

COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

VACANCIES

1. ADVERTISEMENT

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:

A. DEPARTMENT OF TRADE, INDUSTRIALIZATION AND TOURISM

POSITION: TOURISM OFFICER I - JOB GROUP 'K' (1 POST)

An officer at this level will report to the Chief Tourism Officer.

Duties and Responsibilities

- Identifying and documenting Tourism products;
- Identifying community based tourism projects;
- Promoting existing tourist attractions through advertising campaigns, developing promotional literature including artwork, writing press releases and copy for tourism guides/newsletters;
- Working with the media and other local partner organizations to raise the profile of the local area, generate positive publicity and create a brand identity for the area;
- Organizing exhibition stands at conferences and holiday shows, both nationally and overseas, to promote the area;
- Organizing special and seasonal events and festivals;
- Providing support, guidance and sometimes administering funding for local tourism-related business and advising new tourism businesses;
- Bringing in tourism development funding to the area;
- Consulting with local tourism businesses such as tour operators, restaurants and guest-houses, to assess the effectiveness of current tourism development policies and to develop an overall tourism development strategy; and
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment

- Be a Kenyan citizen;
- Bachelor's degree in tourism or related field such as Business/Management studies especially those with Tourism Management, Hospitality Management, Hotel Management, Leisure and Tourism, Marketing, Public Relations and Travel and Tourism Management;
- A Master's degree will be an added advantage;
- At least three (3) years relevant experience in the public or private sector;

- Marketing and web experience;
- Excellent interpersonal, written and oral communication skills;
- Ability to liaise with community groups, stakeholders and the tourism industry;
- High level of skills in the production of information and communication material;
- Excellent customer service skills and an understanding of visitor needs and of the tourism industry;
- Ability to work independently, within large teams or to lead a team, both cohesively and efficiently;
- Strong management, administrative, organizational and project management ability;
- Creativity and innovative strategic thinking along with good PR and marketing skills;
- Certificate in computer applications from a recognized institution; and
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

Terms of Service: Permanent and Pensionable

POSITION: TOURISM OFFICER II - JOB GROUP 'J' (1 POST)

An officer at this level will report to the Chief Tourism Officer

Duties and Responsibilities

- Identifying and documenting Tourism products;
- Identifying community based tourism projects;
- Promoting existing tourist attractions through advertising campaigns, developing promotional literature including artwork, writing press releases and copy for tourism guides/newsletters;
- Working with the media and other local partner organizations to raise the profile of the local area, generate positive publicity and create a brand identity for the area;
- Organizing exhibition stands at conferences and holiday shows, both nationally and overseas, to promote the area;
- Organizing special and seasonal events and festivals;
- Providing support, guidance and sometimes administering funding for local tourism-related business and advising new tourism businesses;
- Bringing in tourism development funding to the area;
- Consulting with local tourism businesses such as tour operators, restaurants and guest-houses, to assess the effectiveness of current tourism development policies and to develop an overall tourism development strategy;

Requirements and Competencies for Appointment

- Be a Kenyan citizen;
- A Bachelor's degree in tourism or related field such as Business/Management studies especially those with Tourism Management, Hospitality Management, Hotel Management, Leisure and Tourism, Marketing, Public Relations and; Travel and Tourism Management;
- A master's degree will be an added advantage;
- At least three (3) years relevant experience in the public or private sector;
- Marketing and web experience;
- Excellent interpersonal, written and oral communication skills;
- Ability to liaise with community groups, stakeholders and the tourism industry;
- High level of skills in the production of information and communication material;
- Excellent customer service skills and an understanding of visitor needs and of the tourism industry;

- Ability to work independently, within large teams or to lead a team, both cohesively and efficiently;
- Strong management, administrative, organizational and project management ability;
- Creativity and innovative strategic thinking along with good PR and marketing skills;
- Certificate in computer applications from a recognized institution; and
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

Terms of Service: Permanent and Pensionable

B. DEPARTMENT OF TRANSPORT, INFRASTRUCTURE AND PUBLIC WORKS

POSITION: 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

- Preparing sketch/scheme designs and production drawings;
- Interpreting clients' requirements;
- Post contract administration; and
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment

- Be a Kenyan citizen;
- 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 6 of the Constitution of Kenya, 2010.

Terms of Service: Permanent and Pensionable

POSITION: ASSISTANT ENGINEER II (ROADS) - JOB GROUP 'K' (2 POSTS)

The Assistant Engineer II (Roads) will report to the County Roads Engineer and will be working under the supervision of a senior officer.

Duties and Responsibilities

- Preparing preliminary designs and supervision of construction of roads;
- Maintaining classified and unclassified roads in the County; and
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment

- Be a Kenyan citizen;
- Have a Bachelors Degree in Civil Engineering or equivalent and relevant qualification from a recognized institution;
- Be registered by the Engineers Registration Board of Kenya as a Graduate Engineer; and
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

Terms of Service: Permanent and Pensionable

POSITION: ASSISTANT ENGINEER II (STRUCTURAL) - JOB GROUP 'K' (1 POST)

The Assistant Engineer II (Structural) will report to the County Structural Engineer and will be working under the supervision of a senior officer.

Duties and Responsibilities

- Designing and preparing drawings;
- Supervising construction of civil and structural works for County projects; and
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment

- Be a Kenyan citizen;
- Have a Bachelors Degree in Civil Engineering or its equivalent qualification from a recognized institution;
- Be registered by Engineers Registration Board of Kenya (ERB) as a Graduate Engineer; and
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

Terms of Service: Permanent and Pensionable

POSITION: ROADS INSPECTOR - JOB GROUP 'H' (1 POST)

An officer at this level will be in charge of a road camp of a construction unit.

Duties and Responsibilities

- Supervising and control of all road works within the officer's area of jurisdiction;
- Assisting in the selection and location of suitable materials for road works;
- Preparing and maintaining master rolls, pay sheets, stores ledgers, tools and plant ledgers, log sheets and tickets, daily activity cards and any other records;
- Preparing work programmes in liaison with the Divisional officers; and
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment

- Be a Kenyan citizen;
- Kenya Certificate of Secondary Education (KCSE) C (Plain) with C- (Minus) in both Mathematics and Physics;
- Diploma in Civil Engineering or its equivalent qualification from a recognized institution;
- IT Knowledge; and
- Have relevant experience of at least two (2) years.

Terms of Service: Permanent and Pensionable

2. RE- ADVERTISEMENT

A. POSITION: MEMBER OF COUNTY POLICING AUTHORITY (6 POSTS)

This is in accordance with the provisions of the National Police Service Act, 2011 Section 41 (1) (e) and (2). Applications are invited from persons ordinarily resident in Kakamega County, under the following categories:

- Business Sector
- Community Based Organization
- Women
- Persons with Special Needs
- Religious Organization
- The Youth

****Applicants are expected to specify the category under which one is applying.***

Functions of the Authority

- Developing proposals on priorities, objectives and targets for police performance in the County;
- Monitoring trends and patterns of crime in the County including those with a specific impact on women and children;
- Promoting community policing initiatives in the County;
- Monitoring progress and achievement of set targets;
- Providing financial oversight of the budget of the County Police;
- Providing feedback on performance of the Police Service at the County level; and
- Providing platform through which the public participates on all aspects to do with County Policy and the National Police Service standards.

Requirements and Competencies for Appointment

- Be a Kenyan citizen;
- Signed copies of minutes by the nominating organization;
- Have a minimum of KCSE C (Plain) or its equivalent;
- Should be conversant with the security issues in Kakamega County;
- Should be able to set priorities, monitor and evaluate performance;
- Should be of high integrity and good moral standing; and
- Should have outstanding leadership qualities.

B. COUNTY PUBLIC SERVICE BOARD

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

POSITION: DEPUTY SECRETARY/HUMAN RESOURCE MANAGEMENT OFFICER (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; and
 - ✓ 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

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

Terms of Service: Negotiable

POSITION: ASSISTANT SECRETARY/HUMAN RESOURCE MANAGEMENT OFFICER (2 POSTS)

The Assistant Secretary will report to the Deputy Secretary for management and administration of all 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; and
- ✓ 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;
- A 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 6 of the Constitution of Kenya, 2010.

Terms of Service: Negotiable

C. KAKAMEGA TAX COLLECTION AGENCY

Pursuant to provisions of the Kakamega Revenue Administration and Collection Act, 2014, the County Government of Kakamega is in the process of recruiting one (1) Member of the Board of Directors.

Section 14 (1) of the Act provides that "The Governor shall appoint a five (5) Member Board of Directors to oversee the strategic functioning of the Agency." The Directors shall be non-executive and such Directors will serve for a non-renewable maximum term of three (3) years.

POSITION: MEMBER OF THE BOARD OF DIRECTORS (1 POST)

Duties and Responsibilities

- Making policy decisions for implementation by the Agency;
- Giving policy direction and guiding the functioning of the Agency;
- Providing strategic direction of the Agency;
- Overseeing full compliance and enforcement of Revenue Administration and Collection Act, 2014; and
- Providing direction on any other activities that promote the efficient and cost effective Revenue Administration.

Requirements for Appointment

- Be a Kenyan citizen;
- A university degree/equivalent (Certified by the Commission for Higher Education);
- Over ten (10) years of working experience, five (5) of which must have been at senior managerial level;
- National and international experience in a relevant field; and
- Relevant knowledge of Revenue regimes will be desirable

D. DEPARTMENT OF INTERNAL AUDIT

POSITION: MEMBER OF KAKAMEGA COUNTY AUDIT COMMITTEE (2 POSTS)

This is pursuant to Section 155 (5) of the PFM, 2012 & PFM Regulations 2015, the CS National Treasury, through Kenya Gazette notice Vol. CXVIII - No. 40 of 15, April 2016 and National Treasury Public Notice dated 30, June 2016 on establishment of Audit Committees in all public entities.

Duties and Responsibilities

- Providing oversight on risk management, controls and governance processes;
- Following up on implementation of recommendations of internal and external audit;
- Preparing pertinent audit reports; and
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment

- Be a Kenyan citizen;
- At least Master's degree in a relevant field;
- Knowledge in Government affairs, have the requisite business and leadership skills and shall not be a holder of a political office;
- Must **not** be past or present employee of the entity or an agent of a business organization, which has carried out business with the County Government of Kakamega in the past two (2) years;
- Must be affiliated to professional bodies e.g. ICPAK, ACFE, LSK, EBK and IIA or any other relevant body;
- Understanding of Government operations, financial reporting and auditing; and
- Knowledge of objects, principles or functions of County Governments.

Terms of Appointment

- Member, Audit Committee shall serve on part time basis (quarterly meetings) and be eligible for re-appointment based on performance for a further one (1) term only.
- A member shall be paid allowances as determined by the Salaries and Remuneration Commission.

NOTE: APPLICANTS FOR THE ABOVE POSITIONS ARE REQUIRED TO GET CLEARANCE FROM THE UNDER-LISTED ORGANIZATIONS 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 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 **7th September, 2016**.

All applications should reach this office **on or before 7th September, 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.***

Only successful candidates will be contacted.

SECRETARY/CEO