

**REPUBLIC OF KENYA**



**NANDI COUNTY PUBLIC SERVICE BOARD**

**VACANCIES**

Nandi County Public Service Board wishes to recruit competent and qualified persons on to fill the following positions.

The details on job descriptions and specifications are available on the County's website: [www.nandi.go.ke](http://www.nandi.go.ke) and all the Sub-County Headquarters; Kapsabet, Kobujoi, Nandi Hills, Kabiwet, Mosoriot, Maraba and the Public Service Office. For any necessary enquiry email [cpsb@nandi.go.ke](mailto:cpsb@nandi.go.ke)

**1. MEMBER ,NANDI COUNTY POLICING AUTHORITY**

pursuant to section 41(1) of the National Police Service Act ,2011, the Nandi County Public Service Board Invites application from competent and qualified persons to serve as members of the county Policing Authority representing the following categories :

- |                                 |             |
|---------------------------------|-------------|
| 1. The Business Community       | -1 position |
| 2. Community Based Organisation | -1 position |
| 3. Women                        | -1 position |
| 4. Persons With Special Needs   | -1 position |
| 5. Religious Organisation       | -1 position |
| 6. Youth                        | -1 position |

**Terms of Service**

Two (2) years contract with renewable eligibility for further one (1) term

**Remuneration**

members shall be paid allowance and benefits as determined and reviewed by the salaries and Remuneration Commission

**Functions of the County Policing Authority :**

- Develop proposals on priorities , objectives and targets for the police performance in the County ;
- Monitor trend and patterns of crime in the county including those with specific impact on women and children ;

- c. Promote community policing in the county ;
- d. Monitor progress and achievements of set targets:
- e. Provide financial oversight of the budget of the county police:
- f. Provide feedback on performance of the police service at the county level police:
- g. Provide a platform through which the public participates on all the aspects to do with county policy and national police service at county level;
- h. Facilitate public participation on county policy;
- i. Ensure policing accountability to the public;
- j. Receive reports from community policing forums and committees
- k. Ensure compliance with the National policing standards.

**Requirements for Appointment:**

- a. Minimum of KCSE level of Education or equivalent;
- b. satisfy the requirement of chapter six of the constitution of Kenya
- c. Has not been declared bankrupt
- d. is of good character and moral standings
- e. has not been convicted of a felony
- f. is a resident of, or has worked in Nandi county for a continuous period of not less than 3 years

**LANDS, ENVIRONMENT AND NATURAL RESOURCES.**

**A. SENIOR ASSISTANT DIRECTOR, WATER– JOB GROUP ‘P’ (1 POST)**

**Duties & Responsibilities**

- i. Directing, coordinating and implementing the operations and overall administration of the water Division.
- ii. Formulating and implementing the Departmental work plan.
- iii. Reporting of possible water management issues and mitigation measures.
- iv. Organization of stakeholders’ fora to identify needs, monitor and evaluate implementation.
- v. Formulation & implementation of the Departmental strategic plan, policies & annual operating budgets.
- vi. Ensuring continuous improvement and provision of quality water & sanitation services.

**Requirements**

- i. Be a Kenya Citizen.
- ii. Holder of at least a Bachelor of Science degree in Water Engineering, Civil Engineering or an equivalent from a recognized University
- iii. Have a thorough understanding of the water supply systems
- iv. Be conversant with water Sector Reforms.

- v. Demonstrate merit and ability as reflected in work performance and results.
- vi. Must had 10 years work experience in the relevant field in which 3 have been in a senior water management position
- vii. Ability to work under pressure to meet strict deadlines.
- viii. Good organizational, communication and interpersonal skills.
- ix. Master's degree in the relevant field would be an added advantage.

**B. SENIOR ASSISTANT DIRECTOR, NATURAL RESOURCES – JOB GROUP ‘P’  
(1 POST)**

**Duties & Responsibilities**

- i. Directing, coordinating and implementing the operations and overall administration of the & Environment Division.
- ii. Formulating and implementing the Departmental work plan.
- iii. Reporting of possible natural resources management issues and mitigation measures.
- iv. Research on and mapping of natural resources.
- v. Organization of stakeholders' fora to identify needs, monitor and evaluate implementation.
- vi. Formulation & implementation of the Departmental strategic plan, policies & annual operating budgets.

**Requirements**

- i. Be a Kenya Citizen.
- ii. Holder of at least a Bachelors degree in Environmental Studies, Natural Resource Management or an equivalent from a recognized University
- iii. Have a thorough understanding of environmental and Natural Resource Management issues
- iv. Has knowledge on Environmental Impact Assessment(EIA) and Environmental Audits
- v. Demonstrate merit and ability as reflected in work performance and results.
- vi. Ability to work under pressure to meet strict deadlines.
- vii. Good organizational, communication and interpersonal skills.
- viii. Must had 10 years work experience in the relevant field
- ix. Master's degree in the relevant field would be an added advantage

**A. SENIOR HUMAN RESOURCE OFFICER , JOB GROUP ‘P’, (1 POST)**

**Duties and responsibilities**

- i. Oversee all human resource management matters of the Board
- ii. Establish human resource systems structures and procedures

- iii. Coordinate matters and systems relating to human resource strategy and deployment in the Board
- iv. Provide direction on strategic human resource planning and development
- v. Coordinate training and capacity development for the County staff
- vi. Provide guidance on human resource policies and procedures
- vii. Liaise with county departments on issues of human capital development and management.
- viii. Provide overall guidance on personnel contracts benefit schemes and welfare management.
- ix. Represent the department in relevant meetings on human resource matters.
- x. Any other relevant duties that may be assigned

**Requirements and competencies for appointment:-**

- i. Bachelors Degree in Human Resource Management or any other related field.
- ii. A member of IHRM
- iii. Good knowledge of labour laws and handling of industrial relations matters.
- iv. Strong management and negotiation skills
- v. Computer skills
- vi. Excellent interpersonal and communication skills
- vii. Have knowledge in public service rules and procedures
- viii. Ability to work under pressure and meet deadlines
- ix. Have knowledge, experience and distinguished career of not less than (10) years in H.R department.
- x. A Masters Degree in human resource development or Higher National Diploma (HND) / Diploma in human resource management is an added advantage

**HOW TO APPLY**

All written applications, CVs, copies of certificates, testimonials and identity card should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**The Secretary,  
Nandi County Public Service Board,  
P.O. Box 802-30300 Kapsabet.**

Hand delivered applications should be handed over at the Nandi county Public service Board.

To reach the office before the close of business on **7th April , 2015**

**NOTE**

In addition, interested candidates applying for Job Groups 'N to P' only are advised to submit copies of letters of clearance from:

- i. Kenya Revenue Authority (KRA)
- ii. The Ethics and Anti-Corruption Commission (EACC)
- iii. The Criminal Investigation Department (CID), Certificate Of Good Certificate
- iv. Higher Education Loans Board (HELB)

Important information to all candidates;

- Only shortlisted candidates will be contacted
- Any form of canvassing or lobbying will lead to automatic disqualification.

***Women and the physically challenged are encouraged to apply***