

COUNTY GOVERNMENT OF NANDI

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Nandi County Public Service Board
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NANDI COUNTY PUBLIC SERVICE BOARD

Advert No: CGN/NCPSB/05/2024

30th October, 2024

DECLARATION OF VACANCIES IN NANDI COUNTY PUBLIC SERVICE

Nandi County Public Service Board invites applications from suitably qualified, motivated and pro-active individuals to fill the following vacant positions on permanent and pensionable terms in the following departments;

Note: Salaries for each of the positions shall be as per the Salaries & Remuneration Commission guidelines.

1. DEPARTMENT OF LANDS, PHYSICAL PLANNING, HOUSING, WATER, ENVIRONMENT, NATURAL RESOURCES & CLIMATE CHANGE

1) SENIOR SUPERINTENDING ENGINEER – WATER & SEWERAGE (1 POST) JOB GROUP CPSB06 'N'

Duties and Responsibilities.

1. Help in identifying and exploiting local untapped mechanisms in addressing water issues within the County;
2. Help in development of water financing mechanism and infrastructure in the County;
3. Assist in coordinating and management of the water works in the department;
4. Help to ensure that all deadlines on water and sanitation infrastructure development and provision are met;
5. Assist in formulating water control guidelines in accordance with the provisions of the Water Act;
6. Work with different water stakeholders WRUAs, WARMA, NEMA, WASREB, Water Trust Fund among others to Develop water sector in the County;
7. Help to prepare, implement, monitor and evaluate water programs in the county;
8. Help in data collection and making water related decisions through scenario planning, GIS, and multi criteria decisions among other tools;
9. Support the department in other management tasks related climate, environment and energy as directed by County Executive Member or Chief Officer;
10. When required represent the County in water technical meetings and perform other duties as assigned by seniors.
11. Perform hydraulic modelling and pipeline design.

Requirements for appointment

- Bachelor's degree in Water engineering, Structural Engineering, Civil engineering, Environmental Science or any other relevant degree.
- Master's Degree in a relevant field e.g. Environment Planning / Engineering, Water, Environment, Natural Resources, Rural and Urban planning will be an added advantage
- Experience in the water sector.
- Technical knowledge in Water Financing, Reforms and other related issues;
- Extensive knowledge in database management, analysis and reporting;
- Good communication skills with ability to explain technical concepts to lay audiences;
- Excellent organizational skills in GIS usage, management of multi stakeholders and partnerships;
- Fluency in spoken and written English;
- Experience working with/for local authorities and diversity of teams;
- Good knowledge of County's and Country's policies and regulations in the field of water sector.
- Fulfills the requirements of Chapter Six of the Constitution.

2) ASSISTANT ENGINEER II – WATER & SEWERAGE – (1 POST) JOB GROUP CPSB09 'K'

a) Job Specification

This is the entry position for Graduate Engineers. An Engineer at this level will work under supervision and guidance of a Senior Officer.

Duties and responsibilities entail;

1. Assist in developing of concept notes and project proposals;
2. Assist in undertaking project feasibility studies;
3. Assist in designing and developing appropriate and cost-effective models for water and sanitation infrastructure;
4. Assist in technical planning and design of water and sanitation infrastructure; and
5. Assist in preparing of technical specifications and project tender documents.
6. Assist in coordinating digitization of drawings and management of plans, records, storage and retrieval.
7. Assist in preparing bill of quantities and detailing of civil works drawings for water and sanitation infrastructure.
8. Assist in supervising development and augmentation of water and sanitation infrastructure, management and issuance of advice on contractual issues;
9. Assist in monitoring performance of existing water and sanitation infrastructure and

b) Requirements for appointment:

For appointment to this position, a candidate must have: -

1. Bachelor of science degree in Civil or Water Engineering or Bio-systems and Agricultural engineering (majoring in water resources and supplies) or related field from a recognized university
2. Professional qualification and membership

3. Proficiency in computer applications
 4. Meets the requirements of Chapter six of the constitution
- c) Key Competencies and skills
1. Report writing skills
 2. Good interpersonal skills
 3. Communication skills
 4. Analytical skill

3) INSPECTOR [WATER & SEWERAGE] – (3 POSTS) JOB GROUP CPSB11 'H'

a) Job Specification

This is the entry position for Engineering Assistants. An officer at this level will work under supervision and guidance of a senior officer.

Duties and responsibilities entail;

Technical Planning and Design

1. Assist in development of concept notes and project proposals;
2. Assist in conducting pre-feasibility and feasibility studies for water infrastructure and water project development;
3. Assisting in preparation of status reports of water and sanitation infrastructure;
4. Assist in the preparation of bill of quantities and tenders;
5. Collecting baseline data for water and sanitation planning;
6. Assist in data analysis and production of CAD drawing; Assist in Public bidding process for construction projects.
7. Assist in development and rehabilitation of water and sanitation infrastructure;
8. Assist in the implementation of resettlement action plans (RAP);
9. Assist in editing technical drawings and other documents;
10. Assist in the management and supervision of contractors
11. Assist in preparation of site meetings minutes and progress reports.

b) Person specification

For appointment to this position, a candidate must have: -

1. Diploma in Civil or Water Engineering or a related field
2. Proficiency in computer applications
3. Meet the requirements of Chapter six of the constitution

c) Key Competencies and skills

- i. Report writing skills
- ii. Good interpersonal skills
- iii. Good communication skills

4) WATER OFFICERS (4 POSTS) - JOB GROUP K

Duties and Responsibilities

1. Identifies project designs of new projects in consultation with the county director;

2. Management of Community Water Projects within the Sub County;
3. Carry out emergency needs assessment, rapid and long term responses related to water needs and facilities in consultation with the supervising Engineer and County director;
4. Prepare regular field visit, fortnight, monthly and annual reports;
5. Advice on operation, maintenance and performance of equipment's of all water projects;
6. Keep up-to-date with changes in regulatory legislations and guidelines;
7. Preparing bills of quantities and advertising tender documents and managing contracts in consultation with supervising Engineer and County director.
8. Liaising with clients, contractors, government agencies, and suppliers;
9. Supervising and training of staff and workers at the project sites;
10. Conducting public awareness of current water, sanitation and environment issues;
11. Ensuring work is done as per specification, on schedule and required standards;
12. Supervising all water works within the area of jurisdiction.

REQUIREMENTS AND COMPETENCIES

1. Be a Kenyan citizen.
2. Bachelor's degree in any of the following field; Environmental Management, Chemistry, Biology, Microbiology, Engineering or A diploma in water technology, water engineering, or any other related field from a recognized institution.
3. Experience in water development program /water services provision gained in professional work of a minimum of 5 years.

5) WATER QUALITY ASSURANCE OFFICER (2 POSTS) JOB GROUP K

Job Specification

The duties and responsibilities at this level will entail assisting in: -

1. Routine and timely collection, testing and analysis of water samples as required by Water Services Regulatory Board (WASREB).
2. Prepare and submit water quality test results and analysis and maintain test reports.
3. Advise the technical team on the water quality levels and appropriate actions to be taken.
4. Operate and maintain water quality testing and analysis laboratory.
5. Sustain quality standards and specifications.
6. Carrying out all water quality and pollution control activities;
7. Carrying out water quality and pollution control analysis and prepare reports;
8. Liaising with other institutions on water quality and pollution control; maintenance of scientific instruments;
9. Supervision, evaluation and co-ordination of laboratory work;
10. Testing, standardization and development of laboratory working techniques and Advising clients on possible remedial and correct uses of materials under test;

11. Supervising, guiding, training and development of junior staff working under him/her.
12. Monitor compliance of discharges to set national regulations and standards.

Person Specification

1. Bachelor's degree in any of the following field; Chemistry, Biology, Microbiology or any other equivalent from a recognized institution
2. Proficiency in relevant computer applications.
3. Masters in the relevant category will be added advantage.

6) ENVIRONMENTAL INSPECTOR (2 POSTS) - JOB GROUP CPSB09 'K'

Job Specifications

Duties and responsibilities will include but not limited to:

1. Environmental inspections and environmental incident management;
2. Receiving, dispatching and reviewing Environmental Impact Assessments (EIA) and Environmental Audits (EA) Reports;
3. Notification of EIA reports due for reviewing and processing of licenses;
4. Receiving and dispatching applications for various Licensing regimes;
5. Mobilizing the public to participate in environmental conservation and management;
6. Assisting County Government in developing the necessary capacity for environmental management;
7. Coordinating community environmental activities;
8. Monitoring the state of terrestrial ecosystems on a regular basis, rapid assessment and inventory of terrestrial ecosystems, creation and updating of environmental data bases;
9. Collecting and collating information for development of integrated management plans;
10. Compiling progress reports;
11. Implementing relevant Multi-lateral Environmental Agreements (MEAs) and donor funded projects;
12. Liaising with lead agencies, NGOs and the public in environmental management of terrestrial ecosystems;
13. Implementing programmes to address climate change, air quality and desertification,
14. Identifying and verifying appropriate measures to prevent pollution and environmental degradation.

Requirements for appointment

For appointment to this grade; a candidate must have; -

1. Bachelor's degree in any of the following field; Environmental Management, Biology, Environmental Engineering, Environmental Studies, Environmental Science, Natural Science, Forestry or any other relevant field from a recognized institution;

2. Proficiency in computer applications
3. Fulfilled the requirements of Chapter Six of the Constitution.

7) ENVIRONMENT OFFICER (4 POSTS) JOB GROUP CPSB 09 'K'

Duties and Responsibilities

1. Implementation and evaluation of department's strategic plans, programmes, and activities at the sub county level.
2. Representing the department in all sub-county forums.
3. Ensuring public participation in government service delivery.
4. Handling waste management and sanitation within the sub-county.
5. Collecting grassroots information on environment, natural resources programs, and service delivery and conveying it for policy formulation.
6. Supervising environment, natural resources, and agroforestry programs and services in the sub-county.
7. Compiling reports as required regularly.
8. Performing any other duties assigned by senior management.

Requirements for Appointment

1. Bachelor's degree in any of the following field; Environmental Management, Chemistry, Biology, Chemical Engineering, Environmental Engineering, Environmental Studies, Environmental Science; Biochemistry, Microbiology Natural Science, Community Development or any other relevant field from a recognized institution;
2. Must be computer literate.

8) CLIMATE CHANGE OFFICER (1 POSTS)- JOB GROUP K

Duties and Responsibilities

1. Provide analytical support on Climate Change Programme
2. Assist in coordination of climate change programmes and projects in different sectors of the county.
3. Carryout education on programs and projects on climate change in the county
4. Provide technical assistance on climate change programmes and projects in the county
5. Promote public participatory and awareness creation on climate change programmes and projects.
6. Perform any other duties that may be assigned by the supervisor

Requirements for appointment

1. For appointment to this grade a candidate must:
2. Be a Kenyan citizen
3. Have Bachelor's degree in any of the following disciplines: - Environmental Science, Natural Resource Management or equivalent qualification from a recognized institution;

4. Have Certificate in computer application skills.
5. Hands –on experience in managing Climate projects, including those funded by development agencies.
6. Skills in formulating climate –related policies, strategies and action plans for organizations
7. Membership to Environmental Institute of Kenya or relevant professional body will be an added advantage.
8. Any training on climate change matters is an added advantage.

9) ENERGY OFFICER (1 POST) - JOB GROUP K

Duties and Responsibilities

Reporting to the Director in charge of Climate Change and Energy, The Energy Officer I shall:-

1. Identify and promote appropriate alternative energies for cooking, lighting and warming through assessment and analysis of available energies in collaboration with all actors, including private sector, development agencies and governmental institutions;
2. Provide technical support with designs of specific energy projects and pilot energy for cooking, lighting and powering, including renewable energy, with a view towards enhancing self-reliance, education and protection;
3. Promote by championing the multi-sectoral Environment, Climate Change and Water; In collaboration with both the county and national governments' line ministries and appropriate NGOs, develop/adopt and implement a robust renewable energy strategy and technologies that promotes sustainability and efficiency in the use of natural resources for consumption and links of Energy with production;
4. Develop and sustain a network of appropriate stakeholders in order to ensure access to sustainable energy for the residents of Nandi County
5. Adopt and foster an integrated approach to ensure energy based interventions are addressed from a cross-sectoral perspective
6. Adopt best practices and technologies and ensure the provisions of the Occupational Health and Safety Act, 2007 are met in all energy activities in the County;
7. Maintain proper records and write periodic status reports on all project developments including monitoring, testing, trouble shooting, lessons learned and solutions applied to ensure institutional knowledge development,
8. Ensure that you are continually updated on all government directives, new initiatives, changes in policies and legislation regarding national electrical and renewable energy developments in order to give an informed advice/decision to the County Government appropriately and also to ensure that legal and advantageous energy incentives are explored;
9. Represent the department/county adequately in relevant energy forums;
10. Collect and collate information related to Energy, data analysis, report writing, developing plans, conducting energy audits and site inspections;
11. Create awareness on energy conservation through seminars, workshops, public barazas, print and electronic media, publicity materials and conservation activities;

12. Provide technical support to the county's needs so as to meet the increasing demands of operations to sustainable energy as well as reducing costs and carbon footprint;
13. Mainstream energy as a cross-cutting issue across all county Departments, National Government Agencies, private sector and civil societies;
14. Integrate climate change and gender in renewable energy and efficiency and conservation policies;
15. Conduct feasibility studies on renewable energy, energy efficiency and conservation projects;
16. Mobilize resources for renewable energy, energy efficiency and energy conservation projects.
17. Any other duty as may be assigned by the Supervisor.

Requirements for Appointment

For appointment to this position, the suitable candidate must meet the following requirements: -

1. Be a Kenyan citizen,
2. Should have a minimum of a Bachelor's degree in any one of the following disciplines; Energy, Renewable Energy Technologies, Energy Engineering, Environmental Sciences or other relevant field. A bias in Energy Related field will be an added advantage.
3. Should have a practical knowledge of teamwork and leadership, with an understanding of national and international policies, legislations and strategies on energy. Others include renewable energy financial management (community involvement and capacity issues), renewable energy business development (business planning, entrepreneurship development);
4. Should have experience in energy audits and comparative energy systems;
5. Should have proven knowledge of sustainable energy and technical skills in set-up, design and monitoring of energy programmes from a multi-sectoral and protection perspective;
6. Have a demonstrated knowledge in computer applications;
7. Have a demonstrated managerial, administrative, professional and technical competence;
8. Have excellent interpersonal skills, flexible to work for long hours under pressure so as to meet deadlines and ability to work with minimum or no supervision;
9. Have shown merit and ability as reflected in work performance and results;
10. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity;
11. Having a Master's degree in related field or a Post Graduate training in Environmental Management field such as EIA/Audits, Environmental Management Systems or any other equivalent will be an added advantage

10) LAND ADMINISTRATIVE OFFICER (1 POST) JOB GROUP K

Job purpose:

The purpose of this job is to collate land information, document, disseminate and initiate basic land administration processes in line with the National Land Commission mandate on administration and management of public land.

Duties and Responsibilities:

1. Informs on enquiries of land issues;
2. Maintains the file tracking system;
3. Receives feedback from stakeholders;
4. Verifies property status
5. Prepares grants and leases;
6. Receives development applications;
7. Drafts letters forwarding executed titles and documents for registration;
8. Types allocation letters;
9. Receives and file applications;
10. Prepares valuation requisition forms for determination of rent;
11. Drafts letters communicating decisions on applications;
12. Processes applications for land and land development;
13. Prepares inventory of allocated land and vested acquired land.
14. Drafts vesting notices, orders and reservations of acquired land to relevant public institutions.
15. Assists secretariat to the Commission Committee hearings on public land disputes and complaints;
16. Undertakes field visits on monitoring of public land to ensure that public institutions assigned land sustainably manage that land for the intended purposes;
17. Ingests data into the inventory managing Lessor/Lessee Relationships;
18. Collects and collates information on status of registration of rights and interests in land in the country;
19. Assists secretariat formulating guidelines for use by Public agencies, International organizations, Development partners, statutory bodies and State corporations;
20. Maintains and implements individual annual work plans.

Job Competencies (Knowledge, Experience and Attributes / Skills):

Academic Qualifications;

Bachelor's degree in any of the following disciplines: Land Economics, Law, Land Management, Land Administration, Real Estate Management or equivalent qualification from a recognized institution

11) SENIOR PHYSICAL PLANNER (1 POST) JOB GROUP N

Duties and Responsibilities.

Duties and responsibilities at this level include: –

1. Overseeing the formulation of physical planning manuals, standards and guidelines;

2. Coordinating research on matters relating to strategic national projects and programmes, human settlement patterns, urbanization patterns, urban sprawl and emerging methodologies, issues and trends;
3. Coordinating preparation of county, metropolitan, regional, urban and rural physical development plans;
4. Formulating strategies for public education, participation and engagement;
5. overseeing the preparation of annual state of Physical Planning reports;
6. Monitoring and evaluation of physical planning projects/programmes at the county and national levels;
7. Preparing and implementing strategic plans and annual work plans; and facilitating continuous professional development of staff.

For appointment to this grade, an officer must:

1. Have Bachelor's degree in any of the following disciplines: – Urban and Regional Planning, Urban Planning or Town Planning or equivalent from a university recognized in Kenya;
2. Have six (6) years' experience in the field of Physical Planning
3. membership to a relevant professional body;
4. Be a corporate member of Kenya Institute of Planners or architectural Association of Kenya (Town Planning Chapter)
5. demonstrated managerial and professional competence in work performance and exhibited a thorough understanding of national policies, goals, objectives and ability to relate them to the Physical Planning function.
6. Have a certificate in computer application skills from a recognized institution;
7. Masters' degree is an added advantage

12) DRILLING EXPERT / RIG OPERATOR/ DRILLER (1 POST) JOB GROUP H

Duties and Responsibilities

- Assembling and disassembling rigs and equipment at various site by connecting drill pipes, casings, power cables and drill heads.
- Working closely with an experienced driller to regulate, control, service pumps and drill equipment.
- Undertaking routine maintenance and repair under the supervision of the experienced driller.
- Manage the table, drilling mast and safety the other workers.
- Developing and designing vertical and horizontal drilling programs including casings, drill strings/bottom hole assembly, mud, air, bits and all directional components,
- Hydraulics optimization and bit selection.
- Daily drilling operations.
- Problem analysis and trouble shooting.
- Providing operational support when needed.
- Cost and drilling efficiency tracking and reporting.
- Promoting and ensuring exemplary health, safety and environmental practices.

- Conducting post-well analysis to determine areas for improvement.

Requirements for Appointment

For appointment to this grade, a candidate must:-

- Have served in the grade of Senior Drilling Inspector for a minimum period of three (3) years.
- Be in possession of a Diploma in Water Engineering or Ground Water Engineering from a recognized institution or any other approved equivalent qualifications.
- Be able to do both mud and air drilling.
- Be able to interpret hydrogeological survey.
- Be able to do borehole design after drilling.
- Be able to do trouble shooting basic and maintenance.
- Valid driving license Class BCE and above.

13) LAND VALUER (1 POST) JOB GROUP K

For appointment to this grade, a candidate must have:

- Bachelors' degree in any of the following disciplines; Land Economics, Real Estate and Property Studies or its equivalent qualification from a recognized institution; and
- Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will entail: -

1. Collecting data for the National Land Value Index;
2. Collecting and analysing market data for valuation purposes;
3. Apportioning rents following sub-divisions, change of user and lease extension;
4. Undertaking Stamp Duty valuation;
5. Inspecting land and properties for rating, purchase, sale and leasing purposes;
6. Making searches on titles in land registries for various valuation purposes;
7. Calculating areas from building plans and maps;
8. Measuring buildings in the field for valuation and preparing plans and lists of plot owners and areas affected by land acquisition projects; and
9. Filing stamp duty valuation reports.

14) GIS OFFICER III – JOB GROUP K (1 POST)

Requirements for Appointment:

For appointment to this grade, a candidate must have:

- a) Bachelor's Degree in Geographic Information Systems, Geography or its equivalent;
- OR**
- b) Higher National Diploma in Geographic Information Systems, Geography or its equivalent with 3 years experience.

Key Tasks:

- a) Designing maps, graphics, illustrations and layouts;
- b) Communicating information through the use of color, symbols, style and other means;
- c) Using computers to compile and produce graphs for specialist and general users;
- d) Researching, selecting and evaluating map source data for use in the preparation or revision of maps and charts to various scales;
- e) Analyzing and evaluating map able information;
- f) Liaising with surveyors and designers;
- g) Collating data provided by remote sensing techniques (the means by which spatial and environmental data about the earth are acquired by sensors located in satellites and aircraft);
- h) Operating a photogram metric plotting instrument or a digital photogram metric workstation (DPW), which views the photographs stereoscopically, or in a 3d format;
- i) Design, maintenance and manipulation of geographical information (GI) databases;
- j) Working with geographical information systems (GIS) to see, model and analyze landscape features;
- k) Using desktop publishing packages to edit and formulate information;
- l) Capturing, maintaining and outputting digital geographic data;
- m) Generalizing map data to allow for a reduction in scale (derived mapping);
- n) Checking and appraising the content and accuracy of maps, charts and printing proofs;
- o) Keeping up to date with emerging specialist software;

15) LAB TECHNOLOGIST 1 WATER QUALITY – JOB GROUP K (1 POST)

Requirements for Appointment:

For appointment to this grade, a candidate must have:

- 1. Bachelor's degree in any of the following field; Microbiology or any other equivalent from a recognized institution
- 2. **OR** Diploma in Science Laboratory Technology with 3 years experience.

Key Tasks

- a) Analyze portable water samples on regular basis in order to ensure the final output meets the stipulated standards.
- b) Analyze wastewater samples on a regular basis in order to ensure the final output meets the stipulated standards.

- c) Record and maintain data of the results of the analysis and provide appropriate advice
- d) Determine of Laboratory working equipment and ensure that its readily available
- e) Maintain and operate laboratory equipment
- f) Ensure collection of samples and specimens and prepare media, as required.
- g) Plan, supervise evaluate and co-ordinate laboratory work.
- h) Identify the working tools and materials needed and ensure that they are readily available in the right quality and quantity.
- i) Keep laboratory records.
- j) Keep truck of use of supplies in the laboratory to ensure that they are within the stipulated limits.
- k) Maintenance of Laboratory cultures.

16) SEWERAGE OFFICER III – JOB GROUP K (1 POST)

Requirements for Appointment:

For appointment to this grade, a candidate must have:

- a) Bachelor's Degree in Civil/Water Engineering, Environmental Science, Hydrology, Water Resource Management or its equivalent.
- b) **OR** Diploma in Water Technology/ Engineering with 3 years experience in sewerage setup.

Key Tasks

- a) To ensure effective operations and maintenance of the sewage treatment plants
- b) Carry out review meetings in the unit and on the job training to motivate staff to perform in accordance with the standards of safety competence laid down by the company
- c) Take overall supervision of the day-to-day operations of the sewage treatment works
- d) Plan and coordinate activities in the treatment plants
- e) Safeguard all the assets and equipment against loss and damage.
- f) Prepare budget and control costs and expenditure in the unit
- g) Maintain proper work records and prepare periodic reports of the unit.
- h) Convene and preside over monthly meetings within the unit
- i) Keep and observe working hours as given in the terms and conditions of service in force
- j) Ensure effluent discharged into the rivers meet the required standards
- k) Prepare the annual budget for the unit section and control expenditure.
- l) Maintain sufficient and useful technical data and information for the management and decision making.

17) SEWERAGE OPERATORS– JOB GROUP F (4 POSTS)

Duties and Responsibilities

- a) Operate and maintain Sewage Treatment Plant- Screen maintenance, degritting of channels,

rodding of filters, maintenance of all the ponds.

- b) Monitor and record flow rates, electrical performances
- c) Preparation of reports and record keeping
- d) Carry out minor repairs and maintenance of machinery and systems
- e) Identify the tools required
- f) Report any fault at the plant to the Sewerage Technician II

Requirements for Appointment

KCSE D Certificate **OR** Proof of 3 years' previous experience as a sewerage operator

18) OFFICE ADMINISTRATIVE ASSISTANT II – JOB GROUP J (1 POST)

Duties and Responsibilities

- a) Organize respective offices.
- b) Carry out word processing duties for respective offices.
- c) Maintain proper organized office, clean, and that supply and control of stationary and office materials are in place.
- d) Maintain and provide appointment and reception services.
- e) Taking dictation, transcription notes, typing and preparing reports/ letters
- f) Maintain availability of office correspondence and filling all correspondences at all time.
- g) Attending to all incoming and outgoing messages
- h) Maintaining sound filling system in the office
- i) Operating photocopies machine
- j) Receiving and attending to visitors' enquiries
- k) Ensuring safety and confidentiality of the office

Requirements for Appointment

- i. Diploma in Secretarial studies from Kenya National Examinations Council or
- ii. Business Education Single and Group Certificates (BES and GC) stages I, II & III) from KNEC
- iii. Certificate in Public relations and customer care course not lasting not less than two weeks from Kenya School of Government or any other government training Institution
- iv. Certificate in Computer Applications from a recognized Institution
- v. Excellent communication and interpersonal skills and
- vi. Shown merit and ability as reflected in work performance and results

19) PUBLIC COMMUNICATIONS OFFICER– JOB GROUP K (1 POST)

Duties and Responsibilities

- i. Coordinate public relations and communication related meetings

- ii). Coordinate public relations related activities including publishing of magazines, brochures, handbook etc
- iii). Coordinate program, events, among them outreach programs
- iv). Coordinating, accompanying and receiving all visitors and delegations to and from the municipality ensuing all protocols issued are observed
- v). Coordinating the municipalities broadcast unit /media aspect
- vi). Assist in developing communication strategies
- vii). Coordinate all corporate social responsibilities and
- viii). Any other duty allocated from time to time

Requirement for appointment

Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) Bachelor's degree in any of the following disciplines: Journalism & Mass Communication, Media and film from a recognized institution;
- (ii) Certificate in Computer applications
- (iii) Significant experience in the field or a related one will be an added advantage
- (iv) Kenya Certificate of Secondary Education (KCSE) Mean Grade C-(minus) or its equivalent qualification;
- (v) Shown merit and ability as reflected in work performance and results.

20) SENIOR DRIVER – JOB GROUP G (3 POST)

Duties and Responsibilities

- a) Drives company vehicles as assigned
- b) Maintains general cleanliness of the vehicle and performs minor maintenance services
- c) Report any defects to supervisor
- d) Make and update daily vehicles reports
- e) Maintain daily log of official trips and fuel consumption
- f) Ensure that vehicle is regularly serviced.
- g) Ensure that the vehicle has the necessary approval for all its movement.

Requirements for Appointment

- a) Be a Kenyan Citizen;
- b) KCSE Certificate
- c) At least six (6) years' experience as a driver either in the public or private sector;
- d) A valid driving license free from any current endorsement (s) for the class(es) of vehicle(s) the officer is required to drive;
- e) Passed Occupational Trade test II for Drivers;

- f) Defensive Driving Certificate from the Automobile-Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- g) Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Agriculture and Building Technology (KIHBT) or any other recognized Institution;
- h) Shown merit and ability as reflected in work performance and results.

21) ICT OFFICER I – JOB GROUP K (2 POSTS)

Duties and Responsibilities

- a) Process data for use by the CMT and other managers and/or the Board of Directors.
- b) Provide technical support to the ICT users.
- c) Check computers for fraud and viruses.
- d) Identify and clean any virus traced.
- e) In liaison with payroll officer ensure that the payroll is produced promptly at the end of each month.
- f) Ensure that the computer network is well maintained and managed.
- g) Maintain system back-up.
- h) Maintain utmost confidentiality and security of passwords.
- i) Ensure that the system documentation and operations manuals are available and maintained.
- j) Formulate budget for the unit.
- k) Ensure implementation of maintenance schedules for the computers.

Requirements for Appointment

- i. Bachelor's degree in IT/ICT, Media, Film or computer Studies or its equivalent
- ii. Certificate in Computer applications
- iii. Significant experience in the field or a related one will be an added advantage
- iv. Shown merit and ability as reflected in work performance and results.

22) PRINCIPAL CLERICAL OFFICER (CUSTOMER CARE) – JOB GROUP K (1 POST)

Duties and Responsibilities

- a) Maintain and keep proper consumer records
- b) Filing of consumer files and updating
- c) Maintain security of the records and the system.
- d) Open consumer accounts and files
- e) Maintains consumer files movement record
- f) Ensure that consumer's files are properly maintained and secured.

- g) Supervises registry staff.
- h) Make sure bills are checked.

Requirements for Appointment

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- (ii) Certificate in journalism and mass communication or its equivalent lasting not less than six (6) months from a recognized institution;
- (iii) A diploma in journalism & mass communication or its equivalent and a certificate in customer service will be an added advantage.
- (iv) Shown merit and ability as reflected in work performance and results

23)AUDITOR II - JG 'K' – JOB GROUP K (1 POST)

Duties and Responsibilities

- a) Ensure efficient coordination and control of audit operations,
- b) Identify activities subject to audit coverage.
- c) Plan and perform audit tasks
- d) Review existing controls
- e) Train audit staff on controls
- f) Evaluate and assesses the degree of risk inherent in audit costs involved
- g) Ensure assets are safeguarded and properly utilized
- h) Determine adequacy and effectiveness of internal control systems
- i) Liaise with external auditors
- j) Investigate Audit disciplinary cases
- k) Design Audit programmes/plan.

Requirements for Appointment

For appointment to the grade of a candidate must have the following qualification: -

- Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) and a pass in part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications from a recognized institution or any other relevant equivalent qualification
 - i). Must be a member of the Institute of Internal Auditors (IIA) and in good standing
 - ii). Proficiency in Certificate Computer Packages

24) CLERICAL OFFICER I– JOB GROUP G (7 POSTS)

Duties and Responsibilities

- a) Collecting statistical records;
- b) Carrying out transactions related to accounts or personnel information;

- c) Filing receipts;
- d) Receiving, sorting out, filing and dispatching correspondence;
- e) Receiving, recording, folioing and filing applications for new water connections;
- f) Disconnect and reconnect water supply as required
- a) Prepare final account
- b) Test meters
- c) Rehabilitation of new lines and old lines
- d) Extension of water lines

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (minus) or its equivalent qualification;
- ii. Certificate in Accounting, Business Management, Information Studies / Computer Studies, Stores or Supply Chain Management or its equivalent from a recognized institution;
- iii. Diploma in any of the above disciplines with valid registration with a professional body with a good standing **OR** proof of 3 years' experience in a relevant field will be an added advantage.
- iv. Shown merit and ability as reflected in work performance and results

25)TECHNICIAN II (REVENUE WATER & SEWER) – JOB GROUP J (6 POSTS)

Duties and Responsibilities

Requirements for Appointment:

For appointment to this grade, a candidate must have:

- a) Diploma in Water Technology /Engineering or its equivalent **OR** Artisan Certificate in plumbing with 3 years' experience **OR** Proof of 2 years previous experience on clerical duties in a water service provider and; relevant academic qualification will be an added advantage

Key Tasks:

- i). Disconnect and reconnect water supply as required
- ii). Prepare final account
- iii). Test meters
- iv). Rehabilitation of new lines and old lines
- v). Extension of water lines
- vi). Installation of bulk meters and consumer meters
- vii). Repair leakages
- viii). Raise meters.

26)CHIEF CLERICAL OFFICER (HR & ADMIN) – JOB GROUP J (1 POST)

Department: HR & Administration

Job Summary: Administer employment terms and conditions

Key Tasks:

- a) Coordinate matter of training and staff development
- b) Coordinate matters relating to man power planning
- c) Administer leave and related issues
- d) Administer medical scheme and related issues
- e) Administer salary and allowances
- f) Ensuring that all offices are well maintained and staffed
- g) Prepare materials required for administrative
- h) Co-ordinate staff appraisals industrial relations and staff welfare matters
- i) Maintain and update staff records
- j) Oversee the cleanliness of offices and facilities.
- k) Administer salaries and allowances.

Requirements for Appointment

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- (ii) Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- (iii) A diploma / degree in any of the above disciplines will be an added advantage.
- (iv) Shown merit and ability as reflected in work performance and results.

27) SENIOR METER READER II– JOB GROUP J (2 POSTS)

Duties and Responsibilities

- a) To assign duties to meter readers
- b) To make sure meter reading exercise for the month is completed within the given time and respective bills are delivered in time.
- c) To ensure that all customers with meter are billed accurately every month.
- d) To ensure that UFW percentage is reduced.
- e) To ensure that all defective meter are replaced immediately.

Requirements for Appointment

Diploma Water Engineering or its equivalent **OR** KCSE Certificate with proof of 5 years experience as a meter reader.

28) ARTISANS [PLUMBERS] JOB GROUP G (15 POSTS)

Duties and Responsibilities

1. Install, repair, and maintain plumbing systems and fixtures, including pipes, valves, fittings, and fixtures.
2. Inspect plumbing systems to identify issues, assess damage, and determine appropriate repairs or replacements.
3. Diagnose plumbing problems and develop solutions, including troubleshooting leaks, clogs, and other issues.
4. Interpret blueprints, drawings, and specifications to plan plumbing installations and repairs.
5. Perform routine maintenance tasks on plumbing systems, including cleaning, lubricating, and adjusting components.
6. Keep accurate records of work performed, including materials used, hours worked, and services provided.
7. Use plumbing tools and equipment safely and effectively, following proper procedures and precautions.
8. Respond to emergency plumbing calls and provide timely assistance to clients as needed.
9. Demonstrate professionalism, integrity, and excellent customer service in all interactions with clients, colleagues, and stakeholders.

Requirements and Qualifications:

1. Artisan certificate in plumbing or its equivalent **OR** Trade Test with proof of 3 years previous experience as a plumber in a water service provider and; relevant academic qualification will be an added advantage.
2. Proven experience as a plumber, with a strong technical background in plumbing systems and installations.
3. Knowledge of plumbing codes, regulations, and safety standards.
4. Strong problem-solving and troubleshooting skills, with the ability to diagnose and repair plumbing issues efficiently.
5. Proficiency in using plumbing tools and equipment, including wrenches, pipe cutters, soldering irons, and drain augers.
6. Excellent communication and interpersonal abilities, with the capacity to interact professionally with clients and colleagues.
7. Ability to work independently and collaboratively in a team environment, managing multiple tasks and priorities effectively.
8. Detail-oriented with a focus on quality and accuracy in work.
9. Physical stamina and dexterity to perform plumbing tasks, including lifting heavy objects and working in confined spaces.

29)METER READERS JOB GROUP G (14 POSTS)

Duties and Responsibilities

1. Meter reading.

2. Delivery of Water Bills.
3. Delivery of Reminder Notices.
4. Monitor and manage the distribution of notices, reminder notices, registration notices and bills.
5. Update and countercheck the disconnection list in relation to the number of noticed distributed.
6. Take note and compile a list of customers to be reconnected and ensure that reconnections are done on the day of payment.
7. Identification, reporting and disconnection of illegal connections.
8. Distributing and collecting applications for new domestic connections.
9. Updating the record of registered customers.

Qualifications.

KCSE mean grade D and 2 years' experience as a meter reader in a water service provider.

Certificate in Water Technology / Engineering or its equivalent will be an added advantage

30) ELECTRICIAN II – JOB GROUP H (3 POSTS)

Duties and Responsibilities

- Undertake routine checks and preventive maintenance of electrical equipment and appliances
- Undertake installation, servicing and maintenance of all electrical equipment and instruments.
- Assist in preparing electrical equipment/s specifications for purchase orders.
- Recommends important or modification of existing electrical equipment or appliances.
- Provides input to the annual preventive maintenance schedule and recommends equipment upgrades or replacement.
- Liaison with KPLC in ensuring continuous power supply to boreholes, water and waste water works pumping stations and offices

Requirements for Appointment

- Certificate in Electrical Installation
- Diploma in Electrical Installations **OR** Previous work experience will be an added advantage.
- KCSE certificate.
- Computer skills

2. DEPARTMENT OF ADMINISTRATION, PUBLIC SERVICE AND ICT

1. ADMINISTRATION OFFICER I JOB GROUP 'K' (4 POSTS)

Requirements for Appointment

- i). Bachelor's degree in Social Sciences or Administration/ Management from a recognized institution;

- ii). Certificate in computer application skills; and.
- iii). Demonstrated integrity and professional competence.

Duties and Responsibilities

- i). Planning office accommodation layout
- ii). Developing and updating of office equipment and furniture inventory
- iii). Facilitating meetings conferences and other special events
- iv). Supervising general maintenance of buildings and furniture
- v). Facilitating maintenance and repairs of office equipment
- vi). Processing administrative documents
- vii). Supervising provision of security and office services
- viii). Supervising records management and messengerial services between the office of the County Attorney and other departments within the County
- ix). Handling public concerns and issues and

2. ADMINISTRATION OFFICER III JOB GROUP 'H' (3 POSTS)

a). Duties and Responsibilities

This is the entry and training grade for Diploma holders. An officer at this level will work under the guidance and supervision of a senior officer.

Duties and responsibilities at this level will entail:-

- (i). Planning of office accommodation and layout;
- (ii). Ensuring payment of utility bills;
- (iii). Facilitating transport and travelling services;
- (iv). Maintaining and updating furniture and office equipment inventory;
- (v). Facilitating movement of assets;
- (vi). Facilitating general maintenance of buildings and furniture; and
- (vii). Facilitating logistics for meetings, conferences and other special events
- (viii). Collecting and collating data on developmental activities; and
- (ix). Providing input in organizing public participation awareness at the local level;

b). Requirements for Appointment

For appointment to this grade, a candidate must have:-

- (i). Diploma in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution; and,
- (ii). Certificate in computer applications from a recognized institution.

3. ASSISTANT DIRECTOR HUMAN RESOURCE [HRD & HRM] JOB GROUP P (2 POST)

Duties and Responsibilities

- i). In-charge of the payroll system and administration including preparation and maintenance of the payroll data and preparation of monthly contribution schedules for timely remittance of statutory deductions;

- ii). Administration of staff welfare and benefits requirements which include medical cover, group life/accident cover and pension scheme;
- iii). Provide input into the departmental work plan and compile budget estimates to inform the departmental planning process;
- iv). Lead the development and performance management of staff that report to the position for the achievement of both the individual and departmental goals;
- v). Ensuring the correct interpretation and implementations of Human Resource Regulations.
- vi). Identify and evaluate HR and Administration risks and implications of all the departmental activities;
- vii). Supervise and evaluate the performance of staff that report to the position;
- viii). Mentor and coach staff;
- ix). Carry out training needs assessment and propose training programmes for departmental/Sectional staff;
- x). Coordinate the implementation of the process of performance management system; and
- xi). Coordinate the implementation of the Human Resources Management Information systems.

Requirements for Appointment

- i). Bachelor's degree in Human Resource Management or any other related discipline from a recognized university
- ii). Relevant Master's Degree in Human Resource Management, Commerce, Business Administration or Business Related field
- iii). Diploma in Human Resource and CHRP-K certification will be an added advantage
- iv). Be a registered member of the Institute of Human Resource Management (IHRM) and in good standing
- v). Management and leadership course of not less than four weeks from a recognized institution will be an added advantage.
- vi). Must have three years' experience in the previous job group or comparable position in the Public service or private sector
- vii). Demonstrated administrative ability and have good knowledge and skills in Integrated Payroll and Personnel Database (IPPD) and a thorough understanding of County Public Service Human Resource Standards.

4. ASSISTANT DIRECTOR, COUNSELLING SERVICES JOB GROUP 'P' (1 POST)

a). Duties and Responsibilities

- (i). Coordinating developing, implementing and reviewing of policies, strategies, guidelines and standards on workplace counselling and wellness, HIV and AIDS, and substance use;
- (ii). Managing the County Public Service Psychological Assessment Centre;
- (iii). Coordinating research on psychological counselling and wellness issues to inform mental health policies and programmes;
- (iv). Providing guidance on psychological counselling and treatment plans;
- (v). Managing client referrals to specialist or other institutions for non-counselling services;
- (vi). Coordinating provision of psychological and wellness consultancy programmes;
- (vii). Coordinating provision of Psychological First Aid and trauma counselling during disasters/crises;
- (viii). Coordinating design, development, implementation and review psychological testing and counselling tools and procedures;

- (ix). Establishing and maintaining of an inventory on counselling and wellness issues;
- (x). Coordinating implementation of psychological counselling and wellness programmes and activities in the county public service;
- (xi). Coordinating psychological counselling consultancy services;
- (xii). Coordinating preparation, dissemination and implementation of psychological counselling and wellness reports;
- (xiii). Developing, implementing and reviewing the county public service counselling procedure manual; and
- (xiv). Coordinating mainstreaming of counselling and wellness service in the public service.

b). Requirements for Appointment

- (i). Bachelors degree in any of the following disciplines:- Psychology, Counselling, Sociology or equivalent qualification from a recognized institution
- (ii). Masters degree in Counselling or its equivalent qualification from a recognized Institution;
OR
Masters degree in any Social Science Plus a Post-Graduate Diploma in Counselling from a recognized institution;
- (iii). Registration with a relevant professional body;
- (iv). Certificate in computer application skills; and
- (v). Demonstrated professional competence in handling counselling matters.

5. ASSISTANT HUMAN RESOURCE MANAGEMENT OFFICER III JG H [1 POST]

(a). Duties and Responsibilities

This is the entry grade for this cadre. An officer at this level will be deployed in a Human Resource Management unit in the County and will handle simple tasks of analytical nature. The officer may be required to implement certain decisions within the existing rules, regulations and procedures. An officer at this level will supervise clerical officers and

other supporting staff.

(b). Requirements for Appointment

- (i) at least a C- in the Kenya Certificate of Secondary Examination (KCSE); and
- (ii) a Diploma in Human Resource Management, Records Management or its equivalent from a recognized institution.

6. CHIEF INFORMATION COMMUNICATION TECHNOLOGY OFFICER [JG M] WEBMASTER – 1 POST

Duties and Responsibilities:

- i. Lead and coordinate systems analysis, design activities by understanding government services and gather requirements for the development of information systems.
- ii. Oversee testing, quality assurance and implementation of county information systems, ensuring adherence to project timelines and deliverables

- iii. Develop and implement maintenance and backup plans to ensure the continuous functionality and performance of County information systems.
- iv. Develop and enforce and prepare ICT standards, policies, and procedures related to the development and management of information systems.
- v. Ensure comprehensive and up-to-date documentation of information systems, including system architecture, design specifications, and user manuals.
- vi. Facilitate knowledge sharing and transfer by providing documentation and resources to relevant county departments and sectors.
- vii. Evaluate the suitability of information communication technology equipment for system development purposes and make recommendations on the procurement or upgrading of equipment to support efficient and effective system development.
- viii. Develop and deliver training programs to enhance the technical skills and knowledge of information technology personnel involved in system development.
- ix. Provide training and support to end-users/departments to ensure their understanding and effective use of newly developed information systems.
- x. Evaluate the performance of information technology personnel involved in system development and provide feedback to support their professional growth.

Requirements for Appointment:

For appointment to this grade, an officer must have:

- i). A degree in Computer Science/Information Communication Technology/Information Science; or its equivalent qualification from a recognized institution;
- ii). Must have served as a team lead of Management Information Systems and Infrastructure Unit.
- iii). Demonstrated merit, ability, and results in previous roles related to the development of Information Systems.
- iv). Strong knowledge and experience in systems analysis, design, and programming preferably Python, PHP and JavaScript web frameworks
- v). Demonstrate proficient and comprehensive knowledge of the following web platforms (CMS - WordPress and Drupal, CDNs and Web Analytics).
- vi). Familiarity with software development methodologies, coding standards, and best practices.
- vii). Strong leadership and management abilities, with the capacity to supervise and guide the development team effectively.

Excellent communication and interpersonal skills, with the ability to collaborate with stakeholders and translate technical concepts to non-technical audiences.

7. CHIEF PUBLIC COMMUNICATIONS OFFICER JOB GROUP M - 1 POST

Job descriptions.

- (i) Managing and enhancing public image of an organization.
- (ii) Building and maintaining relationships with media outlets.
- (iii) Developing and implementing communication plans to promote the organization's goals and objectives.
- (iv) Responding to crisis to protect the organization's reputation.

- (v) Analysing public perception and media coverage.
- (vi) Shaping and maintaining an organization's image and facilitating effective communication.
- (vii) Communicating with various stakeholders, including customers, employees, and the community, to Foster positive relationships.
- (viii) Organising events, press conferences and public appearances to enhance visibility and engagement.

Qualification

- (i) Bachelors degree in public relations, communication, journalism, marketing, or a related field is often required.
- (ii) Experience: 3-5 years of experience in a Public Relations environment, with at least 2 years in a supervisory or management role.
- (iii) Skills:
 - Strong leadership and team management abilities.
 - Excellent communication and interpersonal skills.
 - Analytical mindset with the ability to interpret data and make data-driven decisions.
 - Strong problem-solving skills and ability to handle customer escalations effectively.

8. COUNSELLING OFFICER I JOB GROUP 'K" (3 POSTS)

a). Duties and Responsibilities

- (i). Carrying out counselling services;
- (ii). Drawing programs to mitigate mental health problems and illnesses;
- (iii). Collecting and analysing data for use in research on counselling activities;
- (iv). Participating in de-briefing counsellors to prevent them from compassion fatigue and burn out; and
- (v). Assisting in identifying and counselling staff with mental health problems and illnesses.

b). Requirements for Appointment

- (i). Bachelors degree in any of the following disciplines:- Psychology, Counselling, Sociology or equivalent qualification from a recognized institution;
- (ii). Registration to a professional body where applicable;
- (iii). Certificate in computer applications skills; and
- (iv). Shown merit and ability as reflected in work performance and results.

9. DEPUTY DIRECTOR, ADMINISTRATION SERVICES/SUB-COUNTY ADMINISTRATOR, JOB GROUP 'Q' (7 POSTS)

a). Duties and Responsibilities

An officer at this level may be deployed at the Headquarters or in the Field Office.

Duties and responsibilities at the Headquarters will entail:-

- i). Implementing, reviewing and interpreting administrative policies, strategies, procedures and programme;
- ii). Managing and supervising the general administration services;
- iii). Implementing public service reforms;
- iv). Implementing public service reforms;
- v). Facilitating maintenance of infrastructure and facilities;

- vi). Planning and coordinating office accommodation;
- vii). Managing county government assets;

Duties and responsibilities in the Field Office will entail:-

- i). Ensuring service delivering in the area of jurisdiction;
- ii). Facilitating mobilization and ensuring prudent utilization of resources;
- iii). Facilitating citizen participation in the development of policies, plans and delivery of services in the area of jurisdiction;
- iv). Facilitating intra and inter-governmental relations and conflict resolutions;
- v). Overseeing safe custody of government assets in the area of jurisdiction;
- vi). Ensuring compliance with legal, statutory and regulatory requirements in the area of jurisdiction; and
- vii). Ensuring compliance with national values and principles of good governance; (ix) Identifying development projects;
- viii). Disseminating information to the public; and
- ix). Providing linkage between the office and the community

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i). Served in the grade of Assistant Director Administration Services/ Deputy Sub- County Administrator, for a minimum period of three (3) years or in a comparable and relevant position in the Public Service or Private Sector;
- ii). Bachelors degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iii). Masters degree in any of the following disciplines: Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iv). Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- v). Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- vi). Certificate in computer application skills from a recognized institution; and
- vii). Demonstrated managerial, administrative and professional competence in work performance and results.

10. DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT JOB GROUP R (1 POST) [CONTRACT]

a). Requirements for Appointment

- (i). Bachelor's Degree in Human Resource Management or any Social Science Degree
- (ii). Relevant Master's Degree in Human Resource Management, Commerce, Business Administration or Business Related field
- (iii). Postgraduate Diploma in Human Resource and CHRP-K certification will be an added advantage
- (iv). Be a registered member of the Institute of Human Resource Management (IHRM) and in good standing

- (v). Knowledge and work experience of not less than Seven (7) years, three (3) of which must have been at Senior Management level in the Public Service or Private Sector.
- (vi). Have a valid practicing license.
- (vii). Management and leadership course of not less than four weeks from a recognized institution will be an added advantage
- (viii). Have demonstrated professional competence and administrative capability as reflected in work performance and results
- (ix). Successful applicant to meet the requirements of Chapter Six of the Constitution on Leadership and Integrity.

b). Duties and Responsibilities.

- (i). Develop, review, interpret and implement policies, rules, regulations, procedures and strategies on human resource management in the County Public Service.
- (ii). Manage human resource services to ensure that staff are properly facilitated with a view to maintaining high motivation for effective performance and high productivity.
- (iii). Participate in determination of optimal staffing levels, utilization of human resource, succession planning and implementation of staff establishment.
- (iv). Coordinate review of Schemes of Service and career progression guidelines.
- (v). Develop, coordinate and implement performance management systems, performance appraisal systems, rewards and sanctions framework in all departments.
- (vi). Develop and implement the Directorate's annual work plans, budgets, performance contract targets and staff performance appraisal.
- (vii). Process disciplinary and appeal cases from Departments, in liaison with the Disciplinary Committee.
- (viii). Participate in collective bargaining agreement, negotiating agreements with Labor Unions and monitor the implementation.
- (ix). Coordinate dissemination of information from executive management to county staff.
- (x). Ensure effective communication between the County Government, the media, citizens and other stakeholders.
- (xi). Coordinate the training and development of staff.
- (xii). Plan, monitor and evaluate performance of staff against the set targets.

11. DRIVER I (EMERGENCY VEHICLE OPERATOR) JOB GROUP F (2 POSTS)

Qualification

- (i) Must have served in a fire station for at least 3 years
- (ii) Minimum KCSE Mean grade of D plain
- (iii) Must have a valid driving license from a recognized driving school/ institution for class BCE
- (iv) A valid certificate of good conduct
- (v) Shown merit and good performance in driving fire engines and emergency vehicles

Duties and Responsibilities

- (i) Driving the fire engine as authorized
- (ii) Carrying out routine checks of the fire engine
- (iii) Detecting and reporting malfunction of the fire engine assigned

- (iv) Ensuring security and safety for vehicles on and off the road
- (v) Ensure safety of the emergency responders in the fire engine
- (vi) Maintain cleanliness of the fire engine
- (vii) Any other legal duty as may be assigned by your supervisor from time to time.

12. DRIVER III JOB GROUP D (8 POSTS)

Duties and Responsibilities

Duties and responsibilities at this level will involve:

- Driving a vehicle as authorized;
- Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc.
- Detecting and reporting malfunctioning of vehicle systems;
- Maintenance of work tickets for vehicle(s) assigned, ensuring security and safety of the vehicle on and off the road;
- Overseeing safety of the passengers and/or goods therein, and maintaining cleanliness of the vehicle.

Requirements for Appointment

For appointment to this grade, an officer must have:

- Be a Kenyan Citizen;
- Minimum KCSE Mean grade of D plain
- At least three (3) years' experience as a driver either in the public or private sector;
- A valid driving license free from any current endorsement (s) for the class(es) of vehicle(s) the officer is required to drive;
- Shown merit and ability as reflected in work performance and results.

13. FIREMAN II [DIVER] JOB GROUP F (3 POSTS)

Requirement for direct appointment

- i). Must have diving skills in running waters (rivers) and stationary waters (dams and ponds)
- ii). Strong communication skills; and
- iii). Relevant certifications or training in emergency services, rescue operations, or related fields (Fire Fighting, Water Diving) will be an added advantage.

Duties and Responsibilities: -

- i). Respond rapidly to fires, accidents, drowning and other emergencies to provide immediate support;
- ii). Administer basic first aid and assist paramedics in stabilizing patients before transportation to medical facilities;
- iii). Work seamlessly with fellow firefighters, paramedics, and law enforcement to ensure a cohesive and efficient response to emergencies;
- iv). Performs underwater search and rescue, salvage, recovery, or cleanup operations.

14. HUMAN RESOURCE MANAGEMENT OFFICER I JG K [10 POST]

(a) Duties and Responsibilities

Work at this level will be similar to that of a Human Resource Management Officer II, but of a wider complexity. However, the officer will work under minimal supervision and may be deployed to oversee the Human Resource Management function in a district or in a unit within the Human Resource Management Division of a Ministry/Department.

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

(i) Must have a degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized university/institution

OR Served as a Human Resource Management Officer II for a minimum period of three (3) years; and

(ii) shown merit and ability as reflected in work performance and results.

15. INFORMATION COMMUNICATION OFFICER I JOB GROUP K - 24 POSTS

For appointment to this grade, a candidate must have:- A Bachelors Degree in any of the following disciplines: Computer Science, Computer Technology, Informatics, Business Information Technology (BBIT), Computing Science and Technology, Computer Security and Forensics, Computer/Software/Electronic Engineering, Telecommunications or equivalent qualification from a university recognized in Kenya.

This is entry and training grade for this cadre. An officer at this level may be deployed to provide first level support in any of the following specialized areas; End User Services, Network Administration, Information Security, Software Design and Development or Data Design and Management.

Duties and responsibilities

- (i) Installing and maintaining computer systems;
- (ii) Configuring Local Area Network and Wide Area Network;
- (iii) Developing and updating application systems; and
- (iv) Carrying out system analysis, design and programme specifications in liaison with users;
- (v) Carrying out repairs and maintenance of Information Communications Technology (ICT) equipment and associated peripherals;
- (vi) Drawing up hardware specifications for ICT equipment;
- (vii) Verifying, validating and certifying ICT equipment;
- (viii) Implementing security controls on systems and networks; and
- (ix) Configuring new ICT equipment.
- (x) Training and Development of End Users and Students at ICT Centres

16. INFORMATION COMMUNICATION TECHNOLOGY OFFICER III JOB GROUP H (2 POSTS)

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. Duties and responsibilities at this level will include writing and testing simple computer programs according to instructions and specifications; assisting in the implementation of the computer systems; providing user support and training of users; repairs and maintenance of ICT equipment and associated peripherals; monitoring the performance of ICT equipment; and reporting any faults for further action.

(b) Requirements for Appointment

For appointment to this grade a candidates must have;

- (i) Kenya Certificate of Secondary Education mean grade C plain with at least a C- in mathematics and English /Kiswahili or its approved equivalent
- (ii) Diploma in any of the following fields: Computer Science, Electrical/Electronic engineering or its equivalent qualification from a recognized institution.

17. PRINCIPAL ADMINISTRATION OFFICER , JOB GROUP 'N' (15 POSTS)

a). Duties and Responsibilities

An officer at this level may be deployed at the Headquarters or in the Field Office.

Duties and responsibilities at the Headquarters will entail:-

- (i). Initiating and implementing Administrative policies, strategies, procedures and Programme;
- (ii). Managing and supervising the general administrative functions;
- (iii). Facilitating maintenance of infrastructure and facilities;
- (iv). Overseeing transport management;
- (v). Planning and coordinating office accommodation;
- (vi). Overseeing development and updating of office equipment and furniture inventory; and
- (vii). Managing premises, assets and insurance policies.

Duties and responsibilities in the Field Office will entail:-

- (i). Overseeing effective service delivering in the area of jurisdiction;
- (ii). Developing programmes and projects to empower the community;
- (iii). Coordinating and facilitating citizen participation in the development of policies, plans and delivery of services;
- (iv). Facilitating inter-governmental relations and conflict resolutions;
- (v). Overseeing safe custody of county government assets in the area of jurisdiction;
- (vi). Coordinating and liaising with other directorates and departments in the area of jurisdiction;
- (vii). Ensuring compliance with legal, statutory and regulatory requirements;
- (viii). Ensuring compliance with national values and principles of good governance;
- (ix). Coordinating citizen participation in governance in the area of jurisdiction;
- (x). Enhancing administrative capacity for effective functions and governance at the local level;
- (xi). Identifying development projects;
- (xii). Disseminating information to the Public; and
- (xiii). Providing linkage between the office and the community.

b). Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i). Served in the grade of Chief Administration Officer/Chief Ward Administrator, for a minimum period of three (3) years;

- (ii). Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science; plus a Certificate in Management Course lasting not less than four (4) weeks or equivalent qualification from a recognized institution

OR

Diploma in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science; plus a Supervisory Management course or equivalent qualification from a recognized institution Certificate in computer applications from a recognized institution; and demonstrated merit and ability as reflected in work performance and results.

18. PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER JOB GROUP N (5 POSTS)

To plan, organize, and manage staff and overall operations to ensure the stable operation of County of Nandi's ICT infrastructure. This includes providing the County's Strategic Leadership in Programme's Planning, Monitoring, Evaluation, Knowledge Management and Learning. He/she will be responsible for designing, managing, monitoring and evaluation systems and tools for implementation of the County's activities, programs and projects. The Infrastructure Manager will also schedule and direct activities to resolve hardware and software problems in a timely and accurate fashion.

Job Requirements: Academic and Professional Qualifications:

For appointment to this position, the applicant must have: -

- i). Bachelor's degree in any of the following:- Computer Science, Information Technology, Network Administration, Software Engineering or related field
- ii). Membership to an IT Related Professional Body in good standing;
- iii). Master's degree qualification from a University recognized in Kenya (is an added advantage).

Work experience

- (i). 7 years relevant experience of which 5 years should be in managing ICT Network Infrastructure or ICT Enterprise systems like : Revenue systems, Agricultural management systems, IFMIS ..etc.
- (ii). Evidence of knowledge of Infrastructure design & operational excellence
- (iii). 3 Years successful leadership of an infrastructure team

Duties and Responsibilities

- (i). ICT Infrastructure Strategy & Planning
- (ii). ICT Infrastructure Acquisition & Deployment
- (iii). ICT Infrastructure Operational Management
- (iv). Ensure control & implementation of ICT Security
- (v). Manage the performance & Development of ICT Infrastructure staff
- (vi). Providing overall strategic leadership of Authority's monitoring and evaluation strategies in accordance with the Authority's strategic plan;
- (vii). Ensuring quality assurance of all of the Departmental programmatic work in line with County's Strategic Plan;
- (viii). Providing leadership in the development and implementation of Monitoring and Evaluation capacity building strategy;
- (ix). Ensuring programming and learning in implementation of the programs;

19. PRINCIPAL PUBLIC COMMUNICATION OFFICER JOB GROUP N (1 POST)

Job Specifications

a). Duties and Responsibilities:

- (i) Develop and implement communications policies, strategies, and plans for the County and its programs.
- (ii) Coordinate the design and execution of consumer and brand awareness campaigns from time to time.
- (iii) Ensure branding standards are maintained and observed at all times.
- (iv) Coordinate the management of the County's online and social media assets.
- (v) Develop and curate content and stories for internal and external stakeholders and audiences.
- (vi) Liaise with the advertising agency and other contracted consultants to ensure outsourced communications services are delivered on time and to the required standards.
- (vii) Support the management of relationships with various stakeholder groups and parties.
- (viii) Support reputation risk management, including maintaining and executing a crisis communication plan.
- (ix) Draft speeches and special correspondence for the County's leadership for use during industry and corporate events and meetings.
- (x) Manage the County's website and social media assets.
- (xi) Coordinate coverage of corporate and County events in the digital and news media.
- (xii) Undertake communications research to monitor the impact of various communications strategies, campaigns, and programs.
- (xiii) Support internal communications within the County.

For appointment to this grade, a candidate must:

- (i) Have a minimum of eight (8) years relevant work experience, with at least three (3) years in a Supervisory Role.
- (ii) Have a Bachelor's Degree in Communications or equivalent qualification from a recognized institution.
- (iii) A Master's Degree in Communication or equivalent qualification from a recognized institution is an added advantage.
- (iv) Be registered with a professional body such as PRSK from a recognized institution.
- (v) Fulfill the requirements of Chapter Six of the Constitution of Kenya, 2010.
- (vi) Management course lasting not less than four (4) weeks from a recognized institution.

20. PUBLIC COMMUNICATION OFFICER I JOB GROUP K - 1 POST

Duties and Responsibilities

- (i) **Customer Support:** Answer incoming calls and respond to customer inquiries regarding products, services, billing, and technical issues.
- (ii) **Issue Resolution:** Identify citizen needs, troubleshoot problems, and provide appropriate solutions in a timely manner.

- (iii) **Documentation:** Accurately log citizen interactions and update records in the CRM system to maintain a comprehensive history of inquiries and resolutions.
- (iv) **Product Knowledge:** Maintain an in-depth understanding of company products and services to effectively assist customers.
- (v) **Follow-up:** Ensure follow-up on unresolved issues and keep customers informed of the status of their inquiries.
- (vi) **Team Collaboration:** Work closely with team members and other departments to escalate issues and share best practices.
- (vii) **Adherence to Policies:** Follow county protocols and guidelines, including compliance with relevant regulations and standards.

Qualifications:

- (i) A bachelor's degree in Communications, Journalism, Public Relations, or a related field
- (ii) Experience: **Previous experience in a call centre or customer service role is preferred.**
- (iii) Skills:
 - o Excellent verbal and written communication skills.
 - o Strong problem-solving abilities and attention to detail.
 - o Proficiency in using computer systems and CRM software.
 - o Ability to work in a fast-paced environment and handle multiple tasks simultaneously.

21. PUBLIC COMMUNICATIONS OFFICER II JOB GROUP J – (4 POSTS)

Duties and Responsibilities

1. Content Creation:

- o Write, edit, and proofread press releases, newsletters, reports, speeches, and other communication materials.
- o Develop content for online platforms, including social media, websites, and other digital communication channels.
- o Ensure all written content aligns with the county's vision, mission, and objectives.

2. Media Relations:

- o Draft responses to media inquiries in collaboration with senior officials.
- o Prepare press kits, media briefs, and talking points for public addresses and media appearances.

3. Internal Communication:

- o Draft internal memos, circulars, and bulletins to update staff and stakeholders on important developments.
- o Assist in scripting official county communications for public officers.

4. Public Relations Support:

- o Collaborate with the communications team to ensure consistent messaging across all platforms.

- Assist in planning and writing for public events, launches, and community outreach programs.

5. Research and Reporting:

- Research and prepare reports, background briefs, and other materials to support decision-making in communications.
- Stay updated on county matters, ensuring that all communications are accurate and reflect current affairs.

6. Editing and Quality Control:

- Review and edit all written materials to maintain a high standard of quality and accuracy.
- Ensure that all communication materials adhere to style guides and editorial policies.

Qualifications and Experience:

- (i) **Education:** Diploma in Communications, Journalism, Public Relations, or a related field.
- (ii) **Experience:** At least 3-5 years of relevant experience in a communications or writing role, preferably in a government or public sector environment.
- (iii) **Skills:**
 - Excellent written and verbal communication skills.
 - Proficiency in content management systems, social media, and digital platforms.
 - Strong editing and proofreading abilities.
 - Knowledge of media relations and public relations principles.
 - Ability to work under pressure and meet tight deadlines.
 - Strong research and analytical skills.

22. PUBLIC COMMUNICATIONS OFFICER JOB GROUP K - (GRAPHICS DESIGNER) - 1 POST

Duties and Responsibilities

Key Responsibilities:

- (i) **Graphic Design:** Design and produce a variety of visual materials, including brochures, posters, social media graphics, infographics, and presentations.
- (ii) **Brand Development:** Ensure all graphics align with the organization's brand guidelines and messaging to maintain a consistent visual identity.
- (iii) **Content Collaboration:** Work closely with communications, marketing, and other departments to understand project requirements and develop creative solutions.
- (iv) **Concept Development:** Generate creative ideas and concepts for campaigns and initiatives, translating them into engaging visual designs.
- (v) **Feedback and Revisions:** Incorporate feedback from stakeholders and make necessary revisions to designs in a timely manner.
- (vi) **Project Management:** Manage multiple design projects simultaneously, adhering to deadlines and project specifications.
- (vii) **Trend Awareness:** Stay updated on design trends, tools, and techniques to continually enhance the quality and effectiveness of visual content.

(viii) **Training and Support:** Provide guidance to team members on graphic design best practices and software tools as needed.

Qualifications:

- (i) Education: **Bachelor's degree in Graphic Design, Visual Communications, or a related field.**
- (ii) Experience: **2-3 years of experience in graphic design, preferably in a communications or marketing role.**
- (iii) Skills:
 - o Proficiency in design software (e.g., Adobe Creative Suite: Photoshop, Illustrator, InDesign).
 - o Strong understanding of typography, colour theory, and layout design.
 - o Familiarity with web design principles and digital marketing practices.
 - o Excellent communication skills and the ability to present ideas clearly.

23.RECORDS MANAGEMENT OFFICER II JOB GROUP J (3 POSTS)

Requirement for appointment

- i). A Bachelor's degree in Records/Information Management or equivalent qualifications from a recognized institution.
- ii). Good Analytical and Organizational skills.

Duties and responsibilities

- i). Receive, sort, open, file, minute and dispatch mails;
- ii). Sort information and documents for filing according to database and record management system protocols.
- iii). Assist in classifying and coding information and documents for inclusion in database and record management systems
- iv). File information and documents in database and record management systems.
- v). Identify and retrieve information and documents for users.
- vi). Record file and document movements.
- vii). Label storage locations, and assembling of new files.
- viii). Remove inactive and dead files and guide on file disposal.

24.RECORDS MANAGEMENT OFFICER III JOB GROUP H (5 POSTS)

Requirements for appointment.

- i) Kenya Certificate of Secondary Education (KCSE) mean grade C plain from the Kenya National Examinations Council (KNEC) or equivalent qualifications from a recognised institution; and
- ii) A Diploma in Records/Information Management or equivalent qualifications from a recognised institution.

Duties/Responsibilities

The Specific duties and responsibilities will include receiving, sorting, opening, filing, minuting and distribution of mail; dispatching of mails; and guiding on files disposal.

25.SECURITY OFFICER JOB GROUP K (7 POSTS)

Requirements for appointment.

- Must be a Kenyan citizen
- Must have a degree in criminology or any other related field from a recognised university
- Must have served as an enforcement officer I or police officer at the rank of an inspector for a period of 5 years in supervisory/ managerial level.
- Exhibit strong leadership skills.
- Excellent communication and interpersonal skills.
- Problem solving or decision making skills.
- Must be knowledgeable in law enforcement procedures.

Duties and responsibilities

- Enforcement of national and county laws as outlined in the constitution.
- Undertake routine patrols and or guarding of access points and key strategic areas in county institutions and installations
- Execute all orders and warrants lawful issued to county law breakers
- Ensure preservation of order and sanity in markets, bus parks and other business premises
- Conducting frequent inspections on regulated activities to ensure compliance
- Ensure orderly parking and traffic management in county town centres
- Apprehension, undertaking investigations and prosecution of county law breakers
- Enforce county spatial and development plans and other relevant acts
- Crowd control, collection of information and reporting on security matters
- Revenue enhancement through imposing prescribed penalties as per law and,
- Any other lawful duty as may assigned by the supervisor from time to time.

26. SECURITY WARDEN I JOB GROUP F (101 POSTS)

Requirements for appointment.

- i). Must be a Kenyan citizen.
- ii). KCSE D or an equivalent and relevant qualification from a recognised institution.
- iii). Must have worked for at least 3 years as an enforcement officer.
- iv). Candidates must meet the prescribed fitness criteria.

Duties/Responsibilities

- Enforcement of national and county legislations.
- Working with security agencies to prosecute law breakers
- Working with revenue to ensure that all fees payable to the county are duly paid.
- Crowd control, VIP protection, collection of information and reporting on security matters.
- Ensure orderly parking and traffic management in urban areas.
- Ensure preservation of order and sanity in the markets, bus parks and other business compliances.
- Any other lawful duty that maybe assigned by supervisor from time to time.

27. SENIOR FIREMAN JOB GROUP H (2 POSTS)

Requirements for Appointment:

For appointment to this grade, an officer must have:

- i) Must hold a Certificate in fire engineering or an equivalent from a recognized training school/institution diploma is an added advantage
- ii) Served in the grade of Fireman III for a minimum period of three (3) years or in a relevant and comparable position.
- iii) A Certificate or an equivalent skill in rescue operations will be added advantage.

Duties and Responsibilities:

- i) Perform specialized function in preparing and responding to fire/ emergencies in order to ensure loss of life, property or injury as a result of a fire is prevented and / or minimized
- ii) Responding to emergency calls
- iii) Laying and connecting hose, holding nozzle and directing water streams
- iv) Raising and climbing ladders
- v) Using extinguishers and other equipment
- vi) Assisting in rescue operations during emergency
- vii) Operating appliances and communication equipment
- viii) Maintenance of equipment in good condition in accordance with the county policies and procedures
- ix) Act as a duty officer as part of the 24 hours duty system, responding as they may arise

28.SENIOR OFFICE ADMINISTRATIVE ASSISTANT, JOB GROUP CPSB09 'K' (2 POSTS)

a). Duties and Responsibilities

Duties and responsibilities at this level will entail:- taking oral dictation; word and data processing; operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; maintaining diary and scheduling of meetings; ensuring an up to date filing system in the office; supervision of office cleanliness; handling routine correspondences; managing office petty cash; and undertaking any other office administrative services duties that may be assigned.

b). Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i). Served in the grade of Office Administrative Assistant I for a minimum period of three (3) years;
- (ii).Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:-
 - a). Typewriting III (minimum 50 w.p.m)/Computerised Document Processing III;
 - b). Business English III/Communications II;
 - c). Office Practice II;
 - d). Commerce II;
 - e). Secretarial Duties II;
 - f). Office Management III/Office Administration and Management III;

OR

Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;

- (iii). Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution;
- (iv). Certificate in computer applications from a recognized institution; and
- (v). Shown merit and ability as reflected in work performance and results.

29. SENIOR SECURITY WARDEN JOB GROUP G (7 POSTS)

Qualifications

- Must be a Kenyan citizen
- Must have a diploma in criminology or any other related field from a relevant university.
- Must have served as an enforcement officer for a period of not less than 3 years.
- Exhibit excellent communication and interpersonal skills.
- Must be knowledgeable in law enforcement law enforcement procedures

Duties/Responsibilities

- Enforcement of national and county legislations.
- Working with security agencies to prosecute law breakers
- Working with revenue to ensure that all fees payable to the county are duly paid.
- Crowd control, VIP protection, collection of information and reporting on security matters.
- Ensure orderly parking and traffic management in urban areas.
- Ensure preservation of order and sanity in the markets, bus parks and other business compliances.
- Any other lawful duty that may be assigned by supervisor from time to time.

3. KAPSABET MUNICIPALITY

1. ACCOUNTANT I – 1 POST JG 'K'

Duties and Responsibilities

- i). Ensure compliance with laws and regulations that govern financial practices
- ii). Accountants ensure that accurate and up-to-date records of all financial transactions are maintained;
- iii). Budgeting and forecasting – they analyse historical data to project future financial performance and provide recommendations for financial decisions
- iv). Prepare balance sheets
- v). Process invoices`
- vi). Record accounts payable and accounts receivable
- vii). Prepare monthly, quarterly and annual financial reports
- viii). Reconcile bank statements
- ix). Prepare the necessary documentations and reports requires for audit, working with external auditors to ensure smooth auditing process;
- x). Assist with budget preparation policies

Requirement for appointment

- i). Degree in Accounting OR Finance
- ii). Must be CPA (K) holder

- iii). Solid knowledge of financial and accounting procedures
- iv). Experience using financial software
- v). Knowledge of financial regulations
- vi). Excellent analytical and numerical
- vii). Must be a Computer literate; and
- viii). Satisfy the requirements of Chapter six of the Kenyan Constitution, 2010.

2. ADMINISTRATION OFFICER I (2 POSTS) JG K

Requirements

- i). Bachelor's degree in Social Sciences or Administration/ Management from a recognized institution;
- ii). Certificate in computer application skills; and.
- iii). Demonstrated integrity and professional competence.

Duties and Responsibilities

- i). Planning office accommodation layout
- ii). Developing and updating of office equipment and furniture inventory
- iii). Facilitating meetings conferences and other special events
- iv). Supervising general maintenance of buildings and furniture
- v). Facilitating maintenance and repairs of office equipment
- vi). Processing administrative documents
- vii). Supervising provision of security and office services
- viii). Supervising records management and messengerial services between the office of the County Attorney and other departments within the County
- ix). Handling public concerns and issues and
- x). Collecting and collating data on developmental issues

3. ASSISTANT PUBLIC HEALTH OFFICER III JG H - 2 (POSTS)

Duties and Responsibilities

- i). Health promotion and education;
- ii). Addressing social determinants of health
- iii). Health policy development – Advising government and health authorities on public health policy, regulations and best practices; enforcing public health laws in regulations
- iv). Regulatory oversight – enforcing public health laws and regulations, conducting inspections of health facilities, restaurants and other public spaces, and ensuring compliance with public health standards
- v). Disease Prevention and control; Monitoring and managing the spread of communicable diseases, ensuring timely responses to outbreaks, and developing strategies for disease prevention.

Requirement for appointment

- i). Must be a Kenyan citizen
- ii). Must have Diploma in Environmental Health Science (Public Health)
- iii). Must have served for a period not less than 5 year in Public Health

- iv). Must have valid practicing licensing from relevant regulatory body
- v). Demonstrate high degree of professional competence
- vi). Interpersonal communication and writing skills
- vii). Strong knowledge of Kenya public health laws

4. CLERICAL OFFICER II JOB GROUP F – 2 POSTS

(a) Duties and Responsibilities

Specific duties and responsibilities will entail: collecting statistical records; carrying out transactions related to accounts or personnel information; filing receipts; receiving, filing and dispatching correspondence; preparing Pay Change Advices (PCAs); preparing initial documents for issuance of stores; photocopying and scanning documents; indexing of documents and records; checking general office cleaning; and keeping safe custody of equipment, documents and records.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification; and
- (ii) Certificate in computer application skills from a recognized institution.

5. COMMUNICATIONS OFFICER – JG K– (1 POST)

Duties and responsibilities

- i). Coordinate public relations and communication related meetings
- ii). Coordinate public relations related activities including publishing of magazines, brochures, handbook etc
- iii). Coordinate program, events, among them outreach programs
- iv). Coordinating, accompanying and receiving all visitors and delegations to and from the municipality ensuing all protocols issued are observed
- v). Coordinating the municipalities broadcast unit /media aspect
- vi). Assist in developing communication strategies
- vii). Coordinate all corporate social responsibilities and
- viii). Any other duty allocated from time to time

Requirement for appointment

- i). A bachelor's degree in communication, Media, Film and public relations
- ii). Must have served for a minimum period of 3 years in the previous job group or comparable position
- iii). Possess good oral and written communication skill in both English and Kiswahili
- iv). Possess advanced computer application skills
- v). Have shown merit and ability as reflected in work performance and results

6. DEPUTY MUNICIPAL MANAGER – TECHNICAL SERVICES JOB GROUP 'P' (1 POST) – PERMANENT AND PENSIONABLE

Requirements for appointment

- (i). Must have Bachelor's degree preferably in Urban management or related field from a recognized institution;
- (ii). Master's degree is an added advantage;
- (iii). Must have proven experience of NOT less than three (3) years
- (iv). Be an active member of relevant Professional body;
- (v). Must be a Computer literate;

Duties and Responsibilities

- i). To deputize the Municipal Manager in overseeing Gender & Social Services, Health & Environment, Civil Engineering, Disaster Management and Trade & Transport departmental functions and make reports;
- ii). Assist the Municipal Manager in ensuring effective service delivery in the Municipality;
- iii). Coordinating development activities to empower the residents
- iv). Assist the Municipal Manager in facilitating and coordinating Citizen participation in development of policies and delivery of services;
- v). Assist the Municipal Manager in promoting a safe and healthy environment;
- vi). Assist the Municipal Manager in Controlling land use, land sub-division for various development purposes as may be delegated;
- vii). Assist the Municipal Manager in plans, develops, implements and evaluates related programs and activities of major functions;
- viii). Oversees the preparation of budget for departmental functions including revenue plans and analysis of work programs and budget request; and
- ix). Any other relevant duties that may be assigned from time to time.

7. DRIVERS - WASTE RECEPTACLE JG F (4 POSTS)

Requirements for appointment

- i). Five (5) years' experience in a similar position
- ii). KCSE mean grade of D plain
- iii). With Valid Driving licensing class B,C and G
- iv). Knowledgeable on basic troubleshooting

Duties and responsibilities

- i). Operating waste collection vehicle; Garbage collection
- ii). Sorting and disposal of waste
- iii). Ensuring safety and maintenance of vehicle
- iv). Adhering to environmental policies and complying with safety regulations
- v). Customer services

8. ECONOMIST I JG K - (1 POST)

Duties and Responsibilities

- i). Conduct thorough economic research, policies and economic indicators;
- ii). Develop and maintain Econometric models to forecast economic conditions and assess impact;
- iii). Prepare detailed reports and presentations to communicate findings and recommendations to stakeholders;
- iv). Collaborate with teams to support strategic planning and policy development
- v). Monitor and analyze economic developments and the implications for the organization; and
- vi). Stay updated on industry trends and best practices to enhance analytical methodologies.

Requirements for appointment

- i). A minimum of Second class upper division degree in Economics or Finance
- ii). Five years of relevant work experience.
- iii). Great presentation design skills
- iv). Must have worked within Municipality setup before.
- v). Ability to create reliable reports
- vi). Capable of working both alone and in a team
- vii). Ability to perform advanced analysis

9. HUMAN RESOURCE MANAGEMENT OFFICER I JG K - 1 POST

Duties and Responsibilities

- i). Assist in coordinating training and capacity development for the municipal staff.
- ii). Maintain HR databases and records.
- iii). Assist in establish human resource system structures and procedures
- iv). Preparing reports and analysing HR data
- v). Ensuring a safe working environment, complying with health and safety regulations.
- vi). Managing the recruitment process, including job postings and interview

Requirements for appointment

- i). Bachelor's Degree in Human Resource Management
- ii). Experience in a Municipal setup for over 5 years and demonstratable knowledge of the Kenya Urban Support Programme (KUSP I & II) will be an added advantage
- iii). Strong interpersonal and communication skills, knowledge of HR laws and ability to handle confidential information discreetly.
- iv). CHRP qualification is an added advantage.

10. ICT OFFICER JG K - (1 POST)

Duties and responsibilities

- i). Install and configure new hardware and software to maintain operational information systems technology for the commission including servers, personal computer systems and associated peripheral devices;

- ii). Participate in the development and implementation of the municipal ICT policy and strategy for the development of effective ICT work plans;
- iii). Manage the implementation of service level agreements between ICT and the business to ensure that stipulated outputs are achieved;
- iv). Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets;
- v). Monitor and oversee maintenance of computer systems and networks;
- vi). Troubleshoot system and network problems, diagnosing and solving hardware or software faults;
- vii). Maintain periodic backup of databases and files;
- viii). Managing the municipal website
- ix). Supporting the Municipality KUSP programmes
- x). Conduct ICT related training and awareness programs for users;
- xi). Conducting staff awareness on technological changes and emerging cyber security risks;

Qualifications;

- i). Bachelor's Degree in computer science, Business Information Technology or any other ICT related discipline from a recognized Institution
- ii). Served in a position in the ICT and municipal setup
- iii). Possess a Professional training from Kenya school of government
- iv). Relevant working experience of a minimum of six (7) years in the field of ICT and Must have worked within a municipal setup for over 5 years and demonstrate knowledge of the KUSP (Kusp Urban Support Programme).
- v). Have demonstrated knowledge on system support within the Municipality
- vi). Must have a knowledge on web design for the urban setup
- vii). Good Communication and Interpersonal Skills;

11. MUNICIPAL MANAGER - JOB GROUP "Q" (1 POST) [CONTRACT]

Terms of Service: Contract - Three(3) Years

Duties and responsibilities

The municipal manager shall report to the Kapsabet Municipal Board. The Municipal Manager shall be responsible for:

- (i). Implementing the decisions and functions of the Municipal Board as provided for in the Urban Areas and Cities Act section 20 (a) to (s);
- (ii). Acting on behalf of the Board off the Municipality in ensuring the execution of the directives of the Board of the Municipality;
- (iii). Preparing and presenting for approval to the Board of the Municipality, an annual estimate of revenue and expenditure to fund and carry out the programmes and operations of the Board;
- (iv). Be principally responsible for building strong alliance and effective working relations between the Board of the Municipality and the civil society, private sector and community based organizations;

- (v). Causing to be prepared, transmitted to the Board of the Municipality, and distributed to the public at least an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch Municipality;
- (vi). Prepare and administer annual municipality budget;
- (vii). Administer Municipality utilities and properties;
- (viii). Acting as an ex-officio member of all committees of the Board of the Municipality;
- (ix). Performing functions as may be delegated by the Municipal Board or by order or confer upon the Municipal Manager; and
- (x). Perform other duties as directed by the Board of the Municipality

Requirements

- (i). Be a Kenyan citizen;
- (ii). Hold a Bachelor's Degree in Urban Management, Public Administration, Business Management or any other relevant Degree from a university recognized in Kenya
- (iii). Possession of a relevant Master's Degree would be an added advantage
- (iv). Has proven experience of not less than Ten (10) years in administration or management either in the public or private sector five (5) of which should be in senior Management
- (v). Should have attended a senior management course lasting not less than four (4) weeks as well as senior leadership development programme (SLDP) lasting less than 6weeks at Kenya school of Government;
- (vi). be a member of the relevant professional institution and be of good standing;
- (vii). Must be computer literate in Microsoft package from a recognized institution;
- (viii). Satisfy the requirements of Chapter Six of the Constitution;

The salary, allowances and other benefits attached to these positions will be as determined by the Salaries and Remuneration Commission

12. OFFICE ADMINISTRATOR I JG K – 2 POSTS

Duties and Responsibilities

- i). Managing correspondence
- ii). Scheduling and organizing meetings, preparing agendas and taking minutes during meetings;
- iii). Organizing and maintaining file systems both digital and physical for easy access to important documents;
- iv). Providing customer services
- v). Assisting management by providing administrative support to managers and executives such preparing reports; and
- vi). Assisting with basic financial tasks such processing invoices, handling petty cash and managing expense report.

Requirements for appointment

- i). Diploma in Secretarial studies from Kenya National Examinations Council or
- ii). Business Education Single and Group Certificates (BES and GC) stages I,II &III) from KNEC
- iii). Certificate in Public relations and customer care course not lasting not less than two weeks from Kenya School of Government or any other government training Institution
- iv). Certificate in Computer Applications from a recognized Institution
- v). Degree in any related field is added advantage

- vi). Relevant working experience of a minimum of seven (7) years in the field of ICT and Must have worked within a municipal setup for over 5 years and demonstrate knowledge of the KUSP (Kenya Urban Support Programme).
- vii). Excellent communication and interpersonal skills and
- viii). Shown merit and ability as reflected in work performance and results

13. RECORDS MANAGEMENT OFFICER II (2 POSTS) JG 'J'

Requirements

- i). At least four (4) years related work experience;
- ii). Diploma in record management or a related field;
- iii). A supervisory course lasting not less than two (2) weeks from a recognized institution;
- iv). Proficiency in computer applications;
- v). Good communication and interpersonal skills
- vi). Demonstrated results in work performance; and
- vii). Fulfil the requirements of Chapter six of the Constitution.

Duties and Responsibilities

- i). Overseeing the operations of Registry
- ii). Planning appropriate office accommodation for registry services
- iii). Tracking movement of files, documents and records in accordance with government regulations
- iv). Establish and manage records management system
- v). Prepare disposal schedule and disposal of dead files in accordance with relevant government regulations
- vi). Ensuring proper, secure and computer based storage of files for easy retrieval of files

14. SUPPLY CHAIN MANAGEMENT OFFICER II JG 'J'- 3 POSTS

Duties and Responsibilities

- i). Responsible for day to day management of supply chain functions
- ii). Issue/provide administrative guidelines on implementation and interpretation of Public Procurement and Disposal laws and the supporting regulations
- iii). Develop County departmental procurement plans and ensure its full implementation
- iv). Advise the relevant department on matters relating to supply chain management
- v). Prepare tender documents in accordance with relevant Public Procurement and Disposal laws and implementing regulations and coordinate the entire tendering process
- vi). In liaison with other finance functions, provide guidelines on matters of procurement, contract design and contract implementation
- vii). Secretary to the Tender Committee

Requirement for appointment

- i). Diploma in supply chain management, logistics, business administration, operations management or industrial engineering;
- ii). Must be Certified Professional in Supply Management (CPSM)
- iii). Project Management – Knowledge of project management principles to oversee supply operations.

4. DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

1. ACCOUNTANT I, JOB GROUP 'K' - 27 POSITIONS

(a) Duties and Responsibilities

An officer at this level will be required to deal with accounting operations in an Accounting Unit or County Department. Work at this level will be subjected to occasional checks rather than close supervision. Specifically, work will involve verification of vouchers and committal documents in accordance with laid down rules and regulations; data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports e.g. imprest and expenditure returns etc. He/she will be responsible for the safe custody of County Government records and assets under him/her, analysis of the below the line accounts and may be deployed as a cashier where duties will entail receiving duly processed payments and receipt vouchers; writing cheques and posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis; arranging for withdrawal of cash for office use and ensuring safety of the same at all times; extracting and providing cash liquidity analysis; ensuring security of cheques and cheque books and receipting of all money due and payable to the County Government of Nandi.

(b) Requirements for Appointment

Direct Appointment

For direct appointment to this grade, a candidate must have a Bachelors degree in Commerce (Accounting or Finance option)

OR

Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification.

Must possess at least 3 years working experience in the relevant field.

Core Skills

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

2. ACCOUNTANT II, JOB GROUP 'J' (7 POSTS)

(a) Duties and Responsibilities

An officer at this level will be responsible for performing a variety of accounting work of limited scope and under the guidance of a senior officer. Specifically, work will involve preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved. He/she will be responsible for safe custody of records and assets under him /her.

(b) Requirements for Appointment

For appointment to the grade of Accountant II, Job Group 'J' a candidate must have the following qualification: -

A pass in part II of the Certified Public Accountants (CPA) Examination or it's recognized equivalent qualifications.

OR

Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.

And must possess at least 3 years working experience in the relevant field.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills

- Ability to take instructions
- Good organisational and supervisory skills

3. CHIEF ACCOUNTANT, JOB GROUP 'M' - 2 POSTS

(a) Duties and Responsibilities

The officer will be responsible for planning, directing, coordinating, supervising areas of control, training and development of staff under him/her, setting targets for the division and may occasionally be required to undertake ad hoc assignments relating to accounting services. In addition the officer may be called upon to assist in preparations of final accounts. The officer will ensure safe custody of County Government assets and records under him/her and will also be responsible for authorizing payments and signing of cheques subject to set limits. The officer will be responsible for timely and accurate preparation of management reports that fall under his/her division. He/She will be responsible for providing guidance to officers under him/her to achieve the desired results.

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- Served in the grade of Senior Accountant, Job Group 'L' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- A Bachelors degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

OR

Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent.

- Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key competencies:

- interpersonal skills including being a team player;
- integrity and commitment to producing results;
- proven working attitude and ability to give and take instructions; and
- ability to get on well with the diverse workforce.

Core Skills

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

4. CHIEF INTERNAL AUDITOR - JG 'M' -1 POST

(a) Duties and Responsibilities

An officer at this level will be responsible for performing a variety of Auditing work of limited scope and under the guidance of a senior officer. Specifically, verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine auditing work of cashbooks, imprest and advances ledgers etc. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved. He/she will be responsible for safe custody of records and assets under him /her.

- Undertake audit duties in the county.
- Prepare workable audit program and action plans

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- i). Served in the grade of Internal Auditor I, Job Group 'L' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- ii). A Bachelors degree in Commerce (Accounting or Finance option) and passed Part III of the Certified Public Accountants (CPA) Examination
- iii). Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key competencies:

- i). Interpersonal skills including being a team player;
- ii). Integrity and commitment to producing results;
- iii). Proven working attitude and ability to give and take instructions; and
- iv). Ability to get on well with the diverse workforce.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- i). Ability to get on well with the diverse workforce
- ii). Good knowledge in the professional field of specialization
- iii). Good communication skills
- iv). Ability to take instructions
- v). Good organizational and supervisory skills

5. CHIEF SUPPLY CHAIN MANAGEMENT OFFICER – JOB GROUP 'M' ONE (1) POST

Duties and Responsibilities

The duties and responsibilities at this level will entail:

- i. Ensure correct interpretation and implementation of the procurement and Disposal Act 2015 Revised Edition 2022

- ii. Assist in collation and analysis of Supply Chain Management requests that arise from the departments.
- iii. Assist in the Pre-qualification of suppliers and maintenance of pre qualification documents for record purpose.
- iv. Carry out market survey and research to determine market rates
- v. Issue administrative guidance to suppliers and users on interpretation and implementation of the Public Procurement and Disposal Act 2015 Revised edition 2022 and other policies
- vi. Inspect, verify and manage procurement documents to ensure they contain the right quality and quantity of goods and services as per the requested specification"
- vii. Participate in procurement planning and consolidation of annual procurement plan within the department.
- viii. Ensure effective inventory control of goods and assets.

Key requirements:

- i. Be a Kenyan Citizen
- ii. Hold a Bachelor's degree in procurement and supply chain management from a university recognized in Kenya.
- iii. Have at least five (5) years relevant professional experience in the Public Service or Private Sector
- iv. Possession of a Master's degree in a relevant field will be an added advantage
- v. Have served in the grade of Supply Chain Management Officer or comparable and relevant position.
- vi. Knowledge on e-procurement processes
- vii. Be a strategic thinker and results oriented with excellent communication, organization and interpersonal skills
- viii. Have ability to work under pressure to meet strict timelines
- ix. Meet the requirements prescribed in Chapter six of the Constitution on leadership and integrity
- x. Must be a member of Kenya Institute of Supply Management (KISM) or Chartered Institute of Purchasing & Supplies (CIPS) with current valid practicing licence

6. CLERICAL OFFICER I JOB GROUP G (4 POSTS)

Qualifications

- i. Kenya Certificate of Secondary Education (KCSE) C- or its equivalent
- ii. Passed the proficiency examination for Clerical Officers
- iii. Have served for a minimum period of three years in the previous job group
- iv. Shown merit and ability as reflected in work performance and results
- v. Certificate in computer application skills from a recognised institution

Responsibilities

- i. Collecting Data related to revenue
- ii. Carrying out transactions related to revenue collection
- iii. Filing receipts and receiving and sorting out correspondence
- iv. Receiving, recording, folioing and filing application for registration and licensing documents
Indexing of documents and records
- v. Keeping safe custody of equipment, documents and records

7. CLERICAL OFFICER II JOB GROUP F (43 POSTS)

Qualifications

- i. Kenya Certificate of Secondary Education (KCSE) C- or its equivalent
- ii. Certificate in computer application skills from a recognised institution

Responsibilities

- i. Collecting Data related to revenue
- ii. Carrying out transactions related to revenue collection
- iii. Filing receipts and receiving correspondence
- iv. Indexing of documents and records
- v. Keeping safe custody of equipment, documents and records

8. DRIVER III JOB GROUP D (6 POSTS)

Qualifications

- i. Kenya Certificate of Secondary Education (KCSE) D plain or its equivalent
- ii. A valid driving license free from any current endorsement(s) for Class(es) of vehicle(s) an officer is required to drive
- iii. Attended a first aid course lasting not less than one (1) week at St. John Ambulance of Kenya Institute of Highway and Building technology (KIHBT) or any other recognized institution
- iv. Passed suitability test for driver Grade III
- v. Passed practical test for drivers conducted by the respective Ministry/Department
- vi. A valid certificate of good conduct
- vii. At least (2) years Driving experience

Responsibilities

- vi. Driving Motor Vehicles as authorized
- vii. Carrying out routine checks on the vehicles cooling, oil, electrical and brake systems, tyre pressure etc.
- viii. Detecting and reporting malfunctioning of vehicles systems
- ix. Maintenance of work tickets of the vehicles assigned
- x. Ensuring security and safety for the vehicle on and off the road
- xi. Safety of the passengers and/or the goods therein
- xii. Maintaining cleanliness of the vehicle

9. ECONOMIST I /STATISTICIAN I, JOB GROUP "L" -2 POSTS

(a) Duties and Responsibilities

An officer at this level will be responsible for;

- i. Review of sector/s development policies, strategies, programmes and projects;
- ii. Preparation and evaluation of development programmes, projects and monitoring of their implementation;
- iii. Conducting feasibility studies, determining project viability and setting project priorities;
- iv. Collection, collation and analysis of economic planning or specific sector/s data, computerization and analysis of data;
- v. Preparation of estimates for the Program Budget;
- vi. Expenditure monitoring;
- vii. Prioritization of programs and activities for Results Based allocation of resources;
- viii. Initial evaluation and scrutiny of expenditure proposals;
- ix. Oversight of absorption of funds and expenditure trends;
- x. Performance measurement;
- xi. Budget planning, analysis, forecasting and reporting for a specific sector/s, sub county, location, service or area of activity;
- xii. Processing of Medium-Term Expenditure Framework and revised estimates budget;
- xiii. Taking initial action for the budgeting of donor financed projects, reviewing of financial implementation of such projects and monitoring commitments on expenditure;
- xiv. Development of Budget Policy and Policy analysis writing and submitting reports on specific assignments;
- xv. Supervising of technical and other supporting staff officers working under them.

b) Requirements for appointment

For appointment to the grade of Economist I / Statistician I, an officer must have: -

- (i) Served in the grade of Economist II /Statistician II, for at least three years; or other comparable and relevant position in the Public Service;
- (ii) shown merit and ability as reflected in work performance and results; and
- (iii) demonstrated professional ability, initiative and competence in organizing directing and executing work at this level.

10. ECONOMIST II / STATISTICIAN II, JOB GROUP “K” -11 POSTS

(a) Duties and Responsibilities

This is the entry grade for Economist/Statistician cadre. An officer at this level will be responsible for a specific sector/s, sub county, location, service or area of activity. Duties and responsibilities at this level will involve;

- i. Management of a specific economic sector/s or an area of statistical activity;
- ii. Formulation of sector/s policies, development plans and strategies;
- iii. Providing economic planning data and economic analysis for a sector/s or an area of statistical activity;
- iv. Identification, preparation and evaluation of development programmes and projects;
- v. Monitoring implementation of policies, strategies, programmes and projects;
- vi. Conducting feasibility studies, determining project viability and setting project priorities;

- vii. Drawing up survey questionnaires for specific sector/s or an area of statistical activity and setting up control procedures for receiving returns and taking the necessary action;
- viii. Collection, collation and analysis of data relating to economic planning, computerization and analysis of data;
- ix. Budgetary supply matters including processing of sector/s estimates for the Program Budget;
- x. Prioritization of programs and activities for Results Based allocation of resources;
- xi. Expenditure monitoring and evaluation, oversight of absorption of funds and expenditure trends, performance measurement, budget planning, analysis, forecasting and reporting in the sector/s;
- xii. Initial processing of reallocations within the budget
- xiii. Development of sector/s budget policy and policy analysis;
- xiv. Writing and submitting sector/s reports on specific assignments; and
- xv. Control and supervision of technical and other supporting staff.

(b) Requirements for Appointment

For appointment to the grade of Economist II/ Statistician II, candidates must be in possession of:

- i. A minimum of an **Upper Second Class Honours** degree in Economics, or Economics and Mathematics, or Economics and Statistics from a recognized university/institution; or
- ii. A minimum of an Upper Second Class Honours degree in any of the subjects enumerated at (i) above with a bias towards Computer Science, Operations Research, Survey Techniques and Demographic Techniques from a recognized university/institution; or
- iii. A minimum of an Upper Second Class Honours degree in Statistics with appropriate specialization from a recognized university/institution; or
- iv. A postgraduate Bachelor of Philosophy degree in Economics from the University of Nairobi or equivalent institution or a post graduate diploma or Masters degree in subjects enumerated at (i) -(iii) above.

11. FINANCE OFFICER II JOB GROUP K (7 POSTS)

Qualifications

- i. Bachelor's degree in commerce (Finance option), Business Management or Finance, Economics, Business Administration plus Certified Public Accountant (CPA) K or Association of Chartered Certified Accountant (ACCA) or Chartered Financial Analyst (CFA).

Personal Qualities

- Organisational, managerial and administrative skills.
- Positive working attitude and ability to give and take instructions.
- Ability to work with minimum supervision.
- Creativity and innovativeness.
- Professionalism and integrity.
- Interpersonal skills including being a team player.
- Good communication skills.

Core Skills

- Supervisory management

- Policy implementation
- Oral/Written Communication skills
- Target setting • Administration skills
- Team leadership
- Problem solving

Responsibilities

- Gathering, compiling and analysing information on commitment and expenditure trends and initiating appropriate corrective action as may be required.
- Compiling information required on budget monitoring and expenditure control including expenditures on salaries and allowances
- Initial processing of reallocations within the budget

12. FINANCE OFFICER III JOB GROUP J (23 POSTS)

Qualifications

- Bachelor's degree in any of the following areas: Commerce (Finance option), Economics, Business Administration, Business Management or Finance
OR
- Any other bachelor's degree with Certified Public Accountant II (CPA II) qualification.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

Core Skills

- Team playing skills
- Accuracy
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

Responsibilities

- Compiling and formatting financial estimates
- Taking initial action on budget monitoring
- Preparing reports and briefs on budgetary policy issues.

13. INTERNAL AUDITOR I - JG 'L' -1 POST

(a) Duties and Responsibilities

An officer at this level will be responsible for performing a variety of Auditing work of limited scope and under the guidance of a senior officer. Specifically, verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine auditing work of cashbooks, imprest and advances ledgers etc. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved. He/she will be responsible for safe custody of records and assets under him /her.

- Undertake audit duties in the county.
- Prepare workable audit program and action plans

(b) Requirements for Appointment

For appointment to the grade of a candidate must have the following qualification: -

- i). Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option), from a recognized institution or any other relevant equivalent qualification
- ii). A pass in part III of the Certified Public Accountants (CPA) Examination it's recognized equivalent qualifications.
- iii). Must have served in the grade of Internal Auditor I or its equivalent for a minimum period of 3 years.
- iv). Must be a member of a relevant professional and in good standing
- v). Proficiency in Certificate Computer Packages

14. INTERNAL AUDITOR II - JG 'K' (5 POSTS)

(a) Duties and Responsibilities

An officer at this level will be responsible for performing a variety of Auditing work of limited scope and under the guidance of a senior officer. Specifically, verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine auditing work of cashbooks, imprest and advances ledgers etc. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved. He/she will be responsible for safe custody of records and assets under him /her.

- Undertake audit duties in the county.
- Prepare workable audit program and action plans

(b) Requirements for Appointment

For appointment to the grade of a candidate must have the following qualification: -

Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) and a pass in part II of the Certified Public Accountants (CPA) Examination or it's recognized equivalent qualifications from a recognized institution or any other relevant equivalent qualification

- i). Must be a member of a relevant professional and in good standing
- ii). Proficiency in Certificate Computer Packages

15. PRINCIPAL ACCOUNTANT, JOB GROUP 'N' -2 POSTS

(a) Duties and Responsibilities

A Principal Accountant will be deployed to head a small Unit at the County Treasury supervised by the Head of Accounting Services.

The officer will be responsible for providing advisory services to County Departmental accountants and other stakeholders on financial matters in the Department; participating and providing advice to procurement Committees, project management teams, and implementation of applicable financial regulations and procedures, Treasury circulars, letters and instructions; ensuring expenditures are within the voted allocations; developing supplementary financial regulations and procedures to enhance internal controls established through Treasury regulations and procedures; preparation of management financial reports which include monthly expenditure, returns, monthly bank reconciliation statements, and revenue, cash flow statements, analysis of deposits etc and maintenance of up to date and accurate books of account and safeguarding County Government Assets and records

(b) Requirements for the Appointment

For appointment to this grade, the officer must have:-

- (i) Served in the grade of Chief Accountant, Job Group 'M' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
 - (ii) A Bachelors degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination
- OR**
- Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
 - (iii) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK)
 - iv) Attended a management course lasting not less than four (4) weeks from the Kenya Institute of Administration or any other recognized institution.
 - (v) Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key competencies:

- (i) integrity and commitment to produce results;
- (ii) creative and innovative, technical problem solving, transformative and resource management skills;
- (iii) ability to work with minimum supervision;
- (iv) good knowledge in professional field of specialization; and (v) good organization and supervisory skills.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

16. PRINCIPAL INTERNAL AUDITOR I - JG 'N' (1 POST)

(a) Duties and Responsibilities

- Develop a flexible annual audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the Management, through the Audit Committee, for review and approve;
- In addition, provide periodic updates on the audit plan to the Audit Committee;
- Implement the annual audit plan as approved, including as appropriate, any special tasks or projects requested by the Chief Officer and the Audit Committee;
- Review systems and operations to assess the extent to which organizational objectives are achieved and the adequacy of controls including compliance with best practice;
- Conduct periodic audit reviews on all processes, operating systems, software, hardware, network and various application systems;
- Document and issue periodic reports to Management and to the Management, via the Audit Committee summarizing results of audit activities in an objective, clear, concise and timely manner;
- Recommending improvements in procedures and systems to prevent fraud, reduce cost and efficient use of resources.
- Keep the Audit Committee informed of emerging trends and developments in internal auditing practices and give recommendations for necessary revisions in internal policies and procedures;
- Carry out any ad hoc appraisals, inspections, investigations, examinations or reviews requested by the Chief Executive Officer or Board Audit Committee / Board of Directors;
- Advise on appropriate systems of controls in an advisory capacity;
- Maintain an efficient working relationship with relevant stakeholders;

(b) Requirements for Appointment

- Minimum of a Bachelor's degree (or equivalent) in Accounting, Audit & Finance or related discipline with a professional qualification in e.g. (CA, CPA/ACCA & CIMA);
- Relevant Master's Degree in Finance or Accounting;
- Possession of relevant certification
- Minimum of 8 years cognate experience, with at least 3 years in a senior capacity;
- Active member of a relevant professional body
- Analytical with auditing & investigation skills;
- Strategic thinking and problem-solving ability;

- viii. Independent minded;
- ix. Accounting and reporting skills;
- x. General finance and financial strategy skills;
- xi. Fraud and operational risk knowledge;
- xii. Conceptual skills;
- xiii. Excellent communication (oral, written and presentation) and interpersonal skills; and
- xiv. Fluency in written and spoken English. French will be an advantage.

17. PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER – JOB GROUP ‘N’ ONE (1) POST

Duties and Responsibilities

The duties and responsibilities at this level will entail:

- i. The management and coordination of the supply chain services in the county;
- ii. Developing the County Annual Procurement Plan and ensuring adherence to it;
- iii. Providing administrative guidelines on interpretation and implementation of Public Procurement and Disposal Act 2015 and the supporting regulations;
- iv. Analyzing supply chain management policies, rules, regulations, structures and systems;
- v. In liaison with other departments, provide guidelines on matters of procurement, contract design and implementation;
- vi. Preparing tender documents in accordance with the Public Procurement Act 2015 and coordinating the tendering process;
- vii. Determining and proposing methods and strategies of handling the supply chain management function;
- viii. Initiating and developing supply chain management policies and performance improvement strategies that are adaptive to the changing environment and technology;
- ix. Ensuring high professional supply chain management standards;
- x. Support departments and the Accounting Officers in full compliance and documentation of procurement proceedings. And
- xi. Any other duty assigned by the Chief Officer Finance and Economic planning and Head of Supply Chain.

Requirements for appointment

For appointment to this grade, one must:

- i. Be a Kenyan Citizen
- ii. Have served for at least Six (6) years in Supply Chain Management three (4) of which must be in public sector;
- iii. Possession of a Bachelor’s Degree in Procurement and Supply Chain Management or comparable qualifications from a university recognized in Kenya
- iv. Possession of a Masters Degree in Procurement and Supply Chain Management or comparable qualifications from a university recognized in Kenya will be an added advantage.

- v. Must Have Professional Diploma in Procurement and Supply Chain Management from Chartered Institute of Procurement and Supply (CIPS) or Kenya Institute of Supply Chain Management (KISM)
- vi. Have attended Senior Management course from Kenya School of Government or any other institution recognized in Kenya;
- vii. Have understanding and knowledge of E- procurement;
- viii. Be a member of professional body (KISM) and possess current practicing license.
- ix. Demonstrate understanding of the Public Procurement and Disposal Act 2015 Revised edition 2022 and its regulations; and
- x. Satisfy the requirements of Chapter six (6) of the Constitution on Leadership and integrity;

18. SENIOR ACCOUNTANT, JOB GROUP 'L' - 2 POSTS

(a) Duties and Responsibilities

An officer at this grade will be responsible for timely and accurate preparation of quality management reports that fall under his/her section (s). Work at this level will also include planning, directing, coordinating, supervising areas of control; training and development of staff under him/her and setting targets for the section (s). The officer may occasionally be required to undertake ad hoc assignments relating to accounting services; He/She may be assigned responsibilities to authorize payments and sign cheques subject to limit set. He/She will certify and verify returns, documents, vouchers, monitor collection of revenue including inspection and responsible for County Government assets, records and custody of Accountable Documents under his/her sections(s).

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Accountant I, Job Group 'K' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

OR

A Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.

(iii) Certificate in Computer Applications

(iv) Shown merit and ability as reflected in work performance and results.

19. SENIOR CLERICAL OFFICER JOB GROUP H (2 POSTS)

Qualifications

- i. Kenya Certificate of Secondary Education (KCSE) C- or its equivalent
- ii. Passed the proficiency examination for Clerical Officers

- iii. Certificate in any of the following disciplines; Human Resource Management, Business administration/Management, Kenya Accounts Technician Certificate, Supply chain Management or Records Management lasting not less than six months from a recognized institution.
- iv. Shown merit and ability as reflected in work performance and results
- v. Certificate in computer application skills from a recognised institution

Responsibilities

- i. Collecting Data related to revenue
- ii. Carrying out transactions related to revenue collection
- iii. Filing receipts and receiving and sorting out correspondence
- iv. Receiving, recording, folioing and filing application for registration and licensing documents
Indexing of documents and records
- v. Keeping safe custody of equipment, documents and records

20.SENIOR ECONOMIST I, JOB GROUP “N” -2 POSTS

(a) Duties and Responsibilities

Work at this level will involve responsibility for a broad area of economic/statistical activity which may include supervision of several Economists I/Statisticians I;

- (i). Assisting in the formulation of economic and statistical policies;
- (ii).Initiation, implementation and appraisal of national, rural or urban development strategies and projects and performing the role of head of a Planning Division at the headquarters or a Central Planning and Project Monitoring Division in a Ministry, and/or deputizing a Provincial Planning Officer in a Provincial Planning and Project Monitoring Unit.

(b) Requirements for Appointment

For appointment to the grade of Senior Economist I/senior Statistician I, an officer must have:-

- i. Served in the grade of Senior Economist II /Senior Statistician II for at least three (3) years;
- ii. Demonstrated administrative and professional competence in executing work at this level; and
- iii. Attained qualifications in economics or statistics of at least Masters of Arts (MA), Masters of Science (MSc) or Master of Philosophy (MPHIL) level or their equivalent recognized qualifications.

21. SENIOR ECONOMIST II/SENIOR STATISTICIAN II, JOB GROUP “M” -2 POSTS

(a) Duties and Responsibilities

The officer at this level will be responsible for;

- i. Carrying out more specialized and complex economic planning/statistical/budget analyses and Monitoring and Evaluation;
- ii. Provision of technical support in formulation of policies, strategies and programmes by the staff responsible for specific sector/s, Sub County, location, service or area of activity;
- iii. Provision of technical guidance in conducting feasibility studies, determining project viability and setting project priorities;

- iv. Coordinate preparation of regular statistical publications/Budget Implementation Review and Evaluation /M&E reports produced by County departments and other agencies residing within the county and provide technical backstopping;
- v. Prepare quarterly expenditure forecasts as a basis for discussions within the treasury for release of funds;
- vi. Monitor expenditure and projects including programme implementation on a periodic basis and ensuring timely disbursement of funds;
- vii. Provide technical support for the County Integrated Monitoring and Evaluation System (CIMES), including its institutionalization within the county;
- viii. Maintain the support system that underpin reporting and database for economic planning and M&E; and
- ix. Supervising and co-coordinating the activities of staff under him/her.

(b) Requirements for appointment

For appointment to the grade of Senior Economist II /Senior Statistician II, an Officer must have: -

- (i) Served in the grade of Economist I / Statistician I, for at least three years;
- (ii) demonstrated professional ability, initiative and competence in organizing Directing and executing work at this level; and
- (iii) show merit and ability as reflected in work performance and results.

22.SENIOR SUPPLY CHAIN MANAGEMENT OFFICER – JOB GROUP ‘L’ ONE (1) POST

Duties and Responsibilities

- a. Be in charge of departmental supply chain functions
- b. Preparing relevant documentation for the tender and procurement processed per guidelines;
- c. Drafting contract agreements as per established procedures;
- d. Coordinating tender opening and commercial analysis in liaison with other departments, Section and Units;
- e. Developing and implementing procurement policy and procedures for the Authority;
- f. Developing procurement schedule as per requisitions from the departments/units;
- g. Preparing and sending out tender bidding documents/requests for regular and specialized supplies of goods and services;
- h. Scheduling procurement in line with the approved budget;
- i. Participating in ensuring that Best Practices are employed in the supply chain management;
- j. Facilitating prompt and accurate delivery of goods, services or equipment following the award of tenders or orders;

- k. Facilitating receipt, verification, inspection and posting (into stock cards) of ordered goods, to ensure compliance to order specifications;
- l. Monitoring usage of purchases and supplies to ensure that irregularity, duplication and wastage is minimized;
- m. Preparing tender schedules before awarding of local purchase orders, and local service orders;
- n. Coordinate periodic stock takes; and
- o. Perform any other duties as may be assigned by management.

Key requirements:

For appointment to the grade of Senior Supply Chain Management Officer, a person must have: -

- a. Bachelor's degree in Business Administration, Procurement, Social Sciences, Purchasing, Commerce, Economics or related discipline;
- b. Membership of a relevant professional body (Kenya Institute of Supplies Management-KISM) and in good standing with current valid practicing licence
- c. A minimum period of four (4) years relevant cumulative work experience;
- d. Knowledge on e-procurement processes is mandatory
- e. Proficiency in computer applications; and
- f. Fulfil the requirements of Chapter Six (6) of the Constitution.

23.SUPPLY CHAIN MANAGEMENT OFFICER – JOB GROUP 'K' TWENTY-THREE (23) POSTS

Duties and Responsibilities

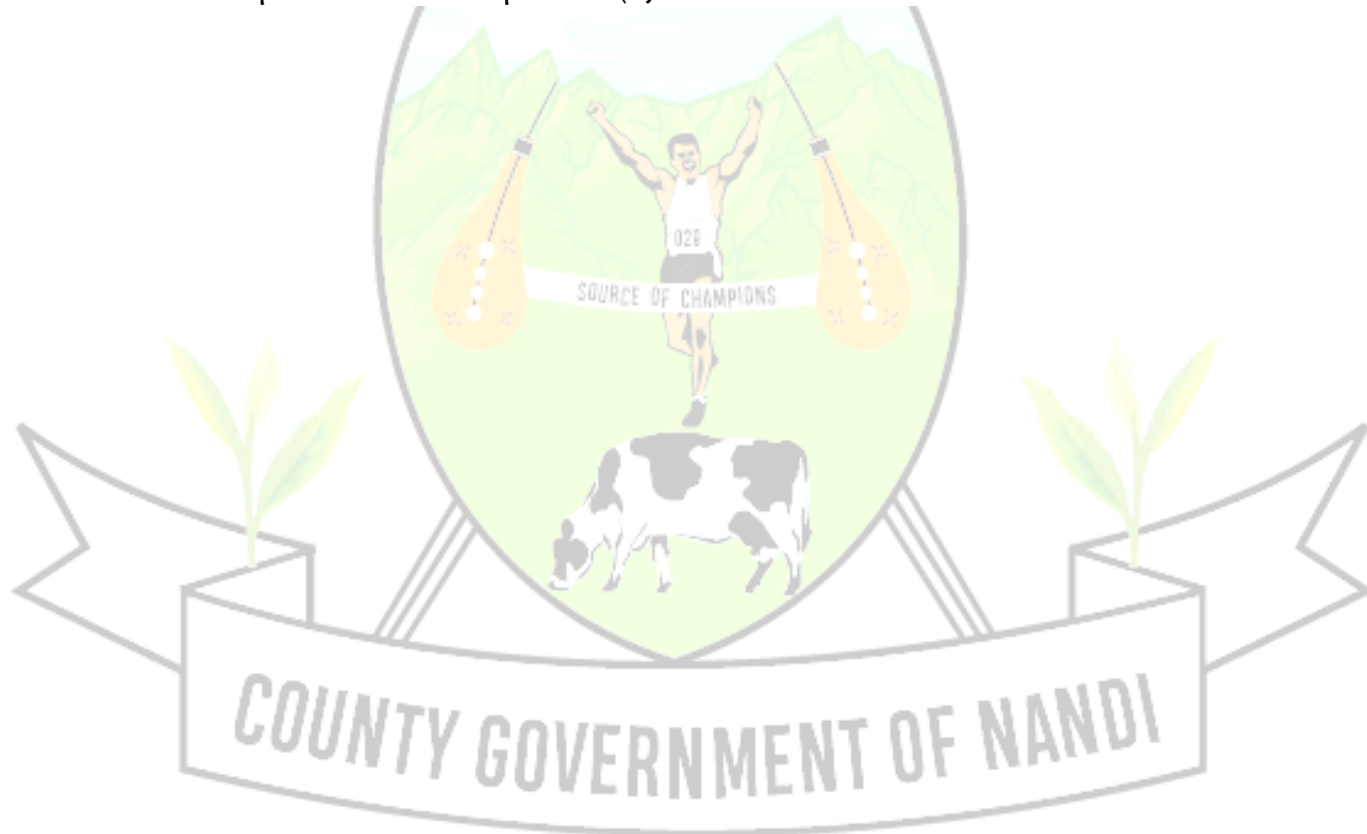
- a. Assist in Preparing relevant documentation for the tender and procurement processed per guidelines;
- b. Drafting contract agreements as per established procedures;
- c. Coordinating tender opening and commercial analysis in liaison with other departments, Section and Units;
- d. Developing procurement schedule as per requisitions from the departments/units;
- e. Preparing and sending out tender bidding documents/requests for regular and specialized supplies of goods and services;
- f. Scheduling procurement in line with the approved budget;
- g. Participating in ensuring that Best Practices are employed in the supply chain management;
- h. Facilitating prompt and accurate delivery of goods, services or equipment following the award of tenders or orders;
- i. Facilitating receipt, verification, inspection and posting (into stock cards) of ordered goods, to ensure compliance to order specifications;
- j. Monitoring usage of purchases and supplies to ensure that irregularity, duplication and wastage is minimized;

- k. Assist in Preparing tender schedules before awarding of local purchase orders, and local service orders;
- l. Coordinate periodic stock takes; and
- m. Perform any other duties as may be assigned by management.

Key requirements:

For appointment to the grade of Supply Chain Management Officer, a person must have: -

- a. Bachelor's degree in Business Administration, Procurement, Social Sciences, Purchasing, Commerce, Economics or related discipline;
- b. Membership of a relevant professional body (Kenya Institute of Supplies Management-KISM) and in good standing with current valid practicing licence
- c. A minimum period of four (3) years relevant cumulative work experience;
- d. Knowledge on e-procurement processes
- e. Proficiency in computer applications; and
- f. Fulfil the requirements of Chapter Six (6) of the Constitution.



5. KAIMOSI AGRICULTURAL TRAINING CENTRE

1. CENTER DIRECTOR KAIMOSI ATC JOB GROUP R [1 POST]

Term: 3 years renewable subject to satisfactory performance

Duties

The duties of the Centre Director encompass all aspects of the ATC operations either directly or indirectly under his/her jurisdiction. In general terms the Center Director shall be responsible for:

- i. the detailed organization of the ATC;
- ii. the development of the agricultural enterprises encompasses in ATC;
- iii. the assignment of duties to and the supervision of members of his/her staff;
- iv. management commercialization of all entities within the ATC; and
- v. is the chief accounting officer of the college.

Responsibilities

- i. Provide leadership within and on behalf of the ATC;
- ii. The Center Director's main focus should be to develop and maintain effective education/training, research and outreach programs within and outside the college and to promote the improvement of teaching and learning. The Center Director will strive to create an organization which fosters farmers growth;
- iii. When not involved in the management duties, to devote as much time as possible to the supervision of the ATC; observing methods of instruction, research; and endeavouring to improve the efficiency of the staff and the ATC in general.

Manage ATC staff effectively by:

- i. Taking responsibility for the appointment of ATC Staff;
- ii. designating their duties and responsibility allowance with regard to agreed guidelines;
- iii. Supporting and developing them as appropriate;
- iv. Monitoring their work and using appropriate procedures in matters relating to their wellbeing, performance, discipline and capability; and
- v. Lead on the recruitment, retention and succession planning of college staff.

Assist

Keep the Board informed as to any modifications in or substitution of approved enterprises;

The teaching farmers in the development, implementation, modifications, and selection of farming skills.

Oversee the management of ATC income generating units;

- i. Develop ATC budgets based on documented program needs, estimated enrolment, personnel, and other fiscal needs. Keep programs within budget limits. Maintain fiscal control. Accurately report fiscal information;
- ii. Compile, maintain, and file all physical and computerized reports, records, and other documents;
- iii. Manage use of ATC facilities, supervise maintenance of facilities to ensure a clean, orderly, and safe campus;
- iv. Build common vision for ATC improvement with staff. Direct planning activities and put programs in place with staff to ensure attainment of college's mission;
- v. Observe employee performance, record observations, and conduct evaluation conferences with staff;
- vi. As administrator the center director is responsible for the daily supervision of the college, its farmers, facilitators, professional and support staff, volunteers, and personnel from outside agencies;
- vii. Undertake training and other professional development as required;
- viii. Ensure that all reasonable precautions are taken to safeguard the health and general well being of staff and students by ensuring both staff and students are adequately trained to make effective plans necessary for their safety; and
- ix. Any other responsibility as assigned by the Board.

Qualifications

- i. Degree in Agriculture, Agricultural Economics or any related field;
- ii. Master's Degree in Agriculture or Agricultural Economics from a recognized institution;
- iii. At least 4 years Managerial experience;
- iv. Demonstrated experience in change management and performance management;
- v. Knowledge and experience in planning, developing and delivering competence-based curricula in Kenya;
- vi. Working knowledge of Microsoft Office and other IT based applications;
- vii. Experience in the promotion of sustainable agriculture, an added advantage will be biased towards sustainable agriculture for rural development;
- viii. Leadership and team member working to achieve different goals.
- ix. Ability to manage both internal and external stakeholders, with experience dealing with management committees and boards.

2. AGRICULTURAL OFFICER, JOB GROUP K (9) POSTS

Requirement for Appointment:-

- i). Bachelors of Science degree Food science, home economics, Agriculture, Agribusiness Management, Horticulture, Agricultural extension and Education or equivalent qualification from a recognized institution;
- ii). Report writing skills;
- iii). Possess Proposal development skills; and
- iv). Proficiency in computer application skills.

Duties and Responsibilities: -

- i). Coordinate crop development and food security, Agri-Nutrition, Engineering, Extension, Research and Training, Agribusiness and Projects Monitoring and Evaluation;
- ii). Coordinate delivery of agricultural extension activities;
- iii). Collect and package new and existing agricultural technologies for dissemination to crop related value chain actors;
- iv). Collect and collate agriculture information;
- v). Compile and analyze field reports for decision making;
- vi). Facilitate delivery of farm production and marketing of extension services;
- vii). Manage information desks within the Sub - County; and
- viii). Plan, monitor and evaluate performance of staff against the set targets.

3. AGRICULTURAL ASSISTANT II JOB GROUP G (2 POSTS)

Duties and Responsibilities

- This will be the entry and training grade for Assistant Agricultural Officer I cadre. The officer will be placed under the supervision of a more senior officer. An officer at this level will be deployed at the Ward or in an Agricultural Training Centre. Duties and responsibilities will involve training and advising farmers on matters related to Crop Production, Land Development, planning and management of demonstration plots.

Requirements for Appointment For appointment to this grade, a candidate must have:

- Be a Kenyan citizen
- A Certificate in any of the following fields: Agriculture, Food Technology, Agriculture and Home Economics, Agricultural Education, Horticulture or any other relevant and equivalent qualification from a recognized qualification
- Professional competence in work performance and exhibited a thorough understanding of National goals, policies, objectives and ability to relate them to proper management.

4. ACCOUNTANT I JOB GROUP K (1 POST)

Duties and Responsibilities:

- Verifying vouchers and committal documents per laid down rules and regulations.
- Data capturing, maintaining of primary records such as cashbooks, ledgers, vote books, registers, and preparation of simple management reports e.g. imprest and expenditure returns, etc.
- Responsible for the safe custody of government records and assets under him/her, analysis of the below-the-line accounts, and may be deployed as a cashier where duties will entail receiving duly processed payments and receipt vouchers.
- Writing cheques and posting payments and receipt vouchers in the cash books.
- Balancing and ruling the cash books daily.
- Arranging for withdrawal of cash for office use and ensuring the safety of the same at all times.
- Extracting and providing cash liquidity analysis.
- Ensuring the security of cheques and checkbooks.

- Preparing of expenditure and Authority to Incur Expenditure (AIE) funding returns quarterly.
- Preparing Appropriation in Aid (AIA) returns on a quarterly basis paying personal and merchant claims guided by cash balances in the cash books and treasury regulations.
- Receipting of all money due and payable to the Government.

Requirements for Appointment:

- Be a Kenyan citizen (attach ID).
- A candidate must have a bachelor's Degree in Commerce (Accounting or Finance option) or Business Administration (Accounting option) and passed Part III of the Certified Public Accountants (CPA) Examination.
- Registration with the Institute of Certified Public Accountants will be an added advantage.
- Served as an Accountant for a minimum period of three (3) years in a relevant and comparable position.

5. SUPPLY CHAIN MANAGEMENT OFFICER I JOB GROUP K (1) POST

This position is responsible for providing assistance in the procurement of goods, works and services for the Kaimosi Agricultural Training Centre, and ensuring procurement processes are carried out efficiently and effectively to achieve the Training Centre objectives.

Duties and Responsibilities

1. Prepare tender documents, agenda and minutes to provide secretariat services to the training Centre tender procurement committee, inspection and acceptance committee as appropriate;
2. Pre-qualify suppliers annually and maintain and update pre-qualification list and quotation register;
3. Keep records of procurement inventories;
4. Market survey and research on prices of items to ensure the county buys supplies and services at the affordable prices;
5. Issuing administrative guidance to suppliers and users on implementation and interpretation of the Public;
6. Familiarity with procurement and Disposal Act, 2006, regulations and other statutes;
7. Reference, verify and manage procurement documents to ensure they contain the right quality and quantity of goods and services as required by the training Centre
8. Participate in procurement planning and consolidation of annual procurement plan within the training Centre
9. Control training Centre Inventory and stock to ensures proper inventory control of stock within the training Centre

Requirements for appointment

- i. Must be a Kenyan citizen;
- ii. Bachelor's degree in Purchasing and Supplies Management, logistics and supply chain management, Supplies Management;

- iii. Member of Kenya Institute of Supplies Management (KISM) OR Chartered Institute of Purchasing and Supplies Management (CIPS);
- iv. Three (3) years of service in a similar role from a reputable organization;
- v. Computer literate;
- vi. Familiarity with public procurement and disposal Act 2005;
- vii. Proficiency in computer applications;
- viii. Satisfies the requirements of Chapter Six of the Constitution.

6. CLERICAL OFFICER II JOB GROUP F (2 POSTS)

Job Requirements

- Be a Kenyan Citizen;
- Kenya Certificate of Secondary Education (KCSE) mean grade of C- (minus) or its approved equivalent;
- Possess a Certificate in any of the following fields; business administration, Information Communication Technology (ICT), Kenya accounts technician certificate or any other approved equivalent qualification from a recognized university;
- Demonstrate outstanding professional competence and integrity in work performance and be result oriented;
- Excellent verbal and written communication skills;
- Must satisfy the requirements of chapter six (6) of the Kenyan Constitution.

Job Description

- Perform clerical duties to ensure smooth functioning of the sector;
- Compiling statistical records and maintaining an efficient filing system;
- Sorting, filing and dispatching letters;
- Ensure proper management of office properties and assets;
- Reception desk duties;
- Any other duties assigned from time to time by your supervisor

7. HOSPITALITY OFFICER II JOB GROUP G (3 POSTS)

Duties and Responsibilities

- Monitoring and reviewing hospitality policies and procedures.
- Overall coordination of hospitality services
- Ensuring adherence by all staff to safety and environmental measures
- Ensuring maintenance of quality in all hospitality services.

Requirements for Appointment

- Certificate in either hotel/ catering management, hospitality or tourism management, Certificate in Food and Beverage or equivalent qualification from a recognized institution.

- Demonstrated outstanding performance, leadership and administrative ability in a reputable housekeeping /catering institution
- Certificate in computer applications from a recognized institution

8. HOSPITALITY OFFICER I JOB GROUP K (3 POSTS)

Duties and Responsibilities

An officer at this level may be deployed either in housekeeping and kitchen service area. Specific duties and responsibilities will entail: coordinating training of staff working under him/her; carrying out training needs assessment yearly; developing standard operating procedures; enforcing the use of standard operating procedures; continuous monitoring of the use of standard operating procedures and ensuring smooth inter-sectional relations.

Requirements for Appointment

For appointment to the grade of Hospitality Officer I, an officer must have;

- Served satisfactorily in the grade of Hospitality Officer, Housekeeper/Chef/Head Waiter for a period of not less than three (3) years;
- Diploma in any of the following disciplines; Food Production, Food and Beverage Service and Housekeeping and Laundry or equivalent qualification from a recognized institution; and
- Demonstrated ability and merit as reflected in work performance results

9. SUPPORT STAFF JOB GROUP D [2 POSTS]

Duties and Responsibilities

Cleaning and general office support duties

Requirements for Appointment

Kenya Certificate of Secondary Education (K.C.S.E) Mean Grade D (Plain)

10. ARTISAN [PLUMBER] JOB GROUP G (1 POST)

Duties and Responsibilities

- Perform routine maintenance and emergency repairs on plumbing systems and fixtures.
- Identify and troubleshoot plumbing problems, including leaks, blockages, and system failures.
- Adhering to safety standards and plumbing codes to ensure all installations and repairs are up to code.
- Conduct regular inspections of plumbing systems to prevent issues and ensure proper functionality.
- Work with maintenance and construction teams to support facility upgrades and repairs.

Requirements For Appointment

For appointment to this grade a candidate must:

- Have at least three (3) years relevant work experience at the grade of Artisan III or comparable position.
- Have passed Government Trade Test Certificate Grade III in Plumbing.
- Be Proficient in computer applications; and
- Show merit and ability as reflected in work performance and results

11. SENIOR DRIVER JOB GROUP G (2 POSTS)

Duties and Responsibilities

Duties and responsibilities at this level will involve:

- Driving a vehicle as authorized;
- Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc.
- Detecting and reporting malfunctioning of vehicle systems;
- Maintenance of work tickets for vehicle(s) assigned, ensuring security and safety of the vehicle on and off the road;
- Overseeing safety of the passengers and/or goods therein, and maintaining cleanliness of the vehicle.

Requirements for Appointment

For appointment to this grade, an officer must have:

- Bea Kenyan Citizen;
- KCSE Certificate
- At least six (6) years' experience as a driver either in the public or private sector;
- A valid driving license free from any current endorsement (s) for the class(es) of vehicle(s) the officer is required to drive;
- Passed Occupational Trade test II for Drivers;
- Defensive Driving Certificate from the Automobile-Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of aes and Building Technology (KIHBT) or any other recognized Institution;
- Attended a First-Aid Certificate Course lasting not less than one (1) week at St. john ~ Ambulance or Kenya Institute Highway and Building Technology (KIHBT) or its equivalent from a institution; an
- Shown merit and ability as reflected in work performance and results.

7. NANDI COUNTY PUBLIC SERVICE BOARD

1. PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER JOB GROUP N [1 POST]

(a) Duties and Responsibilities

Duties and responsibilities will be as follows:

- i. The officer will be required to assist in collection, collation and analysis of Human Resource Management data from Departments and making appropriate recommendations thereof;
- ii. analyzing Human Resource management issues emanating from Departments and initiating appropriate action;
- iii. monitoring implementation and impact of Human Resource Management policies, guidelines and procedures issued by the relevant authorities from time to time and recommending appropriate action where necessary.
- iv. analyzing the staffing levels and making proposals for succession planning;
- v. analyzing utilization of human resources in the Board and advising on proper deployment;
- vi. analyzing staff progression and making proposals for career development;
- vii. and ensuring the correct interpretation and implementation of human resource regulations including pensions, salary administration, labour laws and other statutes that impact on human resource.

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) Served as a Senior/Chief Human Resource Management Officer in the Public sector or in a comparable position in the private sector for a minimum period of three (3) years;
- (ii) Bachelor's degree in Human Resource Management
- (iii) Master's Degree in Business Administration, Human Resource Management will be an added advantage
- (iv) Diploma or CHRP qualification will be an added advantage
- (v) Membership to Institute of Human Resource Management Professional body
- (vi) Shown merit and ability as reflected in work performance and results.

2. HUMAN RESOURCE MANAGEMENT OFFICER I JOB GROUP K [1 POST]

(a) Duties and Responsibilities

Specific duties and responsibilities will entail;

- i. verification of information relating to recruitment, appointment, transfers, Human Resource Management records and complement control;
- ii. processing cases for the Human Resource Management and Selection Committee and;
- iii. assisting in the implementation of the decisions thereof and;
- iv. supervising and guiding clerical staff in the the HR section.

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

(i) Must have a degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized university/institution

OR Served as a Human Resource Management Officer II for a minimum period of three (3) years; and

(ii) shown merit and ability as reflected in work performance and results.

3. HUMAN RESOURCE MANAGEMENT OFFICER II JOB GROUP J [2 POSTS]

(a) Duties and Responsibilities

This is the entry and training grade for the Human Resource Management officers' cadre. An officer at this grade will perform a variety of Human Resource Management duties of limited scope and complexity under the guidance and supervision of a more senior officer in a medium sized department or in a section within the Human Resource Division.

Specific duties and responsibilities will entail verification of information relating to recruitment, appointment, transfers, Human Resource Management records and complement control; processing cases for the Board and assisting in the implementation of the decisions thereof and supervising and guiding clerical staff in the Division/Section.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have a degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized university/institution.

How to Apply:

Interested persons who meet the above minimum criteria are requested to submit hardcopy applications enclosing a curriculum vitae (CV) and copies of relevant academic and professional certificates. The CV must at the minimum provide details of current employer, contacts of three (3) referees familiar with the applicant's professional and work record.

Applications to be hand delivered to the following address: -

**The Secretary/Chief Executive Officer,
Nandi County Public Service Board,
P.O Box 802 – 30300,
KAPSABET.**

Applications must be received by 5.00 pm on 20th November 2024.

Important Notice to Applicants

Any form of Canvassing will result in automatic disqualification. Please note that only shortlisted candidates will be contacted, and official communication will be made through the Nandi County Public Service Board's mobile number: **0781 848494**.

Applicants are strongly advised not to fall victim to fraudsters who may call asking for money in exchange for services. The County Government of Nandi is an equal opportunity employer. All qualified Kenyans, including persons with disabilities, women, youth and the marginalized are encouraged to apply.

