

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:-

I. RE-ADVERTISEMENT

A. COUNTY PUBLIC SERVICE BOARD

1. POSITION: SECRETARY TO COUNTY PUBLIC SERVICE BOARD (1 POST)

The Secretary will be responsible to the Board for the Administration and Management of its Resources, Activities and Programmes.

Duties and Responsibilities:-

- Secretary/Chief Executive Officer of the Board;
- Providing technical advice on Human Resource Management and related issues;
- Accounting and Authorized Officer of the Board;
- Overall in charge of the Secretariat;
- Planning and Budgeting for the Board;
- Custodian of all Records, Assets and Minutes of the Board;
- Implementing decisions of the Board;
- Initiating, coordinating and submitting programmes necessary for achievement of the Board's mandate.
- Overseeing and coordinating correspondence to and from the Board;
- Coordinating and overseeing the Administration and Management of support functions;
- Preparing both periodic and adhoc reports;
- Preparing the Agenda for Board meetings in consultation with the Chairperson of the Board;
- Initiating programmes and activities for staff performance and reward management; and
- Carrying out any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment:-

- Be a Kenyan citizen;
- Bachelor's degree in Human Resource Management/Development or a related field from a recognized University;
- Master's degree, preferably in Law, Human Resource Management/Development, Public Administration/Management, Economics or Finance;
- Should be a Certified Public Secretary - CPS (K)
- A member of a relevant professional body;
- Have ten (10) years working experience, three (3) of which should have been at a Senior Management level in Human Resource Management or related field, in a large organization;

- Have attended a Senior Management Course or Strategic Leadership Course lasting not less than four (4) weeks from a recognized institution;
- Demonstrate a good understanding of the County Government's Mandate, Vision, Mission as well as Vision 2030;
- Demonstrate understanding and commitment to tenets of Articles 10 and 232 of the Constitution of Kenya;
- Demonstrate a high degree of Administrative and Leadership capabilities;
- Capacity to undertake multi-tasks within strict timelines;
- Be proficient in computer application skills; and
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya 2010.

Terms of Service: Negotiable

Remuneration:-

- **Gross Monthly Packages - 165,089 x 7,353 p.a. - 172,442 x 7,353 p.a. - 179,795 x 7,353 p.a. x 187,143 p.a. - 194 ,501.**
- Other benefits will be as per the guidelines from Salaries and Remuneration Commission and the County Government.

2. POSITION: DEPUTY SECRETARY - 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 and related issues;
- Managing staff Recruitment and Selection process for the County;
- Providing Secretariat Services to the Board;
- Compiling and reviewing documentation on Performance Management Reports from Departments and other County Public Offices;
- Developing disciplinary procedures and processes in tandem with those of the Public Service;
- Preparing briefs on disciplinary cases in the County for deliberation and decision by 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:-

- Be a Kenyan citizen;
- Bachelors degree in Human Resource Management or other related field from a recognized institution;
- 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;
- 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
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010;

Terms of Service: Negotiable

3. POSITION: ASSISTANT SECRETARY (HUMAN RESOURCE OFFICER) - JOB GROUP ‘N’ (2 POSTS)

The Assistant Secretary will report to the Deputy Secretary for management and administration of all Human Resource Management matters, which include:-

- ✓ Training and Development
- ✓ Human Resource Planning
- ✓ Performance Management
- ✓ Records Management
- ✓ Industrial/Labour Relations

Duties and Responsibilities:-

- Interpreting Human Resource Policies;
- Providing technical advice on Human Resource Management matters;
- Preparing reports;
- Servicing the Board;
- Following up actions on the Board’s decisions and ensuring that they are carried out in compliance with the appropriate regulations and procedures as spelt out in Section 59 of the County Governments Act;
- Ensuring conformity and compliance to Human Resource policies, procedures, guidelines and regulations; and
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment:-

- Be a Kenyan citizen;
- Bachelors degree in Human Resource Management or other related field from a recognized institution;
- Masters degree in any of the following disciplines: Business Management/Administration, Public Administration, Human Resource Management/Development/Planning or any relevant field from a recognized institution will be an added advantage.
- Have served in a Human Resource Management position in the public or private sector for a minimum period of five (5) years, two (2) of which should be at middle management level;
- Demonstrate understanding of National Goals, Policies and Development Objectives and ability to align them to the County’s mandate.
- Be a good team player with excellent interpersonal, communication and collaborative skills;

- Have attended Senior Management Course and Supervisory and Management Course;
- Proficiency in Computer Application Skills from a recognized institution; and
- Satisfy the requirements of Chapter Six of the Constitution of Kenya.

Terms of Service: Permanent and Pensionable.

B. KAKAMEGA TAX COLLECTION AGENCY

1. POSITION: DEPUTY CHIEF REVENUE ADMINISTRATOR (ADMINISTRATION AND SUPPORT SERVICES) – (1 POST)

The officer will be responsible to the Chief Revenue Administrator.

Duties and Responsibilities:-

- Assisting the Chief Revenue Administrator of the Agency in strategic operations/functioning and policy implementation;
- Deputizing the Chief Revenue Administrator in performing duties of the office;
- Human Resource Management;
- In charge of Finance, Procurement, Internal Audit and Legal Services;
- Overseeing matters of Sub-County and outpost offices, administration and logistics; and
- Any other duties as shall be assigned from time to time.

Requirements and Competencies for Appointment:-

- Bachelor of Commerce degree or its equivalent (Certified by the Commission for Higher Education);
- Be a holder of Certified Public Accountants of Kenya (CPA-K) or a specialization in management discipline;
- Over seven (7) years of working experience, five (5) of which must have been in senior managerial level;
- Have experience in management of Human Resources and Administration services;
- National and International experience; and
- Relevant knowledge of Revenue regimes will be desirable.

Terms of Service: Contract

II. ADVERTISEMENT

A. DEPARTMENT OF LANDS, HOUSING AND PHYSICAL PLANNING

1. POSITION: SENIOR LAND VALUER - JOB GROUP 'N' (1 POST)

An officer at this level will be based at the County Headquarters, reporting to the Principal Land Valuer.

Duties and Responsibilities:-

- Supervising valuation zones in the field;
- Urban and agricultural valuation and rating;
- Studying and analysing market trends for valuation purposes;
- Attending court cases on valuation matters in cases of appeals arising from awards, compensation and ratings or stamp duty assessments;

- Directing and supervising junior officers; and
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment:-

For appointment to this grade an officer must:

- Be a Kenyan citizen
- Have a Bachelor of Arts degree in Land Economics from a recognized university;
- Have served for at least three (3) years in the grade of Valuer I or in the private sector;
- Have passed in Part I and II of the Departmental Certificate Examination for Valuation Assistants approved by the Permanent Secretary/Director of Personnel Management;
- Be registered with the Institute of Surveyors of Kenya (ISK) Valuation Chapter and be a Corporate Member of that Institute or a surveying body recognized by the Institute of Surveyors of Kenya (ISK); and
- Have demonstrated administrative ability and competence for organizing and direction of valuation operations in the field offices.

Terms of Service: Permanent and Pensionable

B. DEPARTMENT OF ENVIRONMENT, WATER AND NATURAL RESOURCES

1. POSITION: ASSISTANT DIRECTOR NATURAL RESOURCES AND FORESTRY - JOB GROUP 'P' (1 POST)

The Assistant Director of Natural Resources and Forestry will be based at the County Headquarters and will be responsible to the Chief Officer, Ministry of Water, Environment and Natural Resources.

Duties and Responsibilities:-

- Coordinating and implementing natural resources programmes within the County;
- Reviewing and evaluating natural resource policies, plans, programmes and practices for the County and those of the regional authorities;
- Overseeing and implementing conservation and sustainability plans for publicly and privately owned land, including parks, nature preserves, historic sites, mining operations and building construction projects;
- Monitoring and enforcing compliance with resource usage regulations and laws;
- Preparing educational programmes for community groups, schools and visitors;
- Regulating land and resource use by the public, planting seeds for forestry programmes and monitoring wildlife populations; and
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment:-

- Be a Kenyan citizen;
- Bachelors degree in any of the following fields: Environmental Sciences; Geography and Natural Resource Management; Climate Change and Development; Natural Resource Management; Environmental Governance; Disaster Management; Water Resources and Environmental Management; Land and Water Management; Management of Agro-Ecosystems and Environment or any other relevant and equivalent qualification from a recognized University;
- Masters degree in any of the following fields: Environmental Sciences; Geography and Natural Resource Management; Climate Change and Development; Natural Resource Management; Environmental Governance; Disaster Management; Water Resources and Environmental Management; Land and Water Management; Management of

Agroecosystems and Environment or any other relevant and equivalent qualification from a recognized University;

- Minimum of eight (8) years proven, hands-on working experience on natural resource management issues, preferably in the field of Natural Resources and Forestry Management;
- Knowledge of relevant legislations and policies relating to natural resource management;
- Have capacity to work under pressure to meet strict timelines;
- Be conversant with the Constitution of Kenya and Devolution laws;
- Be computer literate; and
- Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity;

Terms of Service: Permanent and Pensionable

2. POSITION: ASSISTANT DIRECTOR ENVIRONMENT MANAGEMENT - JOB GROUP 'P' (1 POST)

The Officer will be based at the County Headquarters and will be responsible to the Chief Officer, Ministry of Water, Environment and Natural Resources.

Duties and Responsibilities

- Developing, implementing and monitoring environmental strategies, policies and programmes that promote sustainable development;
- Reviewing environmental performance in the County including carrying out environmental audits and assessments;
- Identifying and resolving environmental problems and ensuring that necessary changes are implemented;
- Developing and implementing environmental strategies and action plans that ensure sustainable development in the County;
- Coordinating all aspects of pollution control, waste management, recycling, environmental health, conservation and renewable energy;
- Ensuring compliance with County environmental legislation and keeping up to date with NEMA regulations and legislation;
- Liaising with relevant bodies such as Local Development Authorities on environmental performance issues;
- Auditing, analyzing and reporting environmental performance to internal and external clients and regulatory bodies;
- Promoting and raising awareness at all levels in the County on the impact of emerging environmental issues;
- Developing and implementing Environmental Management Systems;
- Coordinating public hearings and consultations on environmental matters;
- Negotiating environmental service agreements and managing associated costs and revenues;
- Collaborating with NGOs and communities in environmental conservation activities;
- Mobilizing the public to participate in environmental conservation and management; and
- Any other duties as may be assigned from time to time.

Requirements and Competences for Appointment:-

- Be a Kenyan citizen;
- Bachelor's degree in Biosciences; Earth Sciences; Ecology; Energy; Environmental Engineering; Environmental Health; Environmental Sciences or Management; Environmental Education, Environmental Law; Education; Natural Resource Management; Sociology,

Community Development or any other relevant and equivalent qualification from a recognized university;

- Masters degree in Biosciences; Earth Sciences; Ecology; Energy; Environmental Engineering; Environmental Health; Environmental Sciences or Management; Environmental Education, Environmental Law; Education; Natural Resource Management; Sociology, Community Development or any other relevant and equivalent qualification from a recognized university;
- Minimum of eight (8) years proven, hands-on working experience on environmental issues, preferably in the field of environmental management services and natural resources management;
- Knowledge of relevant legislations and policies relating to Environmental conservation and management;
- Be conversant with the Constitution of Kenya and Devolution laws;
- Be able to stimulate and manage change;
- Communicate effectively, both orally and in writing; and
- Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

Terms of Service: Permanent and Pensionable

3. POSITION: RESOURCE MOBILIZATION OFFICER - JOB GROUP 'P' (1 POST)

The Resource Mobilization Officer will be based at the County Headquarters and will be responsible to the Chief Officer, Department of Water, Environment and Natural Resources.

Duties and Responsibilities

- Mobilizing resources from Bilateral and Multilateral Donors, Philanthropic Foundations, and other approved sources;
- Developing and implementing prospective donor strategies including resource mobilization activities programmes;
- Building and advancing relationships with portfolio of current and prospective donors;
- Playing an integral role in supporting overall resource mobilization activities for the County;
- Drafting briefing memos and donor presentations for senior leadership in preparation for donor meetings;
- Assisting in streamlining and preparation of concept notes and proposals for donor funding;
- Assisting in scheduling and coordinating donor meetings; and
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment:-

- Be a Kenyan citizen;
- Bachelors degree in Social Sciences;
- Masters degree in Financial Economics; Financial Management; Environmental Engineering; Environmental Health; Environmental Sciences or Management; Civil Engineering; Environmental Law; International Relations; Grant Writing; Public Administration; Communications; Marketing; Public Relations; Business Development; Development Studies; Business Administration; Management; Public Health or any other relevant and equivalent qualification from a recognized university;
- Minimum of eight (8) years of proven, hands-on working experience in fundraising, resource mobilization for UN agencies, private foundations or NGOs, or donor-aid programmes and

project development preferably in the field of Water and Sanitation, Environmental Management Services and Natural Resources Management;

- Excellent knowledge of written and spoken English;
- Excellent interpersonal and relationship-building skills with the ability to work both with autonomy and with a team in diverse cultural contexts;
- In-depth exposure to the use of various media platforms such as print, electronic/online, and social media, for communication and brand building is desirable;
- Ability to work under pressure and to manage multiple priorities;
- Proven ability to effectively manage relationships with private sector, corporate institutions and donors/partners;
- Current knowledge of development issues, strategies as well as programming policies and procedures in international development cooperation;
- Proven ability to conceptualize, innovate, plan and execute ideas;
- Good analytical, personal relations, negotiating, communication and advocacy skills;
- Computer skills, including internet navigation and various office applications;
- Be conversant with the Constitution of Kenya and Devolution Laws; and
- Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

Terms of Service: Permanent and Pensionable

4. POSITION: NATURAL RESOURCES AND FORESTRY OFFICER II - JOB GROUP 'K' (2 POSTS)

The Natural Resources and Forestry Officer II will report to the Assistant Director Natural Resources and Forestry Department of Water, Environment and Natural Resources and will be based at the Sub County.

Duties and Responsibilities:-

- Undertaking specialized research in Spatial information Acquisition, Analysis and Modeling;
- Using Geo-Spatial software applications to monitor trends in Natural Resource Use and enumerating development status;
- Monitoring and enforcing compliance with resource usage regulations and laws;
- Preparing Educational Programmes for Community groups, Schools and visitors;
- Maintaining data base on Natural Resource coverage; and
- Any other duties as may be assigned from time to time.

Requirements and competences for Appointment:-

- Be a Kenyan citizen;
- Bachelors degree in Geomatics Engineering; Surveying Engineering; Hydrology with GIS and Remote Sensing; Geography and Natural Resource Management with GIS and Remote Sensing; Disaster Management; Environmental Science; Natural Resource Management with GIS and Remote Sensing or any other relevant and equivalent qualification from a recognized university;
- Masters degree in the relevant field will be an added advantage;
- Be conversant with the various methods and techniques of acquiring; storing; managing; processing; analysis; modelling and dissemination of Geo-Referenced Spatial position or location based information;

- Be able to integrate modern spatial data acquisition methods with computer based data management systems;
- Knowledge of relevant legislations and policies relating to Natural Resource Management;
- Be computer literate;
- Have strong communication skills; and
- Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

Terms of Service: Permanent and Pensionable

5. POSITION: NATURAL RESOURCES AND FORESTRY OFFICER I - JOB GROUP ‘J’ (5 POSTS)

The Natural Resources and Forestry Officer I will be based at the Ward and will be responsible to the Sub-County Natural Resources and Forestry Officer.

Duties and Responsibilities:-

- Implementing natural resources activities within the County;
- Implementing conservation programmes;
- Monitoring and enforcing compliance with resource usage regulations and laws;
- Preparing educational programmes for community groups, schools and visitors.
- Protecting and managing wildlife, trees, plants, soil and water; and
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment:-

- Be a Kenyan citizen;
- Bachelors degree in Environmental Sciences; Geography and Natural Resource Management; Climate Change and Development, Earth Sciences; Environmental Conservation and Natural Resource Management; Disaster management and sustainable Development; Environmental Science; Natural Resource Management; Integrated Forest Resources Management; Agro-forestry and Rural Development or any other relevant and equivalent qualification from a recognized university;
- Knowledge of relevant legislations and policies relating to Natural Resource Management;
- Proficient in statistical data analysis and processing softwares; and
- Be conversant with the Constitution of Kenya and Devolution laws;

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 6 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.

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

All applications should reach this office **on or before 6th April, 2016.**

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.

****If you had applied please do not re-apply***

SECRETARY/CEO