

Requirement for Appointment

- i. At least ten years relevant experience three of which should be in the grade of Assistant Director trade or its equivalent
- ii. A certificate in management training lasting not less than four weeks
- iii. Bachelor's degree in Commerce/ Business Administration/Mathematics/Entrepreneurship/Project planning and management/Engineering/Education Technology/Agriculture/Food Technology/Textile Technology/Economics or any related field
- iv. Master's degree in related field or professional qualification will be an added advantage
- v. Certificate in computer Application skills from a recognised institution
- vi. Demonstrated professional, technical and administrative competency as reflected in work performance and results
- vii. Good interpersonal relations with proven communication skills, both verbal and written;
- viii. Satisfy the requirements of Chapter Six of the Constitution

Industrialization Development Officer – JOB GROUP 'N' (1 POST)

Basic salary scale: Ksh.48, 190 pm-Ksh.65, 290 pm

Reporting to Head, Industrialization Officer

Duties and responsibilities:

- i. Promotion and implementation of industrial development project and programmes in the County.
- ii. Implementing county investment strategies and policies
- iii. Researching on viable proposed investments and challenges and needs of the industrial sector in the County and recommending appropriate action
- iv. Ensuring proposed investments are in line with the priority sectors and development agenda of the County
- v. Establishing and facilitating communication between the investors and County Government
- vi. Overseeing audit of Environmental Impact Assessment of industries that operate in the County

- vii. Organising forums for capacity building of entrepreneurs to exploit opportunities for setting up value addition factories
- viii. Liaising with the relevant government ministries, agencies, institutions and other stakeholders on matters of industrial development
- ix. Participating in industrial development stakeholder forums
- x. Any other duties as assigned by the Industrialization Development Officer

Requirement for Appointment

- i. At least 3 years' relevant experience in the public or private sector
- ii. Bachelor's Degree in Engineering, Agriculture, Animal sciences, Food Technology, Production technology, Leather Sciences, Wood Sciences, Veterinary medicine, Geology, Environmental sciences, Chemistry, Biochemistry or computer sciences from a recognised university.
- iii. Certificate in computer Application Skills
- iv. A certificate in management of not less than four weeks
- v. Demonstrated professional, technical and administrative competency as reflected in work performance and results
- vi. Good interpersonal relations with proven communication skills, both verbal and written;
- vii. Satisfy the requirements of Chapter Six of the Constitution

Head, Trade – JOB GROUP 'Q' (1 POST)

Basic salary scale: Ksh.89, 748 pm-Ksh.120, 270 pm

Reporting to Chief Officer, Trade, Industrialisation and Tourism.

Duties and Responsibilities:

- i. Developing, implementing and monitoring the implementation of policies, practices, and procedures and ensure compliance with legal laws and/or regulations and within approved budgets
- ii. Marketing the county as an investment destination
- iii. Creating and developing business/investment opportunities through market intelligence, participation in trade forums/conferences and other channels

- iv. Development, markets wholesale hubs and tire I retail markets in the distribution value chain in the county
- v. Monitoring and evaluation of trade development projects and programmes
- vi. Development of micro, small and medium enterprises (MSMEs) engaged in trade
- vii. Collecting, analyzing and disseminating business information and management of county business information centers
- viii. Promoting of export businesses and domesticating inter – county, bilateral, regional and international trade at the county level.
- ix. Any other duties as assigned by the Chief Officer

Requirement for Appointment

- i. At least ten years relevant experience three of which should be in the grade of Assistant Director trade or its equivalent
- ii. A certificate in senior management training lasting not less than four weeks
- iii. Bachelor's degree in Commerce/ Business Administration/Economics/Marketing or any related field
- iv. Masters degree in related field or professional qualification will be an added advantage
- v. Demonstrated professional, technical and administrative competency as reflected in work performance and results.
- vi. Good interpersonal relations with proven communication skills, both verbal and written;
- vii. Satisfy the requirements of Chapter Six of the Constitution

Trade Development Officer – JOB GROUP 'N' (1 POST)

Basic salary scale: Ksh.48, 190 pm-Ksh.65, 290 pm

Reporting to Head, Trade Kakamega County

Duties and Responsibilities

- i. Implementing strategies, policies and procedures in relation promotion of trade development in the county

- ii. Promoting retail and wholesale markets
- iii. Monitoring the trading activities and trade development opportunities of the County and conducting market surveys and research
- iv. Managing and disseminating trade information to traders and other stakeholders
- v. Overseeing the management of county physical markets and regulation of hawking activities
- vi. Identifying opportunities for productive engagements between county small scale traders, producers, potential investors and other relevant stakeholders
- vii. Ensuring maintenance of a high standard of operational good practice, safety, security, hygiene and cleanliness throughout all markets and trading centres
- viii. Overseeing the erection and dismantling of all structures relating to Craft Fairs, Outdoor Markets and any other event which may be the responsibility of the trade department
- ix. Any other duties as assigned by the Trade development Officer

Requirement for Appointment

- i. At least 3 years relevant experience in the public or private sector
- ii. Degree in Commerce/Economics/Business Administration/International Trade or related field
- iii. A certificate in management of not less than four weeks
- iv. Knowledge of economic, social, political and development issues
- v. Strong leadership, organization and coordination skills Demonstrated professional, technical and administrative competency as reflected in work performance and results
- vi. Good interpersonal relations with proven communication skills, both verbal and written;
- vii. Satisfy the requirements of Chapter Six of the Constitution

Head, Tourism - JG “Q” (1 POST)

Basic salary scale: Ksh.89, 748 pm-Ksh.120, 270 pm

Reporting to the Chief Officer Ministry of Trade, Industrialization and Tourism

Duties and Responsibilities:

- i. Providing Technical advice on all Tourism related matters Promotion of tourism within Kakamega County
- ii. Formulating, coordinating, implementing and reviewing tourism development policies, strategies and procedures
- iii. Coordinating development programmes in the tourism sector
- iv. Carrying out tourism education, awareness and training
- v. Offering advisory and extension services to the tourism sector
- vi. Enforcement of compliance with the tourism legislation
- vii. Carrying out tourism research and development
- viii. Monitoring performance on growth and development of the tourism sector within Kakamega County
- ix. Implementing departmental performance contracts, appraisal systems,
- x. Any other duties as assigned by the Chief Officer

Requirement for Appointment:

- i. At least ten years relevant experience three of which should be in the grade of Assistant Director Tourism or its equivalent
- ii. Bachelor's degree in tourism or related field from recognized institution/ university in Kenya.
- iii. A master's degree will be an added advantage.
- iv. Demonstrated professional, technical and administrative competency as reflected in work performance and results
- v. Good interpersonal relations with proven communication skills, both verbal and written;
- vi. Impeccable integrity, ethical and professional behaviour and reputation

Tourism Marketing and Promotion Officer -JG "N" (1 POST)

Basic Salary scale: Ksh.48190pm -65,290pm

Reporting to the Head, Tourism and working closely with the County Tourism Board

Duties and responsibilities

- i. Promoting County Tourism Products
- ii. Organizing County Tourism and Travel Expos/fairs in collaboration with relevant stakeholders

- iii. Organizing County participation in National and International tourism events
- iv. Developing marketing materials to foster branding, destination image and competencies
- v. Equipping County information Centres with marketing materials and with travel technology
- vi. Organizing cultural Tourism and other county Tourism festivals
- vii. Co-coordinating task forces on tourism industry issues on a broad scale
- viii. Establishing and promote County e-Tourism and website design for market access and linkages
- ix. Performing other related duties as assigned.

Requirement for Appointment:

- i. At least 3 years relevant experience in the public or private sector
- ii. Bachelor's degree in tourism or related field such as Business/management studies especially those with tourism management, Hospitality management, Hotel management, Leisure and tourism, Marketing, Public relations and Travel and tourism management with a minimum of three years of experience in the tourism industry.
- iii. A master's degree will be an added advantage.
- iv. Marketing and web experience
- v. A certificate in supervisory and management skills
- vi. Excellent interpersonal, written and oral communication skills
- vii. Ability to liaise with community groups, stakeholders in the tourism industry
- viii. Ability to work independently, within large teams or to lead a team, cohesively and efficiently
- ix. Creativity and innovative strategic thinking along with good PR and marketing skills.
- x. Certificate in computer applications from preferably in web design from a recognized institution.
- xi. Demonstrated organizational and leadership skills and relevant experience
- xii. Satisfy the requirements of Chapter Six of the Constitution

Tourism Officer -JG "N" (1 POST)

Basic Salary scale: Kshs.48, 190 p.m. – Ksh. 65,290 p.m.

Reporting to Principal Tourism marketing and promotion Officer

Duties and Responsibilities

- i. Identifying and documenting Tourism products
- ii. Identifying community based tourism projects
- iii. Promoting existing tourist attractions through advertising campaigns, developing promotional literature including artwork, writing press releases and copy for tourism guides/newsletters
- iv. Organizing special and seasonal events and festivals
- v. Providing support, guidance and sometimes administering funding for local tourism-related business and advising new tourism businesses
- vi. Creativity and innovative strategic thinking along with good PR and marketing skills.
- vii. Satisfy the requirements of Chapter Six of the Constitution

Requirement for Appointment:

- i. At least 3 years relevant experience in the public or private sector
- ii. a Bachelor's degree in tourism or related field such as Business/management studies especially in tourism management, Hospitality management, Hotel management, Leisure and tourism, Marketing, Public relations and Travel and tourism management
- iii. A master's degree will be an added advantage.
- iv. Excellent interpersonal, written and oral communication skills
- v. Ability to liaise with community groups, stakeholders and the tourism industry
- vi. High level of skills in the production of information and communication material
- vii. Excellent customer service skills and an understanding of visitor needs and of the tourism industry
- viii. Ability to work independently, within large teams or to lead a team, both cohesively and efficiently
- ix. Strong management, administrative, organizational and project management ability
- x. Creativity and innovative strategic thinking along with good PR and marketing skills.
- xi. Certificate in computer applications from a recognized institution preferably in web design

- xii. Satisfy the requirements of Chapter Six of the Constitution

Deputy Head, Weights & Measures - JG “P” (1 POST)

Basic Salary scale: Ksh.77,527 Pm –Ksh.103,894 Pm

Reporting to Chief Officer, Industrialisation, Trade and Tourism.

Duties and Responsibilities:

- i. Provide Technical advice on all Weights and Measures related matters.
- ii. Verification of working standards and testing of equipment
- iii. Maintenance of laboratory services
- iv. Enforcement of all legislation relating to weights and measures
- v. Review and harmonization of all policies, statues, rules and regulations related to weights and measures
- vi. Developing and implementing strategies, policies and procedures in relation to weights and measure
- vii. Evaluation and collation of data on weighing and measuring equipment
- viii. Monitoring adverts in the media with a view to finding out those that may be in breach of the Trade Descriptions Act,(Cap 505)
- ix. Instigating all necessary legal action in line with the County’s enforcement policy and procedures, including the preparation of proofs of evidence and acting as an expert witness in court
- x. Any other duties as assigned by the Chief Officer

Requirement for Appointment

- i. At least five years of relevant experience in the public or private sector and preferably 3 years in the grade of Principal Weights and Measures Officer.
- ii. Bachelor’s degree in any of the following disciplines: Physics, Mathematics. Mechanical, chemical, Electrical, Electronics/instrumentation and microprocessors engineering. Computer Science, Information Communication Technology, or equivalent qualifications from a recognized institution.
- iii. Attended an investigation/prosecution course lasting for at least four(4) weeks
- iv. Registered member of the Institute of Trade Standards Administration

- v. A Master's degree in a relevant field will be an added advantage
- vi. Certificate in computer applications from a recognised institution
- vii. Demonstrated professional, technical and administrative competency as reflected in work performance and results
- viii. Good interpersonal relations with proven communication skills, both verbal and written;
- ix. Satisfy the requirements of Chapter Six of the Constitution

Weights and Measures Inspector - JG "K" (3 POST)

Basic Salary scale: Ksh. 31,020- Ksh. 42,590p.m

Reporting to Deputy Head Weights and Measures Officer

Duties and responsibilities

- i. Testing and stamping of mechanical and electronic weighing and measuring equipment
- ii. Sampling pre-packaged goods for qualitative analysis
- iii. Carrying out a variety of duties including inspections, investigations and prosecution of offences arising from laws enforced by the weights and measures unit
- iv. Giving evidence in court on offences arising from infringement of weights and measures Act (Cap 513), the Trade descriptions Act (Cap 505) and regulations made there under
- v. Collecting and accounting for Appropriation in Aid (A.I.A)
- vi. Any other duty assigned

Requirement for Appointment

- i. At least three years of relevant experience in the public or private sector
- ii. A Bachelors degree in any of the following Disciplines:
Mechanical/electronics/instrumentation and microprocessors engineering,
Instrumentation, computer Science, Information Communication Technology (ICT),
Legal Metrology Engineering (Mechanical/Electrical/Electronics) or equivalent qualifications from a recognized institution
- iii. Attended an investigation/prosecution course lasting for at least four(4) weeks
- iv. Certificate in Computer applications from a recognized institution.
- v. A registered member of the Institute of Trade Standards Administration

- vi. Demonstrated professional, technical and administrative competency as reflected in work performance and results
- vii. Good interpersonal relations with proven communication skills, both verbal and written
- viii. Satisfy the requirements of Chapter Six of the Constitution

Senior Personal Secretary- JG “L” (1 POST)

Basic Salary Scale: Ksh.35, 910 pm-45,880 pm

Reporting to Chief Officer Trade, Industrialization and Tourism

Duties and Responsibilities

- i. Management of e-.Office.
- ii. Management of office protocol, coordinating schedules of meeting and appointments
- iii. Handling appointments, visitors and clients.
- iv. Operating office equipment; including telephone
- v. Ensuring security of office records, equipment and documents including classified materials;
- vi. Preparing responses to routine correspondence;
- vii. Establishing and monitoring procedures for record keeping correspondence and file movements;
- viii. Supervising office cleanliness; and
- ix. Any other duties as may be assigned from time to time.

Requirement for Appointment

- i. At least five (5) years relevant experience in the public or private sector
- ii. Have a Kenya Certificate of Secondary Education mean grade C minus with at least C minus in English.
- iii. Higher Diploma in Secretarial studies from Kenya National Examination Council (KNEC) or equivalent from a recognized institution.
- iv. Certificate in computer applications (Ms. Office) from a recognized institution.
- v. Good knowledge in the professional field of specialization (roads).
- vi. Ability to take instructions.
- vii. Satisfy the requirements of Chapter Six of the Constitution

NOTE: Applicants for the above positions are required to get clearance from the following institutions to meet requirements of Chapter Six

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti Corruption Commission
- Criminal Investigation Department

Copies of these Clearances MUST be attached to the applications

How to apply:

All applicants should submit their applications together with copies of their detailed curriculum vitae, academic and professional certificates, testimonials, National Identity card or passport, and any other supporting documents. The positions applied should be indicated on top of the envelope.

Kakamega County residents will be required to indicate their constituency of origin

Applications should be submitted to:

SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
P O BOX 458-50100
KAKAMEGA

Hand delivered applications can be submitted at the County Public Service Board's reception located at former Provincial Headquarters, Block 'B', 2nd Floor

Applications should reach the office on or before 29th June, 2015

County Government of Kakamega is an equal opportunity employer, all are encouraged to apply.

Canvassing will lead to automatic disqualification.

**SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD**

