

COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

VACANCIES

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 positions:

ADVERTISEMENT

A. DEPARTMENT OF SOCIAL SERVICES, YOUTH AND SPORTS

1. POSITION: CHILDREN OFFICER JOB GROUP 'J' (3 POSTS)

Duties and Responsibilities

- Liaising with stakeholders for the implementation of the County Children Policy.
- Liaise with Sub - County Children Services Department for smooth implementation of children programmes.
- Liaise with Sub - County Children Services Department to Co-ordinate children rights awareness and children participation programmes
- Maintain records and keeping track of all Sub - County government disbursements and commitments made to support children programmes.
- Provide effective leadership in the development of strategic partnership to promote and strengthen collaborative networks between the department and key stakeholders.
- Perform any other duties and responsibilities as may be assigned by the County Children Director from time to time.

Requirements for appointment

- Be a Kenyan citizen.
- Have a bachelor's degree in any of the Social Sciences.
- Have an understanding of the local and international legal instruments that safeguard children rights.
- Have computer skills and ability to use information technology as a tool and resource.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.
- Demonstrate understanding of commitment to the national values and Principles of Public Service Governance as espoused in the Constitution of Kenya 2010 Article 10 and 232.

Terms of Service: Permanent and Pensionable

2. POSITION: SOCIAL SERVICES OFFICER JOB GROUP 'J' (3 POSTS)

An officer at this level will be responsible to the Chief Officer. The Officer shall be stationed at the Sub - County Headquarters.

Duties and Responsibilities

- Coordinating all social Development programmes; Community mobilization and Community Development(CD), Social Welfare (SW), Social Protection(SP), Community Capacity Support

Programmes (CSSP), Vocational Rehabilitation and Services to Persons with Disabilities (PWD/VR). The Officer may also be in charge of all administrative and financial matters of the department.

- Provide technical, professional and managerial assistance to the Department.
- Coordinate the collection and analysis of statistical data and submission of statutory reports relating to the mandate of the Department.
- Provide effective leadership in the development of strategic partnership to promote and strengthen collaborative networks between the department and key stakeholders.
- Perform any other duties and responsibilities as may be assigned by the Chief Officer from time to time.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- Be a Kenyan Citizen.
- Be in possession of a Bachelor's degree in social science from a recognized university
- A certificate in Community Development will be an added advantage
- Have knowledge in computer applications and ability to use information technology as a tool and resource.
- Have the capacity to work under pressure to meet strict deadlines.
- Be a team player with excellent communication skills.
- Have a certificate of Good Conduct.
- Be an individual with high integrity with ability to maintain confidentiality.

Terms of Service: Permanent and Pensionable

3. POSITION: SPORTS OFFICER, JOB GROUP 'J' (3 POSTS)

An officer at this level will report to Chief Regional Youth and Sports Officer.

Duties and Responsibilities

- Implement all forms of sports and recreation programmes at the Sub County Level.
- Collaborate with learning institutions, and other stakeholders concerned with sports and recreation in searching, identifying and development of talents, provision of sports equipment, facilities and technical training at Sub - County.
- Presiding over elections of all associations at the Sub - County level.
- Monitor the transfer of local athletes to clubs outside the Sub - County.
- Create awareness on the benefits of regular participation in sports for health living.
- Provide effective leadership in the development of strategic partnership to promote and strengthen collaborative networks between the department and key stakeholders.
- Perform any other duties and responsibilities as may be assigned by the Chief Regional Youth and Sports Officer from time to time.
- Inculcate the sense of patriotism and co-existence through sports.
- Registration of all clubs at the Sub County Level.
- Co-ordination, administration of Sports Youth Centers in the Sub - County.
- Promote good governance, transparency and accountability in all sports organizations.
- Facilitate active participation of citizens in County, Regional, Continental and international including aspiring for administrative positions.

Requirements for Appointment

- Be a Kenyan citizen.
- Have a bachelor's degree in physical education, sports management or sports science
- Computer skills and ability to use information technology as a tool and resource.

- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.
- Demonstrate understanding of commitment to the national values and Principles of Public Service Governance as espoused in the Constitution of Kenya 2010 Article 10 and 232

Terms of Service: Permanent and Pensionable

4. POSITION: YOUTH OFFICER, JOB GROUP 'J' (3 POSTS)

An officer at this level will be responsible to the Chief Regional Youth and Sports Officer.

Duties and Responsibilities

- Co-ordinate, implement, and monitor of Youth and Gender programmes in the Sub - County.
- Provide technical and professional assistance to the Department.
- Direct, guide, and supervise Youth and Gender programmes in the Sub -County.
- Coordinate the collection and analysis of statistical data and submission of statutory reports relating to the mandate of the Department.
- Coordinate the implementation of the 30% preferential procurement for youth, women and persons with disabilities in the Sub - County.
- Provide effective leadership in the development of strategic partnership to promote and strengthen collaborative networks between the department and key stakeholders.
- Perform any other duties and responsibilities as may be assigned by the Chief Regional Youth and Sports Officer from time to time.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- Be a Kenyan Citizen.
- Be in possession of a Bachelor's degree in Social Science from a recognized university.
- Have some knowledge in Computer Applications.
- Have the capacity to work under pressure to meet strict deadlines.
- Be a team player with excellent communication skills.
- Be an individual with high integrity with ability to maintain confidentiality.

Terms of Service: Permanent and Pensionable

B. DEPARTMENT OF HEALTH SERVICES

1. POSITION: ORTHOPAEDIC TECHNOLOGISTS JOB GROUP 'H' (5 POSTS)

Duties and Responsibilities

- Making diagnosis for persons with disabilities and prescription of required devices.
- Designing, fabricating and fitting of Prosthetic and Orthotic devices for substitutive, corrective and supportive purpose.
- Pre-operative counseling and Post- operative counseling of Orthopaedic patients.
- Teaching /demonstrating to individual persons with disabilities on proper use and care of prescribed devices.
- Conduct Community Based Rehabilitation (CBR) for early identification and intervention of persons with disabilities.
- Creating community awareness on prevention of disability, availability of services for persons with disabilities and the rights to access health care services.

Requirements for Appointment

- Kenya Certificate of Secondary Education Grade C (Plain) or above or its equivalent from a recognized institution.

- Minimum of C (Plain) in either English or Kiswahili and C-(Minus) in any two (2) of the following subjects: - Mathematics, Physics or Physical Science, Biology, Chemistry, Woodwork, Technical drawing and Metal work.
- A Diploma in Orthopedic Technology or an equivalent approved qualification from a recognized institution.
- Membership certificate from National Professional Association.

Terms of Service: Permanent and Pensionable

POSITION: PLASTER TECHNICIAN/ORTHOPAEDIC TRAUMA TECHNICIAN JOB GROUP 'G' (10 POSTS)

Duties and Responsibilities

- Manipulating and reducing fractures and dislocations
- Fixing and removing casts, bandages to and from patients
- Correcting congenital talipes equino-varas (CTEV)
- Participating in the management of minor Orthopaedic trauma and accidents
- Sensitizing and creating awareness on Orthopaedic trauma to the communities
- Cancelling patient/clients on issues concerning Orthopedic trauma

Requirements for Appointment

- Certificate in either Orthopaedic plaster and traction technology or Orthopaedic plaster technology from a recognized institution; and
- Certificate in computer application skills from a recognized institution

Terms of Service: Permanent and Pensionable

C. DEPARTMENT OF TRADE, INDUSTRIALIZATION AND TOURISM

POSITION: REGIONAL TRADE LOAN OFFICERS – JOB GROUP 'L' (2 POSTS)

Duties and Responsibilities

- Day to day administration of the Mikopo Mashinani Trade Loan Fund.
- Preparation and implementation of annual budgets and business development plans.
- Setting credit policies, credit lines, procedures and standards in conjunction with senior management.
- Promotion and marketing of the Business Trade Loans.
- Monitoring and Evaluation of loan assessment, appraisal, approvals, proper securitization and compliance to audit standards.
- Ensuring loan repayments and recoveries are within stipulated timelines and policy guidelines.
- Building entrepreneurial capacity of the fund beneficiaries with basic business skills.
- Ensuring supervision, appraisal, coaching, motivation and development of all staff and recommending appropriate training needs.
- Obtaining and compiling copies of loan applicants credit histories, corporate financial statements and other financial information.
- Reviewing and updating credit and loan files and preparing reports on investment performance.
- Handling complaints and disputes and taking appropriate action to resolve them.
- Petitioning courts to transfer titles and deeds of collateral to banks.
- Receive and consider recommendations for award from the wards in accordance with the set criteria and forward to the committee for approval of funding.
- Any other assigned duties.

Requirements for Appointment

- Be a Kenyan citizen.
- Degree in Business Administration, Finance, Economics, Commerce, Law or any related field from a recognized university

- Masters in related field or professional qualification will be an added advantage;
- Lending and relationship management experience to create a balance between credit risk and customer service
- At least three (3) years experience at a managerial position in a credit function of a financial institution handling Micro and SME clients
- Have an excellent interpersonal, analytical, organizing and people management skills
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data
- Satisfy the requirements of Chapter Six of the Constitution

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 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 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.

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 22nd February, 2016.**

All applications should reach this office on or before 22nd February, 2016.

***The County Government of Kakamega is an equal opportunity Employer
Female Candidates and Persons with Disabilities are encouraged to apply
Canvassing will lead to automatic disqualification***

NOTE: Only Shortlisted candidates will be contacted

SECRETARY/CEO