

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



**COUNTY PUBLIC SERVICE BOARD**

**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:-

**ADVERTISEMENT**

**A. DEPARTMENT OF HEALTH SERVICES**

1. **Position: Assistant Director of Medical Services/Medical Specialist (Psychiatrist) - Job Group 'P' (1 Post)**

An officer at this level will report to a Senior Medical Specialist.

**Duties and Responsibilities:-**

- Ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider;
- Carrying out health education and promotion;
- Training, supervising and mentoring Medical Officers (Interns) and other students;
- Carrying out community diagnosis, care and treatment;
- Reviewing patients and instructing in writing all the recommendations;
- Undertaking "first-on-call" duties including clerking, investigating, and managing patients; conducting weekly clinic days;
- Responding to intern calls;
- Preparing medical reports; and
- Any other medical procedures.

**Requirements for Appointment:-**

- Be a Kenyan citizen;
- Must have served as Senior Medical Officer, JG 'N' or is equivalent for a minimum period of three (3) years;
- Bachelor of Medicine and Bachelor of Surgery (MB.ChB) degree from a recognized by Medical Practitioners and Dentists Board;
- Master's degree in Psychiatry;
- Registration Certificate and valid practicing license by the Medical Practitioners and Dentists Board;
- Certificate In Computer Applications from a recognized institution; and
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010;

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

## **2. Position: Nursing Officer/Intern, Job Group 'K' (10 Posts)**

This is the entry and training grade for this cadre. An Officer at this level will work under the guidance of a Senior Officer.

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

- Assessing, formulating, planning and implementing evidence-based nursing care for client/patient;
- Conducting community health risk assessment and providing outcome based interventions; documenting interventions and nursing outcomes;
- Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
- Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
- Creating and maintaining a safe nursing care environment for client/patient;
- Carrying out patient audits to improve client/patient care;
- Carrying out therapeutic communication with the patient/client;
- Participating in quality improvement and quality assurance procedures;
- Performing a comprehensive physical examination within various settings;
- Diagnosing common health conditions and recommending necessary interventions; and
- Any other duties as may be assigned from time to time.

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

- Be a Kenyan citizen
- Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- Registration Certificate and valid practicing license issued by the Nursing Council of Kenya;
- Certificate in Computer Applications from a recognized institution;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010;

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

## **B. DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION**

### **3. Position: Head of Human Resource Management, Job Group 'Q' (1 Post)**

The Head of Human Resource Management will be in charge of the County Human Resource function and will report to the Chief Officer, Public Service and Administration.

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

- Planning, organizing, coordinating and administering all human resource activities within the County Public Service in accordance with the County laws, County policies, Public Service Values, Principles Rules and Regulations.
- Analyzing effectiveness of human resource policies, rules and regulations in the County Public Service.
- Interpretation of Labour Laws and other statutes that impact on Human Resource Management in the Departments;
- Determining optimal utilization of human resource in the County Public Service;
- Undertaking organization design to deliver the County mandate;
- Advising Authorized Officers on the delegated powers, professional human management standards;
- Ensuring maintenance of good industrial relations among employees and various trade unions
- Performing oversight role in management of the Integrated Payroll and Personnel Database (IPPD) system in the County Public Service.
- Coordinating performance management, training and staff development functions as well as staff welfare initiatives.
- Career development and initiating development and review of career guidelines;
- Representing the department in senior management meetings as required; and
- Any other duties as may be assigned from time to time.

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

- Be a Kenyan citizen;
- Bachelor's degree in social sciences from a recognized University;
- Master's degree in any of the following fields: Human Resource Planning, Human Resource Management, Human Resource Development, or its equivalent from a recognized University;
- Higher Diploma in Human Resource Management from a recognized institution will be added advantage;
- A Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent from a recognized institution;
- Ten (10) years relevant work experience in a challenging and busy work environment, five (5) of which must be at senior management level;
- Valid Membership and Practicing License from the IHRM (K).
- Certificate in Computer Applications from a recognized institution.
- Demonstrated professional competence and managerial capability as reflected in work performance and results;

- Special Qualities: High integrity; assertive; good communication skills; team leader; proactive; analytical skills; interpersonal skills; ability to arbitrate; counseling skills; confidential; good negotiation skills; results oriented;
- Meet the requirements of Articles 10, 232 and Chapter Six of the Constitution of Kenya, 2010.

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

### **C. DEPARTMENT OF EDUCATION, SCIENCE AND TECHNOLOGY**

#### **4. Position: Sub County ECDE Programme Officer – Job Group ‘N’ ( 2 Posts)**

The officer will be reporting to the Head of ECDE

#### **Roles and Responsibilities**

- Overseeing, Coordinating, promoting and implementation of ECDE programmes, projects, policies general education programmes in the Sub County.
- Preparing and implementing of the ECDE strategic Plan, annual work plans and periodical reports in the Sub County
- Providing technical and coordination support to the stakeholders and partners in mainstreaming the ECDE in Sub County.
- Promoting awareness on early childhood needs and demands to local communities and parents.
- Conducting capacity building courses for ECDE teachers and other stakeholders.
- Developing and providing prototypes of appropriate resource materials to local communities and parents.
- Compiling reports and disseminating for technical review, facilitating a process to identify issues, challenges and innovative responses highlighted in reports.
- Organizing and sharing compiled feedback reports for improvements in project quality and partner support.
- Acting as a link to the Central Government, local agencies and communities on ECD Policy interpretation and implementation.
- Developing a sub County resource Centre for ECDE Programme.
- Prompt submission of monthly performance reports of the sub county in the following:-
  - ✓ Staff returns
  - ✓ Enrolments levels
  - ✓ Financial and expenditure reports (capitation to ECDE)
  - ✓ Attend all Sub County HOD’s meetings.
  - ✓ Any other duty as may be assigned.

#### **Requirements for Appointment**

- Be a Kenyan Citizen and a resident of Kakamega County
- Bachelor’s degree in Education in Early Childhood & Development from a recognized University  
**OR**  
A Bachelor’s degree in Education (Arts or Science)/ Bachelor’s degree in Arts or Science with a postgraduate Diploma in Early Childhood from a recognized institution.
- Certificate in Computer Applications

- A Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent from a recognized institution;
- At least 3 (three) years' experience at JG, 'M' or its equivalent and preferably as Education Officer or Head of a primary institution.
- Shown merit and ability as reflected in work performance and results
- Possess excellent communication skills and
- Meet the requirements of Articles 10, 232 and Chapter Six of the Constitution of Kenya, 2010;

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

## **RE-ADVERTISEMENT**

### **C. DEPARTMENT EDUCATION, SCIENCE AND TECHNOLOGY**

#### **5. Position: Head, Technical and Vocational Training - Job Group 'Q' (1 Post)**

The officer will be reporting to Chief Officer, Department of Education, Science and Technology. He will assist in managing, planning, coordinating and administration of County Youth Polytechnics.

#### **Duties and Responsibilities**

- Leading in the preparation and implementation of the strategic plan, annual work plans and periodic reports in the department;
- Developing policies, strategy and guidelines for development of County Youth Polytechnics;
- Promoting technical and vocational training as an alternative skills process;
- Overseeing and coordinating promotion and implementation of County Youth Polytechnic projects, policies and programmes;
- Enabling mobilization of resources for Technical Innovation and Entrepreneurship Training (TVET) projects and programmes;
- Developing partnership with various stakeholders to improve status and managing Technical and Vocational Training Centers, and linking the stakeholders to the Ministry;
- Enhancing, improving and upgrading certification of technical vocational training centers in the County;
- Providing technical and coordination support to the stakeholders and partners in mainstreaming County Youth Polytechnics guidelines for the County Government;
- Training needs assessment and planning; and
- Any other lawful duties as may be assigned from time to time.

#### **Requirements for Appointment**

For appointment to this grade, one must:

- Be a Kenyan citizen;
- At least ten (10) years relevant experience, three (3) of which should be in the grade of Assistant Director of technical or vocational training or its equivalent;

- Bachelor's degree or a Higher Diploma in technical or vocational training from a recognized university;
- A minimum of Diploma in Education;
- Master's degree in a relevant technical field from a recognized university will be added advantage;
- Certificate in Computer Applications
- A Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent from a recognized institution;
- Have knowledge of technical and vocational training policy;
- Have excellent interpersonal communication and report writing skills;
- Demonstrate professional competence in work performance and be result oriented in execution of duties and responsibilities;
- Preference will be given to those whose written proposals were successfully funded; and
- Meet the requirements of Articles 10, 232 and Chapter Six of the Constitution of Kenya, 2010.

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

**6. Position: Head, Education Support Programme - Job Group 'P' (1 Post)**

The officer will be reporting to Chief Officer, Education, Science and Technology.

**Duties and Responsibilities**

- Mobilizing resources for Education support programmes in the County;
- Infrastructure development funded by the County Government of Kakamega;
- Administration of Kakamega County Secondary Teacher Top-up Programme;
- Coordination of Kakamega County HELB Loan Scheme;
- Administration of Kakamega County Afya Elimu Loan Scheme;
- Administration of Kakamega County Ward-based Bursary Scheme;
- Developing partnerships with various stakeholders to improve status and management of Education support programmes and linking the stakeholders to the Ministry;
- Preparing and implementing strategic plan and annual work plans in the department;
- Preparing budget and procurement plans for the department;
- Providing technical and coordination support to the stakeholders;
- Preparing strategies, giving technical advice and guidance to Education support programmes;
- Compiling reports and disseminating for technical review; facilitating a process to identify issues, challenges and innovative responses highlighted in reports;
- Organizing and sharing compiled feedback reports for improvements in project quality and partner support;
- Supervising the design, development and preparation of Education support programmes for both normal and special needs in both primary and secondary schools; and
- Any other lawful duties as may be assigned from time to time.

### **Requirement for Appointment**

For appointment to this grade, one must:

- Be a Kenyan citizen;
- Bachelor's degree in Education from a university recognized in Kenya;
- Master's degree in Educational Planning and Management, Project Management or Strategic Management;
- Have excellent interpersonal communication and report writing skills;
- Certificate in Computer Applications
- A Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent from a recognized institution;
- Have at least ten (10) years' working experience in management of national educational programmes;
- Demonstrate professional competence in work performance and be result oriented in execution of duties and responsibilities;
- Preference will be given to those whose written proposals were successfully funded;
- Have exposure in national educational curriculum development;
- Have clear understanding of national education framework, policies goals and objectives; and
- Meet the requirements of Articles 10, 232 and Chapter Six of the Constitution of Kenya, 2010.

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

## **D. COUNTY PUBLIC SERVICE BOARD**

### **7. Position: Deputy Secretary/Human Resource Management Officer - Job Group 'Q' (1 Post)**

The Deputy Secretary will be responsible to the Secretary/Chief Executive Officer, County Public Service Board for the coordination and supervision of the Secretariat and Human Resource Management activities and programmes.

#### **Duties and Responsibilities**

- Providing technical advice on Human Resource Management matters which include:
  - ✓ Establishment, Recruitment and Selection;
  - ✓ Advisory and Discipline;
  - ✓ Training and Development;
  - ✓ Compliance and Staff Audit;
  - ✓ Human Resource Planning;
  - ✓ Performance Management;
  - ✓ Records Management;
  - ✓ Industrial/Labour Relations;
- Providing Secretariat Services to the Board;
- Preparing documentation on appeals and applications for review to be considered by the Public Service Commission;

- Appearing as a witness in cases filed in law courts against the Board;
- Compiling data and information for review of salaries and remuneration of the public servants for the Board's determination and recommendation to the Salaries and Remuneration Commission; and
- Any other duties as may be assigned from time to time.

### **Requirements and Competencies for Appointment**

For appointment to this grade, one must:

- Be a Kenyan citizen;
- Have a Bachelor's degree in Human Resource Management or other related field from a recognized institution;
- Have a Masters degree in any of the following disciplines: Business Management/Administration; Public Administration; Human Resource Management/Development/Planning; Law or any other relevant field from a recognized university;
- Have attended a Senior Management Course or Strategic Management Course not lasting less than four weeks(4) weeks from a recognized institution;
- Have served in a senior Human Resource position in the public or private sector for a minimum period of eight (8) years;
- Demonstrate understanding of National Goals, Policies and Development Objectives and ability to align them to the County's mandate;
- Be a good team leader with excellent communication and collaborative skills;
- Have a clear understanding of the County's mandate;
- Demonstrate understanding and commitment to the National Values and Principles of Government and Public Service;
- Proficiency in computer application skills from a recognized institution; and
- Meet the requirements of Articles 10, 232 and Chapter Six of the Constitution of Kenya, 2010;

**\*Terms of Service:** Contract

## **E. DEPARTMENT OF FINANCE AND PLANNING ( COUNTY TREASURY)**

### **7. 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;
- Meet the requirements of Articles 10, 232 and Chapter Six of the Constitution of Kenya, 2010; 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 minimum of an Upper Second Class Honors 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;
- Meet the requirements of Articles 10, 232 and Chapter Six of the Constitution of Kenya, 2010; and
- Shown merit and ability as reflected in work performance and results.

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

**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.

Hand delivered applications can be submitted at the **County Public Service Board's Reception** located at **Former Provincial Headquarters, Block 'B' 2<sup>nd</sup> Floor** on or before **14<sup>th</sup> August, 2018**.

All applications should reach this office on or before **14<sup>th</sup> August, 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**