

THARAKA NITHI COUNTY GOVERNMENT



THE PUBLIC SERVICE BOARD

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KATHWANA

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Pursuant to the constitution of Kenya 2010 and the County Government Act no.17 of 2012, the county Government of Tharaka Nithi invites applications from suitably qualified persons to fill the following vacant positions.

1. MINISTRY OF PUBLIC SERVICE. URBAN DEVELOPMENT

A. VILLAGE ADMINISTRATORS:

DUTIES AND RESPONSIBILITIES

- Reporting to the relevant Ward Administrator, the Village Administrator shall coordinate, manage and supervise the general administrative functions in the Location.
- Ensuring and coordination the participation of the village unit in governance.
- Assisting the village unit to develop the administrative capacity for the effective exercise of the functions and powers and participation in governance at the local level.
- Advising the Ward Administrator and Sub-County Administrator on issues in the village.

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan citizen.
- Secondary qualification or equivalent.
- Be a resident of the area of not less than five years.
- Possesses strong analytical, communication, managerial and leadership skills
- Should be conversant with social-economic dynamics of the Location
- Be of good moral conduct and stature
- Should be above 30 years of age.

NB:

- Vacancies exist in every Location in Tharaka Nithi County.
- Women and people with disability are encouraged to apply and should clearly indicate the type of disability.

2. MINISTRY OF EDUCATION, YOUTH, CULTURE AND SOCIAL SERVICES

1) DIRECTOR – OF EDUCATION JOB GROUP ‘R’ (I POST)

DUTIES AND RESPONSIBILITIES

- Preparation and implementation of the Directorates strategic plan and annual work plans.
- Overseeing and coordinating promotion and implementation of ECDE and Youth Polytechnic Projects, policies and programmes.
- Developing policies, strategy & guidelines for the development of County ECDE and Youth Polytechnics
- Preparation of budget and procurement plans for the directorate
- Monitoring & Evaluation of Training & Education activities and programmes in the County.
- Providing technical and coordination support to the stakeholders and partners in mainstreaming the ECDE and Youth Polytechnics guidelines for County Government
- Preparation of periodic reports as required
- Training needs assessment and planning
- Management of staff working in the Directorate
- Any other duties as may be assigned by the Chief Officer.

REQUIREMENTS FOR APPOINTMENT

- Be a holder of Bachelors degree in Education from a University recognized in Kenya.
- Must have served for a minimum of seven (7) years in a relevant field at Job Group “N” and above in the Public sector or at management level in the Private sector.
- Proficiency in Computer applications
- Masters degree in a relevant field will be an added advantage

2 ASSISTANT DIRECTOR OF YOUTH TRAINING (1 POST JG P).

DUTIES AND RESPONSIBILITIES

1. Coordinating equitable distribution of materials, tools and equipment to Youth Polytechnics
2. Monitoring implementation of curricular activities to maintain standards
3. Assessing upcoming youth polytechnics capacity for registration as training institutions and examination centres
4. Managing disbursement of subsidized youth polytechnic tuition scheme and grants
5. Supporting the identification, promotion and development of talent through creative arts(music, art and drama)
6. Managing inter-youth polytechnic exchange programmes to enhance learning
7. Ensuring the development and maintenance of assets and skills inventories in youth polytechnics
8. Popularizing Youth Polytechnics to target communities
9. Monitoring the development and maintenance of assets and skills inventories in youth polytechnics
10. Participating in administering examinations in youth polytechnics

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

- i. Served in the grade of Principal Youth Training Officer for a minimum period of three (3) years
- ii. Bachelors degree in any of the following disciplines: Education on Technology Education from a recognized institution
OR
Bachelors degree in Science/Arts with a Post-Graduate Diploma in Education from a recognized institution;
- iii. Masters degree in any of the following disciplines: Education or Technology Education from a recognized institution
OR
Masters degree in Science/Arts from a recognized institution
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution
- v. Certificate in Computer Applications from a recognized institution;
- vi. Demonstrated merit and ability as reflected in work performance and results

3 PRINCIPAL YOUTH TRAINING OFFICER JG N (18 post)

DUTIES AND RESPONSIBILITIES

1. Disbursement of tools and equipment
2. Generating and maintaining up to data on youth polytechnics programmes, projects and activities
3. Assessing upcoming youth polytechnics programmes, projects and activities
4. Assessing upcoming youth polytechnics, capacity for registration as training institutions and examination centers
5. Coordinating the administration of youth polytechnics national examinations
6. Monitoring the implementation of youth polytechnics programmes, projects and activities
7. Supporting and promoting innovative imitative and incubation programmes in youth polytechnics through product exhibitions
8. Promoting talents through developments of creative arts(music, art and drama)to enhance competition and promote growth
9. Ensuring the developments and maintenance of assets and skills inventories in youth polytechnics
10. Facilitating and strengthening development of e-learning strategies in youth polytechnics
11. Integrating information and communication technology in youth polytechnics curriculum
12. Managing inter-youth polytechnics exchange programmes to enhance learning
13. Auditing the provision of curriculum support materials, tools and equipment in youth polytechnics
14. Mainstreaming gender, special needs and information communication technology initiatives in youth polytechnics
15. Conducting capacity building and in-service training for board of governors and instructors

REQUIREMENTS FOR APPOINTMENT

FOR APPOINTMENT TO THIS GRADE, AN OFFICER MUST HAVE:

1. Served in the grade of chief youth training officer for a minimum of three years:
 2. Bachelors degree in any of the following disciplines :education or technology education from a recognized institution
- OR
3. Bachelors degree in science/arts with a post-graduate diploma in education from a recognized institution
 4. Certificate in senior management course lasting not less than four weeks from recognized institution
 5. Certificate in computer applications from a recognized institution
 6. Demonstrated competence, merit and ability as reflected on work performance and results

4 YOUTH POLYTECHNIC INSTRUCTOR III (9 POSTS JG H)

DUTIES AND RESPONSIBILITIES

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment
- iv. Ensuring proper care and maintenance of tools and equipment
- v. Conducting co-curricular activities
- vi. Maintaining trainees discipline
- vii. Guiding and counseling trainees

Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Diploma in any of the following disciplines: Computer Studies/ science; Information and communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering; Industrial/ Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/ Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its qualification from a recognized institution
- ii. Certificate in computer applications from a recognized institution

LIBRARIANS

5 PRINCIPAL LIBRARY ASSISTANT, JOB GROUP N (1 POST)

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible:

1. For the efficient operation of the library services.
 2. Coordinating and implementation of work programs;
 3. Overseeing indexing and abstracting of journal articles;
 4. Operating current awareness service;
 5. Editing of reports, newsletters and other publications;
 6. Selection and purchasing of library and other research materials in consultation with professionals and researchers;
 7. Ensuring provision of facilities for efficient utilization of services required by users.
- Other responsibilities will include training, supervising and guiding of technical staff working under the officer.

REQUIREMENTS FOR APPOINTMENT

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

- (i) Be a holder of first degree in Library science, Archives and records management, information science or related field from a recognized university in Kenya.
- (ii) Served in the grade of chief library assistant or in a comparable and relevant position in the public or Private service for a minimum period of Three (3) years; and
- (iii) Shown merit and ability as reflected in work performance and results.

6 SENIOR LIBRARY ASSISTANT, JOB GROUP. K (6 POSTS)

DUTIES AND RESPONSIBILITIES:

An officer at this level will be responsible for:

1. The management of library information services, including implementation of documentation and library work programmes in a library/information. Centre within a department.
2. Indexing and abstracting journal articles; operating current awareness service (CAS);
3. Editing of reports, newsletters and other publications; selection and purchasing of information and other research materials in consultation with professionals and researchers.

REQUIREMENTS FOR APPOINTMENT:

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

- (i) Be a holder of first degree in Library science, Archives and records management, information science or related field from a recognized university in Kenya.
- (ii) A minimum of two (2) years experience at job group J in library or records management.

(iii) Proficiency in computer applications.

7. LIBRARY ASSISTANT II, JOB GROUP 'H'(15 POSTS)

REQUIREMENTS FOR APPOINTMENT

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

- (i) Kenya certificate of secondary education (kcse) mean grade c or its equivalent qualification with at least a c in Mathematics, English or Kiswahili;
- (ii) A diploma in library studies or information science or their recognized equivalent qualification from a recognized institution; and
- (iii) Proficiency in computer applications.

DUTIES AND RESPONSIBILITIES:

Duties at this level will include:

- 1. Preparation of materials for binding;
- 2. Shelf arrangement;
- 3. Provision of reference services to readers;
- 4. Filing of catalogue cards and press cuttings;
- 5. Charging and disc arching library materials.

SPORTS

8. SENIOR ASSISTANT COMMISSIONER OF SPORTS JOB GROUP Q (1 post)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must have:-

- I. Served in the grade of assistant commissioner of sports for a minimum period of three years
 - II. Bachelor's degree in any of the following discipline: physical education, sports science or leisure and recreation management from a recognized institution
- OR**
- I. Master's degree in any of the following disciplines: physical education, recreation management, exercise and sports science, social sciences, management and administration or equivalent qualification from a recognized institution:
 - II. Certificate in strategic leadership development programme lasting not less than six weeks from a recognized institution
 - III. Certificate in computer application from a recognized institution
 - IV. Demonstrated a merit and ability as reflected in work performance and results

DUTIES AND RESPONSIBILITIES

- 1. Designing and coordinating sports programs
- 2. Coordinating identification and establishment of youth sports centers
- 3. Acquisition, distribution and maintenance of sports equipment's and implements
- 4. Sensitizing the sports fraternity on the dangers of doping, drugs and substance abuse
- 5. Coordinating sports programme and activities for vulnerable groups
- 6. Participating in addressing sports complaints, petitions and disciplinary matters from sports federation and field offices

7. Coordinating marking and weighing standard's in sports
8. Overseeing implementation of sports development projects
9. Monitoring implementation and evaluation of sports programmes and activities

Any other duties he/she may be assigned from time.

9.ASSISTANT COMMISIONER OF SPORTS JOB GROUP P (1 post)

DUTIES AND RESPONSIBILITIES

1. To assist the director of sports in the promotions and developments of sports in general
2. To deputize for the director of sports as and when required
3. To assist the director of sports in the proper functioning of the sport section including management of staff
4. To monitor the work /programmes of the officers of the sports cadre
5. To plan and coordinate sports projects and programmes
6. To be responsible for the organization of competitions and activities conducive to sports developments
7. To be responsible for the organization of training courses for officers of the sports cadres
8. To ensure the proper running of sports complexes/infrastructure.
9. To ensure the preparation of sports people in national, regional and international competition
10. To use ICT in the performance of his duties
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the assistant director of sports in the roles ascribed to him.

REQUIREMENTS FOR APPOINTMENT

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

1. Served in the grade of senior sports officer for a minimum period of three years
2. Bachelors degree in any of the following disciplines: physical education, sports science or leisure and recreation management from a recognized institution;
- OR
3. Bachelors degree in social sciences with a post-graduate diploma in sports administration and management equivalent qualification from a recognized institution
4. Certificate in computer application from a recognized institution.
5. Demonstrated merit and ability as reflected in work performance and results.

10. CHIEF SPORTS OFFICER JOB GROUP M (6 post)

DUTIES AND RESPONSIBILITIES

- 1 Participating in articulating sports policy imitative, programmes and activities.
- 2 Liaising with sub braches of sports federations, clubs and teams in conducting on clinics on the sets sports standards
- 3 Preparing and organizing teams for ,matches and championships
- 4 Coordinating coaching of teams,clubs,coaches,trainers and sports administrators
- 5 Identifying and developing sports talents in the district and officiating in sports competition

- 6 Participate in sensitizing teams and clubs on cross cutting issues such as HIV/AIDS.
- 7 Coordinating maintenance of inventory of sports tools, equipments and facilities in the district
- 8 Addressing staff welfare matters
- 9 Participating in preparation of budget, work plans and sports highlights and monitoring and evaluating sports programmes and activities

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must have:-

1. Served in the grade of senior sports officer for a minimum period of two years
2. Bachelors degree in any of the following disciplines: physical education, sports science or leisure and recreation management from a recognized institution;
- OR
- 4 Bachelors degree in social sciences with a post-graduate diploma in sports administration and management equivalent qualification from a recognized institution
3. Certificate in computer application from a recognized institution.\
4. Demonstrated merit and ability as reflected in work performance and results.

ECDE/CULTURE OFFICERS

11 ASSISTANT DIRECTOR ECDE JOB GROUP 'P'

Duties and responsibilities:-

- Assist in the coordination, development, review and the implementation of ECDE policies
- Coordination of ECDE training and assessment in conjunction with KICD and KNEC
- Supervising the design, development and preparation of ECDE play/learning materials for both normal and special needs children
- Preparing of ECDE strategies, giving technical advice and guidance to personnel in lower cadre
- Coordinating and liaising with stakeholders in ECDE
- Promoting awareness on early childhood needs and demands to local communities and parents

Requirements for appointment

- Bachelor's degree in Education or a Post Graduate diploma in Education from a recognized university
- Master's degree in ECDE related fields from a recognized University
- Must have served on Job Group N or its equivalent
- Have exemplary leadership and management skills in ECDE programs
- Clear understanding of ECDE national framework, policies, goals and objectives

- Satisfy the requirements of Chapter Six of the Constitution of Kenya

12 PRINCIPAL PROGRAMME OFFICER ECDE(JG N)

(a) Duties and Responsibilities.

Duties and responsibilities at this level entail:

- (i) Designing and developing play/learning materials and facilitating play/learning activities that will enable children enjoy living and learning through play in ECDE Centers;
- (ii) Mobilizing the community, education fraternity, and other government and non-government organizations on ECDE programmes and give counsel on children's rights in specific districts
- (iii) Coordinating workshops, seminars and general meetings for ECDE teachers in respective Sub counties with the TSC, Ministry of Education and other stake holders
- (iv) Participating in ECDE curricula and materials development panels in conjunction with KIE maintaining professional records
- (v) Coordinating Early Childhood Development Education programmes and training of teachers in the training centre.

Can be deployed as a Deputy Principal during training and is expected to perform the following additional duties:

- (i) Participate in the training of ECDE Trainees at the centre
- (ii) deputizing the Principal
- (iii) in charge of procurement
- (iv) in charge of discipline
- (v) ensuring adequate care of materials and equipment in the DICECE
- (vi) maintaining proper inventories of equipment and supplies entrusted to the centre
- (vii) coordinating the training requisitions receipts and issues of the centre's supplies and stores
- (viii) coordinating ECDE data collection and submission to the Ministry of Education, TS

Requirements for appointment

- Bachelor's degree in Education or a Post Graduate diploma in Education from a recognized university
- Have exemplary leadership and management skills in ECDE programs
- Clear understanding of ECDE national framework, policies, goals and objectives

13 ASSISTANT DIRECTOR CULTURE – JOB GROUP “P” (1 POST)

Reporting to the Director of Culture, Gender and Social Development, the Officer will assist in management, planning, coordination and administration of culture in the County.

Requirements:

For appointment to this grade, an officer must have;

- Served in the grade of principal officer of culture and arts for at least three (3) years
- Masters degree in any of the following discipline; sociology, social work, social psychology, anthropology, counselling, economic s, or equivalent qualifications from a recognized institution.
- A Bachelor degree in any of the following discipline; sociology, social work, social psychology, anthropology, counselling, economic s, or equivalent qualifications from a recognized institution.
- Attended strategic leadership development programs from recognised institution;
- Demonstrated proven professional, managerial and administrative competence in cultural functions;
- Be fully conversant with Government policy on culture and arts functions
- A thorough knowledge of Government Administrative and financial procedures
- Certificate in computer application skills from a recognised institutions
- Ability to develop networks across the county and with other counties as well as the other stakeholders.
- Be conversant with the media networks and the Cultural fraternity.
- Have the ability to network with the corporate sector with a view to establishing partnerships beneficial to the County cultural activities.

Job Responsibilities

- Formulating budget proposals and expenditure controls;
- Advising, interpreting, coordination, formulating and reviewing polices on culture and arts development;
- Interpreting and implementing the departmental strategic plan, medium term plan;
- Approving programmes and implementing the departmental strategic plan, medium term plan;
- Approving programmes and project for implementation;
- Promoting research on culture and arts development briefing the Director on matters relating to core functions of the department;
- May also represent the directorate in regional and international meetings.

14 PRINCIPAL PROGRAMME OFFICER CULTURE (JG N) 1 POST

Cultural Officer Job Duties and Responsibilities

- Identifies cultural projects/programmes/groups/creative talents and the main cultural problems and priorities in the Sub County.
- Co-ordinates cultural promotion projects/programmes and strategies as well as income generating cultural activities in the Sub-County.
- Promotes appreciation and understanding of our cultural foundations, achievements and aspirations in the Sub-County,
- Promotes Inter-Sub County and inter-ethnic cultural cooperation for mutual respect and enrichment of our cultural identity and national unity. Officer to cooperate with Government and Non- Governmental Organizations in the execution of the above duties.
- To document viable elements of Intangible Cultural Heritage (KCH) for inscription and safeguarding
- Monitor and Evaluate Cultural programmes and prepare reports
- Overseeing preparation of cultural groups for participation during county, national and international functions and events.
- Ensure the development of creative cultural industries.
- Recommend persons from the Sub County for awards and honours as National Heroes and Heroines in the cultural sector
- Perform any other duties assigned from time to time.

Requirements for Cultural Officer

- Served in a comparable and relevant position in any recognized institution for a minimum period of two (3) years.
- Bachelor's degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Archaeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Indigenous languages or its equivalent from a recognized institution;
- Certificate in computer applications and

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

3 MINISTRY OF TRADE INDUSTRY AND COOPERATIVE DEVELOPMENT.

1. ASSISTANT DIRECTOR, TRADE AND INDUSTRY: JG (P) - 1 POST

DUTIES AND RESPONSIBILITIES:

- Coordinate and implement County and National Trade Policy.
- Promote of existing investment and potential investment opportunities within Tharaka Nithi County.
- Co-ordinate the development of micro, small and medium enterprises (MSMEs) engaged in trade.
- Capacity building of MSMEs and linkage with other training institutions.
- Promotion and export business and domesticating Inter-county bilateral, Regional and International trade at County level.
- Advocacy and promotion of establishment of market infrastructure within the county.
- Promotion and facilitation of Intra-county, Inter-county trade and county wide trade.
- Promotion of use of E-Commerce.
- Organize and conduct trade fair exhibitions and facilitate trade missions in and out of the county.

MINIMUM REQUIREMENTS:

1. Be a Kenyan citizen.
2. Be a holder of Bachelor degree either in Commerce, Business Administration or economics.
3. Entrepreneurship or related field from a recognized university in Kenya. A Masters degree will be an added advantage.
4. Must have relevant knowledge and experience of not less than 5 years in trade.
5. Must have done Senior Management Course for a period not less than 4 weeks at Kenya School of Government.
6. Must satisfy the requirements of chapter 6 of the constitution of Kenya.
7. Demonstrate high degree of professional and technical competence and work performance of results.
8. Must be a Computer literate.
9. Be a strategic thinker and result oriented.

2. ASSISTANT DIRECTOR –TRADE, INVESTMENTS AND LIQUOR LICENSING: JOB GROUP (P) - 1 POST.

DUTIES AND RESPONSIBILITIES:

- Issuing of Liquor licenses in accordance with the County Liquor licensing Act upon recommendation by the Liquor licensing committee.
- Collaborate with relevant government agencies to enforce the provisions of the Tharaka Nithi County liquor Licensing Act.
- Advice the county executive committee and Chief Officers on matters of policy relating to control and regulation of liquor.

- Carry out public education in collaboration with other public and private players on liquor control in the county and promote participation of NACADA'S principles of drug free environments.
- Facilitate citizen participation in matters related to liquor control.
- Direct the development and maintenance of systems, records and legal documents that provide for proper evaluation, control and documentation for divisions operations.
- Preparations of periodic reports from time to time.
- Overall responsibility of joint loans board credit scheme and oversee operations of the county loan fund and other schemes under the ministry of trade, Industry and co-operative development.
- Perform any other function as may be assigned by the supervisor.

REQUIREMENTS:

- Be a Kenyan citizen
- Be a holder of Bachelor degree either in Commerce, Business Administration or Economics, Entrepreneurship or related field from a recognized university.
- Must have knowledge and experience of not less than 5 years of in trade.
- Must have done senior management course for a period not less than 4 weeks at Kenya School of Government.
- Must satisfy the requirements of Chapter Six of the constitution of Kenya.
- Must be computer literate.
- Be a strategic thinker and result oriented.

3. CREDIT OFFICERS: JG (H) – 10 POSTS

MINIMUM REQUIREMENTS:

1. Diploma in co-operative development/Diploma in Business Management/Diploma in Business Administration.
2. Proven working experience.
3. Familiarity with computers and banking applications/software
4. Excellent communication and interpersonal skills
5. Customer satisfaction orientation and sales competencies
6. Ability to work in a goal oriented environment
7. Good negotiation and presentation skills

DUTIES AND RESPONSIBILITIES:

1. Meet with applicants to obtain information for loan applications and to answer questions about the process.
2. Explain to customers the different types of loans and credit options that are available, as well as the terms of those services.
3. Review and update credit and loan files.
4. Review loan agreements to ensure that they are complete and accurate according to policy.
5. Compute payment schedules.
6. Handle customer complaints and take appropriate action to resolve them.
7. Provide special services such as investment banking for clients with more specialized needs.

8. Analyze potential loan markets and develop referral networks in order to locate prospects for loans.

4 MINISTRY OF ROADS, TRANSPORT PUBLIC WORKS AND LEGAL AFFAIRS

1. SENIOR SUPERINTENDING ARCHITECT, JOB GROUP 'N' (POST 1)

(a) Duties and Responsibilities

An officer at this level can be deployed in any of the Units at the County or as sub - county Architect. Duties and responsibilities at the Headquarters and at the sub-county level entail preparation of scheme designs and production drawings of projects allocated; controlling of activities on site; supervision of projects during construction and maintenance; checking on sketch/scheme designs done by consultants; conducting field surveys and user reaction investigations; analysis of data from field surveys; establishment of space standards and better architectural detailing. In addition the officer will be required to take part in building construction regulations enforcement, or its equivalent.

(b) Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) Served in the grade of Superintending Architect in the Public Service for at least three (3) years; or in a comparable and relevant position.
- (ii) A Bachelors Degree in Architecture or its equivalent and relevant qualification from a recognized institution;
- (iii) Been Registered with the Board of Registration of Architects and Quantity Surveyors;
- (iv) Corporate membership with the Architectural Association of Kenya (AAK);
- (v) Attended a Project Development and Management course lasting not less than four (4) weeks from a recognized Institution; or its equivalent.
- (vi) Attended a Management Course lasting not less than four (4) weeks from recognized Institution; or equivalent and
- (vii) Demonstrated merit and ability as reflected in work performance and results.

2. ARCHITECTURAL ASSISTANT III, JOB GROUP 'H' (POST 2)

(a) Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. Work involves interpretation of the Architects' sketches and preparation of finished drawings; reading and interpreting Engineering drawings' in relation to the architects' sketch and incorporating these details in the finished drawings.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have a Diploma or Technician certificate part III in any of the following fields: Building/Civil Engineering, Architecture or its equivalent and relevant qualification from a recognized institution.

3. ASSISTANT QUANTITY SURVEYOR I, JOB GROUP 'L' (POST 1)

(a) **Duties and Responsibilities**

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities entail: preparation of cost estimates, bills of quantities, monthly valuations on site, site re-measurements, and preparation of variation orders and final accounts.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Quantity Surveyor II in the Public Service for a at least three (3) years; or comparable and relevant position.
- (ii) A Bachelors Degree in Building Economics/Quantity Surveying or its equivalent and relevant qualifications from a recognized institution;
- (iii) Been registered as a Graduate member of either the Architectural Association of Kenya or the Institute of Quantity Surveyors of Kenya and
- (iv) Shown merit and ability as reflected in work performance and results.

4. QUANTITY SURVEY ASSISTANT III, JOB GROUP 'H' (POST 2)

(a) **Duties and Responsibilities.**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. The work entails: squaring dimensions and abstracting for the preparation of bills of quantities; preparation of specifications; and assisting in the preparation of payment certificates.

(b) **Requirements for Appointment.**

For appointment to this grade, a candidate must have a Diploma in any of the following fields: Quantity Survey, Building/Civil Engineering or its equivalent and relevant qualification from a recognized institution.

5. ASSISTANT ENGINEER I (STRUCTURAL), JOB GROUP 'L' (POST 1)

(a) **Duties and Responsibilities**

An officer at this level will work under a senior officer. Duties will include: designing, preparation of drawings and supervision of construction of civil, marine and structural works.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Engineer II (Structural) in the Public Service for at least three (3) years; or comparable and relevant position
- (ii) A Bachelors degree in Civil Engineering or its equivalent and relevant qualification from a recognized Institution;
- (iii) Been Registered by the Engineers Registration Board of Kenya (ERB) as a Graduate Engineer; and
- (iv) Shown merit and ability as reflected in work performance and results

1. STRUCTURAL ASSISTANT III, JOB GROUP 'H' (POST 1)

(a) **Duties and Responsibilities.**

This is the entry and training grade into this cadre. The officer will work under the guidance of a senior officer. Specific duties and responsibilities will entail preparation of structural and civil drawings including detailing of steel and concrete structures, layouts and details of drainage schemes, roads and paved areas. The officer will also carry out simple survey works under the guidance of a senior officer.

(b) **Requirements for Appointment**

For appointment to this grade, a candidate must have a Diploma in Civil Engineering/Building; Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution.

7. ASSISTANT ENGINEER I [MECHANICAL (BS)], JOB GROUP 'L' (1 POST)

(a) **Duties and Responsibilities**

An officer at this level will be assigned mechanical engineering duties under supervision of an experienced officer. Duties and responsibilities at this level will entail: design of mechanical services in government buildings and construction works; repair and maintenance of mechanical installations in airports, waterworks, offices, workshops conference complexes and other government facilities; undertaking projects; preparation of specifications for new equipment; and processing of tenders for mechanical installation work.

(b) **Requirements for Appointment.**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Engineer II [Mechanical (BS)] in the Public Service for at least three (3) years; or a comparable and relevant position
- (ii) A Bachelors Degree in Mechanical Engineering or any other relevant and equivalent qualification from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

8. ASSISTANT ENGINEER I (ROADS), JOB GROUP 'L' (1 POST)

(a) **Duties and Responsibilities**

An officer at this level will be assigned roads engineering duties and will work under close supervision of a senior officer. Duties and responsibilities will include: detailed design, supervision of construction and maintenance of classified and unclassified roads and design of small span drainage structures.

(b) **Requirements for Appointment**

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

- (i) Served in the grade of Assistant Engineer II (Roads/Materials) in the Public Service for a at least three (3) years; or comparable and relevant position.
- (ii) A Bachelors Degree in Civil Engineering or equivalent and relevant qualification from a recognized institution;
- (iii) Be registered by Engineers Registration Board of Kenya as a Graduate Engineer; and
- (iv) Shown merit and ability as reflected in work performance and results

9. ASSISTANT ENGINEER I (ELECTRICAL), JOB GROUP 'L' (POST 1)

(a) Duties and Responsibilities

An officer at this level will be assigned electrical engineering duties and will work under supervision of an experienced officer. Duties and responsibilities will entail: design of electrical/electronic engineering services in government buildings and construction works; repair and maintenance of electrical/electronic installations in airports, waterworks, offices, workshops, conference complexes and other government facilities; undertaking projects; preparation of specifications for new equipment; and processing of tenders for electrical/electronic installation work.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Engineer II (Electrical) in the Public Service for at least three (3) years; or a comparable and relevant position.
- (ii) Be in possession of a Bachelors Degree in Electrical Engineering or equivalent and relevant qualification from a recognized institution;
- (i) Be registered by Engineers Registration Board of Kenya as a Graduate Engineer; and
- (ii) Shown merit and ability as reflected in work performance and results.

10. ROADS OVERSEERS, JOB GROUP 'H' (6 POST)

(a) Duties & Responsibilities

An Officer at this level will be in charge of road camp or a construction unit; Supervise and oversee road works as per specifications, Carry out roads conditions and inventory surveys and Reports to the respective Sub-County Engineers.

(b) Requirements for Appointments.

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

- (i) Kenya certificate of secondary Education mean grade C with C- in both mathematics physics.
- (ii) A diploma in civil engineering OR its equivalent from recognized institution
- (iii) At least 3 years experience in road works.
- (iv) Excellent communication skills
- (v) Computer proficiency
- (vi) Should meet all requirements of Chapter Six of the Kenyan constitution 2010.

11. SURVEY ASSISTANT II, JOB GROUP 'J' (1POST)

(a) Duties and Responsibilities

Work at this level entails tertiary triangulation, tertiary traverses, engineering surveys, cadastral surveys, topographical surveys, use and adjustment of modern survey instruments in surveying process, supervision of junior staff and taking charge of a survey of supporting staff.

(b) Requirements for Appointment.

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

- (i) Served in the grade of survey Assistant III in the Public service for a at least three (3) years; or in a comparable and relevant position

- (ii) Must have a Diploma in Land Surveying or possess any other accepted equivalent qualification.

12. SENIOR INSPECTOR (MECHANICAL-MVP), JOB GROUP ‘J’ (1POST)

(a) Duties and Responsibilities

An officer at this level will be deployed in a section within the Sub –county Workshops. The officer will be supervised by a senior officer in the repair of motor vehicles and plant machinery; his duties will include inspection of motor vehicles and plant/verification of the required spare parts; testing of vehicles and equipment before and after repair; conducting proficiency test for drivers; supervision of junior staff.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) A Diploma (Automotive) or other approved equivalent qualification; a Driving License;
- (ii) Satisfactorily served for at least three (3) years in the grade of Inspector (Mechanical); and
- (iii) Shown merit and ability in work performance.

12. LEGAL OFFICER JOB GROUP ‘L’ (1POST)

(a) Duties and Responsibilities

Duties in these level includes; Representing the County Government in both civil and criminal litigation; Giving legal advice in the County Government and its attendant departments; Carrying out convincing works on behalf of the county Government; Prosecuting matters among from county legislation; Law reviews and research on assigned legal issues; Assist in publication of County Gazzete, bills and acts of county assembly and Other duties as assigned by the Chief Officer.

(b) Requirements for Appointment

- (i) Kenya citizen and a holder of an LLB degree from a recognized university.
- (ii) Post- admission diploma certificate from the Kenya School of Law.
- (iii) Two (2) years post – admission experience in legal practice.
- (iv) No pending disciplinary proceedings before the advocates, complaints commission or unpaid penalties owing to the commission.
- (v) Admission as an advocate of the High Court of Kenya.

14. INSPECTORS (BUILDINGS), JOB GROUP ‘H’ (2 POST)

(a) Duties and Responsibilities

This is the entry grade into the cadre. The officer will be deployed on construction sites for on the job training under guidance of a senior officer. Work entails: interpretation of Architectural and Engineering drawings; and checking minor repairs and alteration of existing buildings.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have a Diploma in any of the following fields: Building and Civil Engineering; Construction Technician Part III; or its equivalent and relevant qualification from a recognized institution.

5 MINISTRY OF FINANCE & ECONOMIC PLANNING

1. ASSISTANT ACCOUNTANT GENERAL (AAG) JOB GROUP “P” ONE (1) POSITION

DUTIES AND RESPONSIBILITIES

- To head the County Treasury with large Allocation for both Development & Recurrent expenditure
- Head of County Accounting Department
- Answerable to the C.E.C and Chief Officer in charge of Finance & Economic Planning
- Monitoring implementation of the Accounting standards & systems for compliance including Integrated Financial Management Systems (IFMIS)
- Follow up Audit Matters including compilation of Treasury Memorandum for the County
- Follow up Implementation of Public Accounts Committee (PAC) recommendations for the County
- Preparation of bi – annual Accounts reports, consolidation of cash flow projections submitted by the departments
- Providing of advisory services to the executive and the departmental heads on all financial Accounting matters
- Interpretation and implementation of financial regulations & procedures, treasury circulars, letters and instructions
- Maintenance of appropriate and up to date accounting records
- Timely Preparation of management financial reports
- Development of supplementary financial regulations & procedures to enhance internal controls established through normal treasury regulations & procedures

REQUIREMENTS FOR THE POST

- ❖ Served as Principal Accountant or Comparable position in public sector for a period not less than 10 Years
- ❖ Certified Public Accountants {CPA (K)} examination or its recognized equivalent
- ❖ Degree in any of the following fields: Commerce, Accounting, Business Administration, Finance or its equivalent from a recognized institution (Masters Degree in any of the above fields will have an added advantage)
- ❖ Registered with Institute of Certified Public Accountants of Kenya (ICPAK) & Registration of Accountants Board (RAB)
- ❖ ICT skills with Accounting Packages

KEY COMPETENCIES

- Integrity & Commitment to produce Results
- Creativity and Innovativeness
- Problem solving & Managerial Skills
- Good Interpersonal Relationship & Communicator
- Leadership, Collaboration, Results Oriented & Self driven

CORE SKILLS REQUIRED FOR THE POSITION

- ✓ People Management
- ✓ Financial Management
- ✓ Policy articulation & Implementation
- ✓ Planning & Coordination

2. PRINCIPAL ACCOUNTANT JOB GROUP “N”TWO (2) POSITIONS

DUTIES AND RESPONSIBILITIES

- To deputize the Assistant Accountant General
- Head of County Accounting Unit
- Answerable to the Assistant Accountant General
- Monitoring implementation of the Accounting standards & systems for compliance including Integrated Financial Management Systems (IFMIS)
- Providing of advisory services on all financial Accounting matters
- Interpretation and implementation of financial regulations & procedures, treasury circulars, letters and instructions
- Maintenance of appropriate and up to date accounting records within a unit
- Ensuring that the expenditures are within the voted allocations
- Timely Preparation of management financial reports
- Development of supplementary financial regulations & procedures to enhance internal controls established through normal treasury regulations & procedures

REQUIREMENTS FOR THE POST

- ❖ Served as Chief Accountant or Comparable position in public sector for a period not less than 10 Years
- ❖ Bachelor of Commerce in Accounting & Finance or its equivalent from a recognized institution
- ❖ Passed Certified Public Accountants {CPA (K)}
- ❖ ICT skills with Accounting Packages
- ❖ Registered with Institute of Certified Public Accountants of Kenya (ICPAK) & Registration of Accountants Board (RAB)

KEY COMPETENCIES

- Integrity & Commitment to produce Results
- Ability to work with minimal Supervision
- Creativity and Innovativeness
- Good knowledge in professional field of specialization
- Problem solving & Managerial Skills
- Good Interpersonal Relationship & Communicator
- Leadership, Collaboration, Results Oriented & Self driven

CORE SKILLS REQUIRED FOR THE POSITION

- ✓ Team Player
- ✓ Care of Resources
- ✓ Accuracy

- ✓ Manual dexterity
- ✓ Execution of Instructions
- ✓ Interpersonal skills
- ✓ Analytical skills
- ✓ Records Management skills

3. ACCOUNTANT I JOB GROUP “K”(2 POSITIONS)

4. ACCOUNTANT 1: JG (K) – 1 POST

2. Must have attained Bachelors degree –Accounting/Finance option
3. Must have CPA –Part 11
4. Advanced proficiency in Microsoft excel
5. At least two years experience
6. High integrity and a desire to work in a busy environment
7. Excellent communication and interpersonal skill

DUTIES AND RESPONSIBILITIES:

1. Monitor customer account details for non-payments, delayed payments and other irregularities.
2. You will be responsible of managing and monitoring accounts receivables balances on the client’s side.
3. You will also be responsible for a portfolio of accounts to ensure invoices are paid promptly
4. Verification of vouchers and committal documents in accordance with laid down rules and regulations.
5. Maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports e.g. imprests and expenditure returns.
6. He/she will be responsible for safe custody of records and assets under him/her.
7. Balancing and ruling of the cash book on daily basis.

KEY COMPETENCIES

- Integrity & Commitment to produce Results
- Ability to work with minimal Supervision
- Creativity and Innovativeness
- Good knowledge in professional field of specialization
- Problem solving & Managerial Skills
- Good Interpersonal Relationship & Communicator
- Leadership, Collaboration, Results Oriented & Self driven

CORE SKILLS REQUIRED FOR THE POSITION

- ✓ Team Player
- ✓ Care of Resources
- ✓ Accuracy
- ✓ Manual dexterity
- ✓ Execution of Instructions
- ✓ Interpersonal skills
- ✓ Analytical skills
- ✓ Records Management skills

17. ACCOUNTANT II, JOB GROUP ‘J’ (13)

(A) DUTIES AND RESPONSIBILITIES

This is the entry and training grade for non-professionals. 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.
- He/she will be 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 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; preparation of expenditure and Authority to Incur Expenditure (AIE) funding returns on quarterly basis at County treasury level;
- preparation of Appropriation In Aid (AIA) returns on quarterly basis at County treasury level;
- paying personal and merchant claims guided by cash balances in the cash books and treasury regulations; and receipting of all money due and payable to government.

(B) REQUIREMENTS FOR APPOINTMENT

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

- (i) Served in the grade of accountant or in a comparable and relevant position in the Public service for a at least three (3) years;
- (ii) A pass in part II of the Certified Public Accountants (CPA) Examination or it's recognized equivalent qualifications.
- (iii) Passed Proficiency Exams For Clerical Officers Accounts Option
- (iv) Certificate in Computer Applications.

KEY COMPETENCIES

- Integrity & Commitment to produce Results
- Ability to work with minimal Supervision
- Creativity and Innovativeness
- Good knowledge in professional field of specialization
- Problem solving & Managerial Skills
- Good Interpersonal Relationship & Communicator
- Leadership, Collaboration, Results Oriented & Self driven

CORE SKILLS REQUIRED FOR THE POSITION

- ✓ Team Player
- ✓ Care of Resources
- ✓ Accuracy
- ✓ Manual dexterity
- ✓ Execution of Instructions
- ✓ Interpersonal skills
- ✓ Analytical skills
- ✓ Records Management skills

4. REVENUE OFFICER_JOB GROUP “K”_THREE POSITIONS

ROLES AND RESPONSIBILITIES

- i. To co-ordinate, receive, analyze, maintaining and update all the electronic revenue data from sub – county or town within the county.
- ii. To assist the Deputy Director Revenue in advising the sub- county committees on matters pertaining to structured sources of revenue.
- iii. To control the revenue officer in charge of sub - county on matters pertaining to structured and unstructured source of revenue.
- iv. He/ She will checks , audit and do verification online on daily collection and summarize the information for decision making by higher authority
- v. He check on line the performance of the collectors and liaise with sub- county revenue officers for immediate action.
- vi. He/she will reconcile the daily collection with the Banking
- vii. He/she will be responsible to come up with new ways of improving revenue collection in the structured area .
- viii. He/she will liaise with relevant system administrator to maintain 99% up time.
- ix. Auditing of the cash book in relation to revenue collected in your docket.
- x. Any other duty allocated to you by your seniors

REQUIREMENTS FOR THE POSITION

- Have three (3) Years experience revenue tax collection

- A bachelor's degree in business or related field
- Passed Certified Public Accountant {CPA (K)}
- MBA will be an added advantage
- Minimum of five year experience
- The applicant should have a solid understanding of structured revenue collection at the county.
- The applicant should be well versed in performance evaluations and their respective tools.
- Good knowledge of financial systems and ICT skills with Accounting Packages

SKILLS AND ABILITIES

The individual must have demonstrated ability to effectively develop and new stream of revenue

ABILITY

- To handle revenue and meet deadlines
- The demonstrated – ability to model team work behavior and team building skills
- Ability to think strategically and the knowledge to develop compelled
- Excellent analytical skills
- The ability to deal with change and present ideal that motivate staff to strive for increased believe of county.
- The demonstrate record that reflect respect for ethics and fiscal stewardship.

5. ASSISTANT DIRECTORINTENAL AUDIT SERVICE JOB GROUP “P” ONE POSITION

DUTIES AND RESPONSIBILITIES

- To head the County Internal Audit Unit
- Answerable to the Chief Officer in charge of Finance & Economic Planning
- Monitoring of the Accounting standards & systems for compliance with laid down procedures
- Follow up Audit Matters including compilation of Treasury Memorandum for the County
- Preparation of Audit Reports for all county Units & departments
- Providing of advisory services to the executive and the departmental heads on all financial Accounting matters
- Interpretation and implementation of financial regulations & procedures, treasury circulars, letters and instructions

- Preparation of appropriate and up to date accounting records
- Timely Preparation of management Audit reports

REQUIREMENTS FOR THE POST

- ❖ Served as Chief Auditor or Comparable position in public sector for a period not less than 10 Years
- ❖ Passed Certified Public Accountants {CPA(K)} Examination
- ❖ Degree in any of the following fields: Commerce, Accounting, Business Administration, Finance or its equivalent from a recognized institution (Masters Degree in any of the above fields will have an added advantage)
- ❖ Registered with Institute of Certified Public Accountants of Kenya (ICPAK) & Registration of Accountants Board (RAB)

KEY COMPETENCIES

- Integrity & Commitment to produce Results
- Creativity and Innovativeness
- Problem solving & Managerial Skills
- Good Interpersonal Relationship & Communicator
- Leadership, Collaboration, Results Oriented & Self driven

CORE SKILLS REQUIRED FOR THE POSITION

- ✓ People Management
- ✓ Financial Management
- ✓ Policy articulation & Implementation
- ✓ Planning & Coordination

6. AUDIT ASSISTANTS/ JOB GROUP “J” 4 POSITIONS

DUTIES AND RESPONSIBILITIES

- Performance of variety of Audit duties under supervision of a senior Officer
- Verification of Vouchers & committal documents to ensure they fall within the laid down rules and regulations
- Participate in routine Auditing work and offer advice
- Ensure safe custody of government records
- Extracting and providing cash liquidity analysis

REQUIREMENTS FOR THE POST

- ❖ Bachelors degree in Commerce (Accounting & Finance Option), Business Administration (Accounting Option) from a recognized institution
- ❖ Passed Certified Public Accountants {CPA (II)} Examination
- ❖ Good knowledge of financial systems and ICT skills with Accounting Packages

KEY COMPETENCIES

- Integrity & Commitment to produce Results
- Ability to work with minimal Supervision

- Creativity and Innovativeness
- Good knowledge in professional field of specialization
- Problem solving & Managerial Skills
- Good Interpersonal Relationship & Communicator
- Leadership, Collaboration, Results Oriented & Self driven

CORE SKILLS REQUIRED FOR THE POSITION

- ✓ Team Player
- ✓ Care of Resources
- ✓ Accuracy
- ✓ Manual dexterity
- ✓ Execution of Instructions
- ✓ Interpersonal skills
- ✓ Analytical skills
- ✓ Records Management skills

7. SUPPLY CHAIN MANAGEMENT OFFICERS JOB GROUP “J” FOUR (4) POSITIONS

DUTIES AND RESPONSIBILITIES

- Management of warehousing;
- Distribution management
- Management o disposal of stores and equipment;
- Handling of Procurement Processes
- Conducting market surveys and research
- Management of inventory and stock control

REQUIREMENTS FOR THE POST

- Bachelors Degree in any of the following: - Commerce, Business Administration (Supplies Management Option), Procurement and Supplies Management or their equivalent from a recognized Institution
- Good knowledge of financial systems and ICT skills with Accounting Packages

KEY COMPETENCIES

- Integrity & Commitment to produce Results
- Ability to work with minimal Supervision
- Creativity and Innovativeness
- Good knowledge in professional field of specialization
- Problem solving & Managerial Skills
- Good Interpersonal Relationship & Communicator
- Leadership, Collaboration, Results Oriented & Self driven

CORE SKILLS REQUIRED FOR THE POSITION

- ✓ Team Player

- ✓ Care of Resources
- ✓ Accuracy
- ✓ Manual dexterity
- ✓ Execution of Instructions
- ✓ Interpersonal skills
- ✓ Analytical skills
- ✓ Records Management skills

ALL APPLICANTS MUST:

1. Meet the conditions of chapter six of the constitution.
2. Be cleared by HELB where applicable.
3. Have valid Tax Compliance Certificate.
4. Have valid Certificate of Good Conduct issued by Kenya Police.
5. Have clearance from Ethics and Anti-Corruption Commission.

For more details on these positions. Requirements and application procedures please visit our website www.tharakanithi.go.ke

HOW TO APPLY:

Interested and suitable qualified candidates should forward their application, enclosing certified copies of their academic and professional certificates, detailed Curriculum Vitae giving details of daytime telephone contact-mail address, names and valid current contacts of two referees on or before **WEDNESDAY 3rd August, 2016 by 5.pm..**

NB: All applicants **MUST** fill in the application for employment form - TNC/CPSB/2a available on our website at or obtain hard copies of the same at the County Public Service Board's office at Kathwana.

Online applications should be emailed to tharakanithi.cpsb@gmail.com

All application should be submitted in a sealed envelope indicating the position applied for and should be addressed to:

THE SECRETARY
COUTY PUBLIC SERVICE BOARD
P.O BOX, 10-60406
KATHWANA