community health services;
- Strong analytical skills, oral and written communication and team building skills;
- Proven experience in strategic planning;
- Direct work experience in project management;
- Must be proficient in both English and Kiswahili;
- Have good communication skills;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010;
- Demonstrate understanding of and commitment to the national values and principles of Public Service and Governance as espoused in the Constitution of Kenya 2010, Article 10 and 232;
- Demonstrate a good understanding of the County Government's mandate, health policies, Vision, Mission as well as Vision 2030.

The Program Manager will be employed on terms and conditions of service as the County Public Service will determine in line with the Salaries and Remuneration Commission guidelines.

**NB: Demonstration of dedication and commitment to service will be a key consideration**

**Terms of Service:** One (1) Year renewable contract subject to satisfactory performance.

**NOTE: APPLICANTS FOR THE ABOVE POSITIONS WILL BE REQUIRED TO GET CLEARANCE FROM THE FOLLOWING TO MEET REQUIREMENTS OF CHAPTER SIX (6) OF THE CONSTITUTION OF KENYA 2010:-**

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

Copies of these clearances **MUST** be attached to the applications.

#### 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.

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

Applications should be submitted to:

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

Hand delivered applications can be submitted at County Public Service Board's Reception located at **Former Provincial Headquarters, Block 'B' 2<sup>nd</sup> Floor.**

All applications should reach the office **on or before 20<sup>th</sup> December, 2019.**

***County Government of Kakamega is an equal opportunity employer. Male Candidates and Persons with Disability are encouraged to apply. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.***

**SECRETARY/CEO**