

# REPUBLIC OF KENYA



## **B. STATISTICIAN II - JOB GROUP 'K' (2 POSTS)**

An Officer at this level will be responsible to the Chief Officer.

### **Duties and Responsibilities**

Duties will include:

- Drawing up survey questionnaires;
- Setting up control procedures for receiving returns and taking the necessary action;
- Collection, computerization and analysis of data;
- Writing and submitting reports on specific assignments; and
- Directing and supervising technical and other supporting staff; and
- Any other duties as may be assigned from time to time.

### **Requirements for Appointment**

- A minimum of Upper Second Class Honors Degree in Economics/Economics and Mathematics/Economics and Statistics from a recognized university; OR
- A minimum of Upper Second Class Honors Degree in Statistics with appropriate specialization from a recognized university/institution; OR
- A Post-graduate Bachelor of Philosophy Degree in Economics from a university or equivalent institution recognized in Kenya; OR
- A Post-graduate Diploma; OR
- Master's Degree in Economics/Economics and Mathematics/Economics and Statistics from a recognized university.

**Terms of Service:** Permanent and Pensionable

## **C. PRINCIPAL ECONOMIST I - JOB GROUP 'P' (1 POST)**

An Officer at this level will be responsible to the Chief Officer, Department of Finance and Economic.

### **Duties and Responsibilities**

- Economic Planning activities of the County;
- Production and compilation of statistical data;
- Initiation of County economic planning policy;
- Collection and presentation of statistical data in form of survey reports and bulletins;
- Performing the role of Head of Planning and statistical division in the Department of Finance and Economic Planning; and
- Any other duties as may be assigned from time to time.

### **Requirements for Appointment**

- Served at the level of Senior Economist I for at least three (3) years in Public Service;
- Demonstrated professional competence and managerial capability;

- Attained qualification in Economics or Statistics of at least a Master’s Degree in Arts (MA) or Master of Science (MSC) or Master of Philosophy (Mphil) level or equivalent qualifications from a university recognized in Kenya;
- Attended senior management course lasting four (4) weeks or more; and
- Satisfy requirements of chapter 6 of the Constitution of Kenya 2010.

**Terms of Service:** Contract

#### **D. ECONOMIST II - JOB GROUP ‘K’ (3 POSTS)**

An Officer at this level will be responsible to the Principal Economist I.

#### **Duties and Responsibilities**

- Providing economic planning data;
- Economic analysis;
- Formulating and developing strategies, identifying, preparing and evaluating development projects and programmes and monitoring their implementation;
- Conducting feasibility studies;
- Determining project viability and setting project priorities;
- Collecting, collating and analyzing data relating to production and marketing of agricultural/industrial products;
- Computerization and analysis of data;
- Writing and submitting reports on specific assignments;
- Controlling and supervising technical and other supporting staff under his/her watch; and
- Any other duties as may be assigned from time to time.

#### **Requirements for Appointment**

- A minimum of Upper Second Class Honors Degree in Economics/Economics and Mathematics/Economics and Statistics from a recognized university/institution; OR
- A minimum of Upper Second Class Honors Degree in Economics/Economics and Mathematics/Economics and Statistics with a bias towards Computer Science Operation Research, Survey Techniques and Demographic Techniques from a recognized university/institution; OR
- A Post-graduate Bachelor of Philosophy Degree in Economics from a university recognized in Kenya; OR
- A Post-graduate Diploma or Master’s Degree in Economics/Economics and Mathematics/Economics and Statistics; and
- Satisfy requirements of chapter 6 of the Constitution of Kenya 2010.

**Terms of Service:** Permanent and Pensionable

## **II. RE-ADVERTISEMENT**

### **KAKAMEGA TAX COLLECTION AGENCY**

#### **A. CHIEF REVENUE ADMINISTRATOR**

The Chief Revenue Administrator will be responsible to the Board for strategic, effective and efficient management of the Kakamega Tax Collection Agency.

### **Duties and Responsibilities:-**

- Secretary/Chief Executive Officer of the Board
- In charge of programs directly linked to the attainment of the Agency's strategic objective
- Responsible for implementation of overall strategic and policy direction and leadership
- Overseeing placement and welfare of Agency staff
- In charge of day-to-day running of the Agency
- Implementing policy direction of the Agency as directed by the Board
- In charge of tax determination/assessment, collection and enforcement under the Act
- Coming up with the innovative programs that will grow the Revenue base for the County; and
- Any other duties assigned to him/her from time to time.

### **Requirements for Appointment:-**

- At least a Masters of Business Administration Degree or its equivalent (Certified by the Commission for Higher Education).
- Certified Public Accountants of Kenya (CPA-K) or its equivalent
- Over ten years of working experience, five of which must have been at senior managerial level
- National and International experience in a relevant field will be desirable
- Relevant knowledge of Revenue regimes will be desirable

## **SUPPLY CHAIN MANAGEMENT**

### **B. COUNTY ASSISTANT DIRECTOR OF SUPPLY CHAIN MANAGEMENT - JOB GROUP 'P' (1 POST)**

An Officer at this level will deputize the County Head of Supply Chain Management in the County Public Service.

### **Duties and Responsibilities:-**

- Initiating and formulating Supply Chain Management policies in liaison with the Head of Supplies Chain Management.
- Assisting in the preparation of the division's strategic plans
- Planning, organizing, administration and control of Supply Chain Management units in the Ministry/Department.
- Analyzing the impact of Supply Chain Management policies and regulations
- Ensuring correct interpretation and implementation of Public procurement and disposal Act, 2005 and other statutes, policies and regulations.

### **Requirements for Appointment:-**

- Served in the grade of Principal Supply Chain Management Officer or in a comparable and relevant position in either public service or private sector for a minimum period of three (3) years.
- A Master's Degree in any of the following: Procurement and Supply Chain Management, Business Administration, Economics, Procurement and Supplies Management, Law or equivalent qualification from a recognized institution.
- Creativity, innovativeness and management skills
- Attended three (3) months Senior Management course

- Member of a professional body i.e. KISM or CIPS

**Terms of Service:** Permanent and Pensionable

### **C. COUNTY CHIEF OFFICER, TRANSPORT AND INFRASTRUCTURE - JOB GROUP 'S' (1 POST)**

The Chief Officer shall be the authorized officer in the assigned ministry and shall be responsible to the respective County Executive Committee Member.

#### **Duties and Responsibilities**

Duties will include:

- The administration of the ministry;
- Formulation and implementation of effective programs to attain vision 2030 and sector goals;
- Development and Implementation of strategic plans and sector development plans;
- Implementation of Policies and regulations;
- Providing strategic policy direction for effective service delivery;
- Ensuring compliance with the National Values and Principles of public service and 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**

- Be a Kenya citizen;
- Have a Bachelor's degree from a University recognized in Kenya, possession of a Master's degree in a relevant field will be an added advantage;
- Have vast knowledge and experience of not less than 10 years in the relevant field, five of which should be in a managerial position;
- Demonstrate thorough understanding of county development objectives and Vision 2030,
- Be a strategic thinker and result oriented;
- Have excellent communication, organizational and interpersonal skills;
- Have capacity to work under pressure to meet strict timelines;
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Satisfy requirements of Chapter Six of the Constitution;
- Demonstrate understanding and commitment to the National Values and Principles of Government and Public Service; and
- Be computer literate.

**Terms of Service:** Contract

### **D. TRANSPORT OFFICER - JOB GROUP 'L' (1 POST)**

An officer at this level will be deployed at the County Headquarters to take charge of all vehicles at the County, coordinate transport and be in charge of officers in transport department.

#### **Duties and Responsibilities**

Duties will include:

- Transport coordination

- Supervising officers in transport department, arranging and ensuring training, retraining and recertification of drivers and registration of vehicles.
- Ensuring that vehicles have the requisite documents for operation
- Ensuring efficient use and accurate accounting for all vehicles and expenditure made by transport section.
- Advising on procurement specifications of vehicles and training needs for drivers.
- Preparing regular and comprehensive reports for ht section
- Performing any other duty as may be assigned from time to time

#### **Requirements for Appointment**

- Be a Kenyan citizen
- Bachelors Degree in any Social Science/Mechanical Engineering or its equivalent from a recognized institution.
- Served in an equivalent position as a Transport Officer for a minimum period of three (3) years
- Proficiency in computer applications from a recognized institution
- Shown merit and ability as reflected in work performance and results
- Knowledge of vehicle mechanics will be an added

### **DEPARTMENT OF TRANSPORT, INFRASTRUCTURE AND PUBLIC WORKS**

#### **E. ASSISTANT ARCHITECT - JOB GROUP 'L' (1 POST)**

The Assistant Architect will report to the County Architect and will be working under the supervision of an experienced officer.

#### **Duties and Responsibilities**

Specific Duties and Responsibilities will include:

- Preparation of sketch/scheme designs and production drawings;
- Interpretation of client's requirements;
- Post contract administration; and
- Any other duties as may be assigned from time to time.

#### **Requirements for Appointment**

- Must be a Kenyan citizen;
- Fulfil requirements of Chapter Six of the Constitution of Kenya on integrity;
- Have a Bachelors Degree in Architecture or an equivalent and relevant qualification from a recognized institution;
- Graduate membership with Architectural Association of Kenya; and
- Satisfy the requirements of Chapter Six of the Constitution of Kenya;

**Terms of Service:** Permanent and Pensionable

## **F. ASSISTANT QUANTITY SURVEYOR II - JOB GROUP 'K' (1 POST)**

The Assistant Quantity Surveyor II will report to the Chief Officer and will be responsible for preparation of cost estimates, bills of quantities and site re-measurement.

### **Duties and Responsibilities**

Specific Duties and Responsibilities will include:

- Preparation of cost estimates;
- Preparation of Bills of quantities;
- Preparation of Monthly valuations on site;
- Preparation of Site re-measurements;
- Preparation of variation orders; and
- Any other duties as may be assigned from time to time.

### **Requirements for Appointment**

- Must be a Kenyan citizen;
- Fulfil requirements of Chapter Six of the Constitution of Kenya 2010;
- A Bachelor's Degree in Building Economics/Quantity surveying or its equivalent and relevant qualifications from a recognized institution; and
- Be registered as a graduate member of either the architectural Association of Kenya or the institute of quantity surveyors of Kenya.

**Terms of Service:** Permanent and Pensionable

## **LEGAL AFFAIRS UNIT**

### **G. COUNTY LEGAL OFFICER II - JOB GROUP 'K' (2 POSTS)**

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of The Senior Legal Officer and The Principal Legal Officer.

### **Duties and Responsibilities**

Specific Duties and Responsibilities will include:

- Undertaking research on assigned legal issues;
- Collecting and collating research data;
- Interviewing customers for proper referrals;
- Records management of County commercial, contractual and other legal instruments;
- Drafting of conveyancing documents;
- Vetting and verification of documents before execution by authorized representatives of the County;
- Liaising with the Ministry of Lands particularly the District Land registrar for registration of executed Leases and other legal instruments;
- Court attendance on Civil and criminal cases involving the County; and
- Carrying out any other duties as may be assigned by the Principal Legal Officer.

### **Requirements for Appointment**

- Be a Kenyan citizen;
- Bachelor of Laws (LLB) degree from a recognized university;
- Postgraduate Diploma in Legal Studies from the Kenya School of Law;
- Proficiency in computer applications;
- A member of the Law Society of Kenya with a current (2014) practicing Certificate;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya; and
- Demonstrate understanding and commitment to the National Values and Principles of Government and Public Service.

## **DEPARTMENT OF HEALTH**

### **H. NURSING OFFICER 1 (BSN) -JOB GROUP 'K' (24 POSTS)**

Nursing Officer I will work under the guidance of a Senior Nursing Officer. Work at this level will largely involve management of Nursing Services in a Health Unit at a County and Sub-county Health facility.

#### **Duties and Responsibilities**

Specific duties will include the following among others:

- Planning, supervising and coordinating of duties
- Distribution of staff to various sections
- Providing bedside nursing care to patients
- Practical training, counseling and guidance of nursing students in Clinical areas
- Performing administrative duties
- Any other duties as may be assigned from time to time.

#### **Requirements for Appointment**

- Be a Kenyan citizen
- Be a holder of a Kenya Certificate of Secondary Education (KCSE) with mean grade C+ and above or equivalent
- Be a holder of B.Sc Nursing from a recognized University or have served as Nursing Officer II for at least 3 years
- Be registered by the Nursing Council of Kenya
- Shown Professional competence in planning, organizing and discharging nursing duties at that level
- Demonstrate understanding of and commitment to the national values and principles of Public Service Governance as espoused in the Constitution of Kenya 2010, Articles 10 and 232.

**Terms:** Permanent and Pensionable

### **I. NURSING OFFICER III - JOB GROUP 'H' (127 POSTS)**

Nursing Officer III will work under the guidance of a more Senior Officer. Work at this level will largely involve planning, supervision and provision of nursing care at an outpatient department or ward in a Health facility.

#### **Duties and Responsibilities**

Specific duties will include the following among others:

- Assessing of patients' needs for nursing services



- Verifying and maintaining information relating to patients admissions
- Keeping records of drugs and supplies
- Guiding, supervising and counseling staff performing routine duties
- Any other duties as may be assigned from time to time.

### **Requirements for Appointment**

- Be a Kenyan citizen
- Be a holder of a Kenya Certificate of Secondary Education (KCSE), mean grade C or its equivalent
- Be a holder of a Kenya Registered Nurse or Kenya Registered Community Health Nurse Diploma from a recognized medical training college.
- Be registered by the Nursing Council of Kenya.
- Demonstrate understanding of and commitment to the national values and principles of Public Service Governance as espoused in the Constitution of Kenya 2010, Articles 10 and 232.

**Terms:** Permanent and Pensionable

### **J. YOUTH POLYTECHNIC INSTRUCTOR III - JOB GROUP 'H' (3 POSTS)**

An Instructor at this level will work under the guidance and Supervision of County Polytechnic Principal.

### **Duties and Responsibilities**

Specific Duties and Responsibilities will include:

- Giving theoretical and practical instruction in the area of specialization;
- Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- Carrying out trainee assessment;
- Ensuring proper care and maintenance of tools and equipment;
- Conducting co-curricular activities;
- Maintaining trainees discipline;
- Guiding and counselling trainees;
- Preparation of departmental budgets; and
- Any other duties as may be assigned from time to time.

### **Requirements for Appointment**

For appointment to this grade, an officer must have:

- Education Standards Minimum KCSE D+ and above
- Diploma in Technical Education **OR** Certificate in Instructor Training
- Ordinary Diploma in any of the following disciplines:
  - ✓ Refrigeration and Air Conditioning;
  - ✓ Leather Technology/Foot ware;
  - ✓ Animal Science;
  - ✓ Certificate in Computer applications from a recognized institution; and
  - ✓ Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010.

Preference will be given to **Serving Instructors**

**Terms of Service:** Permanent and Pensionable

**NOTE: APPLICANTS FOR THE POSITIONS OF JOB GROUP 'J' AND ABOVE ARE REQUIRED TO GET CLEARANCE FROM THE FOLLOWING INSTITUTIONS TO MEET REQUIREMENTS OF CHAPTER SIX:**

- 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**

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

Kakamega County residents will be required to indicate their **Constituency** of origin.

Applications should be submitted to: **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 this office **on or before 3<sup>rd</sup> March 2015**.

***County Government of Kakamega is an equal opportunity employer, all are encouraged to apply.***

**Canvassing will lead to automatic disqualification.**

**SECRETARY/CEO**  
**COUNTY PUBLIC SERVICE BOARD**