

COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

VACANCIES

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Pursuant to the Constitution of Kenya (2010) and the County Government Act No. 17 of 2012, the County Government of Kakamega invites applications from suitably qualified persons to fill the following vacant positions:

(I) DEPARTMENT OF INDUSTRIALIZATION, TRADE AND TOURISM

POSITION: INDUSTRIAL DEVELOPMENT OFFICER II– JOB GROUP ‘K’ (1 POST)

Reporting to Industrialization Development Officer

Duties and responsibilities:

- Promoting and implementation of Industrial Development Project and Programmes in the County.
- Implementing county Investment Strategies And Policies
- Researching on viable proposed investments and challenges and needs of The Industrial Sector in the County and recommending appropriate action
- Harmonising proposed investments with the priority sectors and development agenda of the County
- facilitating communication between the investors and County Government
- Carrying out audit of Environmental Impact Assessment of industries that operate in the County
- Organising forums for capacity building of entrepreneurs to exploit opportunities for setting up value addition factories
- Liaising with the relevant government ministries, agencies, institutions and other stakeholders on matters of industrial development
- Participating in industrial development stakeholder forums
- Any other duties as assigned by the Industrialization Development Officer

Requirement for Appointment

- At least 3 years relevant experience in the public or private sector
- 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 recognized university.
- Certificate in Computer Application Skills
- Demonstrated professional, technical and administrative competency as reflected in work performance and results

- Good interpersonal relations with proven communication skills, both verbal and written;
- Satisfy the requirements of Chapter Six of the Constitution

Terms: Permanent and Pensionable.

POSITION: CHIEF TRADE DEVELOPMENT OFFICER, JOB GROUP 'M' (1 POST)

Duties and Responsibilities

- Participate in the development of the County through development and investment programs.
- Market and promote existing and potential investment opportunities within the county
- Develop wholesale and retail trade and promote business producer groups
- Manage credit schemes for the Micro, Small and Medium Enterprises (MSMEs)
- Develop and implement policies of the investment section.
- Any other duties as assigned by the Trade Development Officer

Requirements for Appointment

- At least 8 years of relevant experience in the public or private sector
- Bachelor's Degree in Commerce/Economics/Business Administration/International Trade or related field
- A certificate in management of not less than four weeks
- Knowledge of Economic, Social, Political and Development issues
- Strong leadership, organization and coordination skills
- Demonstrated professional, technical and administrative competency as reflected in work performance and results.
- Good interpersonal relations with proven communication skills, both verbal and written;
- Satisfy the requirements of Chapter Six of the Constitution
- Master's degree in a relevant field will be an added advantage.

Terms: Permanent and Pensionable.

POSITION: CHIEF TOURISM OFFICER, JOB GROUP 'M' (1 POST)

Reporting to Head of Tourism

Duties and responsibilities

- Promoting County Tourism Products
- Organising County Tourism and Travel Expos/Fairs in collaboration with relevant stakeholders
- Organising County participation in National and International tourism events
- Developing marketing materials to foster branding, destination image and competencies
- Equipping County Information Centres with marketing materials and with Travel Technology
- Organizing Cultural Tourism and other County Tourism festivals
- Carrying out Marketing and Promotion of Tourism in the County
- Co-coordinating task forces on Tourism Industry issues on a broad scale
- Establishing and promoting County e-Tourism and website design for market access and linkages
- Performing other related duties as assigned.

Requirement for Appointment:

- At least 8 years relevant experience in the public or private sector
- 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.
- Must have a Master's degree in a relevant field will be an added advantage.
- Marketing and Web Advertising.
- A certificate in supervisory and management skills
- Excellent interpersonal, written and oral communication skills
- Ability to liaise with community groups, stakeholders in the Tourism Industry
- Ability to work independently, within large teams or to lead a team, cohesively and efficiently
- Creativity and innovative strategic thinking along with good PR and marketing skills.
- Certificate in Computer Applications preferably in web design from a recognized institution.
- Demonstrate organizational and leadership skills and relevant experience
- Satisfy the requirements of Chapter Six of the Constitution

Terms: Permanent and Pensionable**POSITION: SENIOR TRADE DEVELOPMENT OFFICER 'L' (3 POSTS)**

Reporting to County Loans Management Officer

Duties and responsibilities

- Participate in the development of policies and programs for business development services for the Micro and Small Enterprises operators
- Set credit policies, credit lines, procedures and standards in conjunction with the senior management
- Promote and market business trade loans
- Monitor, Evaluate and assess loans, appraisal, approvals proper securitization and compliance to Audit Standards
- Obtain and compile copies of loan applicants' credit histories, corporate financial statements and other financial information
- Ensure loan repayments and recoveries are within the stipulated time
- Review and update credit loan files and prepare reports on Investment Performance
- Build entrepreneurial capacity of the fund beneficiaries with basic business skills
- Handle complaints and disputes and take appropriate section to resolve them
- Participate in the preparation and implementation of annual Budgets and business development plans.
- Ensure supervision, Appraisal, Coaching, Motivation and Development of staff and recommend appropriate training needs;
- Obtaining and compiling copies of loan applicants' Credit History, Corporate Financial Statements, and other financial information;
- Review and update credit and loan files and prepare reports on investment performance;
- Any other duties as may be assigned.

Minimum qualification and experience required:

- Served in the grade of Enterprise Development Officer or in a comparable and relevant position for a minimum period of eight (8) years;
- Degree in Business Administration/ Finance/Economics /Commerce/Law/ a related field from a recognized Institution;
- A Master's Degree in any of the following disciplines; Economics, Commerce, Business Administration, Enterprise Development/Entrepreneurship, Human Resource Management/Development, Arts and Design or any other Social Science from a recognized Institution will be an added advantage.
- Shown Professionalism, Competence and administrative capability and initiative in the general organization and management of the enterprise development function;
- A thorough understanding of National goals, policies and development objectives and ability to translate them into Enterprise Development Policies and Programmes;
- Lending and relationship management experience to create a balance between credit risk and customer service;
- At least three (3) years' experience in a Financial Institution handling Micro and SME clients;
- Have excellent interpersonal, analytical, organization and management skills;
- Knowledge of Economic and Accounting principles and practices, Financial markets, Banking analysis and reporting of financial data;
- Satisfy the requirements of Chapter Six of the Constitution.

Terms: Permanent and Pensionable**POSITION: WEIGHTS AND MEASURES INSPECTOR, JOB GROUP 'J' (3 POSTS)**

Reporting to Weights and Measures Officer '1'

Duties and responsibilities

- Test and stamp mechanical and electrical, weighing and measuring
- Collect data on verified equipment at traders premises
- Compile weights and measures reports for analysis
- Maintain an updated traders database in the assigned region
- Sample pre-packaged goods for quantitative analysis
- Give evidence in a court of law on arising cases on infringement of the Weights and Measures Act (Cap 513) and Trade Description Act (Cap 505)
- Collecting and accounting for Appropriation in Aid (A.I.A).

Requirement for Appointment

- At least two (2) years experience in the public or private sector
- A Bachelors degree in any of the following Disciplines:
Mechanical/Electronics/Instrumentation and Microprocessors Engineering, Computer Science, Information Communication Technology (ICT), Legal Metrology Engineering (Mechanical/Electrical/Electronics) or equivalent qualifications from a recognized institution
- Attended an Investigation/Prosecution course lasting at least four(4) weeks
- Certificate in Computer applications from a recognized institution.
- Passed Proficiency examination in weights and measures
- A Registered member of the Institute of Trade Standards Administration
- Demonstrate Professional, Technical and Administrative competency as reflected in work performance and results

- Good interpersonal relations with proven communication skills, both verbal and written;
- Satisfy the requirements of Chapter Six of the Constitution.

Terms: Permanent and Pensionable

DEPARTMENT OF CULTURE, SOCIAL SERVICES, CHILDREN AND SPORTS

POSITION: CHILDREN AND SOCIAL SERVICES COORDINATOR, JOB GROUP 'L' (2 POSTS)

The Officer shall be responsible to Chief Officer, Social Service, Youth and Sports

Duties and Responsibilities

- Liaise with relevant National Agencies and Ministries in the Implementation of Policies, Programmes on Social Protection and Vulnerable groups-Children, disabled, widows and elderly
- Assist the relevant agencies and Ministries in Identification of vulnerable groups for inclusion in the Social Welfare Programmes Liaising with stakeholders for the implementation of the County Children Policy.
- Coordinate the implementation of the National Standards and guidelines on vulnerable groups.
- Co-ordinate Children Programmes at Community level at community level through area advisory Committees
- Assist in establishing Community Development Programmes
- Monitoring the management of Orphanages in the County
- Assist relevant agencies and ministries in identification of Vulnerable groups such as Widows, Children and the elderly
- Promote County Children Programmes.
- Maintain records and keep track of all County Government disbursements and commitments made to support children programmes.
- Provide effective leadership in the development of strategic partnership to promote and strengthen collaborative networks between the department and key stakeholders.
- Perform any other duties and responsibilities as may be assigned.

For appointment to this position, a candidate must:

- Be a Kenyan citizen.
- Have a Bachelor's degree in any of the Social Sciences.
- A Master's degree in any Social Sciences will be an added advantage.
- Have at least six (6) years experience out of which 3 years should be in a management level.
- Have an understanding of the Local and International legal instruments that safeguard Children and minority rights.
- Be proficient in Computer applications
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.
- Demonstrate understanding of commitment to the National Values and Principles of Public Service Governance as provided in the Constitution of Kenya 2010 Article 10 and 232.

POSITION: YOUTH AND SPORTS OFFICER II, JOB GROUP 'J' (6 POSTS)

An officer at this level will be responsible to the Regional Sports and Youth Officer.

Duties and Responsibilities

- Mainstreaming of youth issues in the County Government Policies and Programmes
- Provide linkage between the County Government and the Department of Youth and Gender on the Planning, Coordination, Implementation, and Monitoring of Youth and Gender Programmes in the County.
- Identification and promotion of Youth talent including entrepreneurship
- Provide Technical and Professional assistance to the Department.
- Assist in direct supervising of Youth and Sports Programmes in the Sub-County.
- Coordinate the collection and analysis of statistical data and submission of statutory reports relating to the mandate of the Department.
- Coordinate the implementation of the 30% preferential procurement for Youth, Women and Persons with Disabilities in the County.
- Perform any other duties and responsibilities as may be assigned.

Requirements/Qualifications

- Be a Kenyan Citizen.
- Must have a Bachelor's degree in a relevant field of Physical Education and /or in Social Sciences
- Must have served for at least two (2) years, in a relevant position in either the Public or Private Sector.
- Show some evidence of partnership with County Government on youth and gender issues.
- Have proficiency in computer applications.
- Have the capacity to work under pressure to meet strict deadlines.
- Be a team player with excellent communication skills.
- Be an individual with high integrity with ability to maintain confidentiality.

POSITION: CHIEF REGIONAL YOUTH AND SPORTS OFFICER, JOB GROUP 'M' (3 POSTS)

The Officer at this level will report to the Head, Youth and Sports.

Duties and Responsibilities

- Develop and implement all forms of sports and recreation programmes.
- Collaborate with learning institutions, and other stakeholders concerned with sports and recreation in searching, identifying and development of talents, provision of sports equipment, facilities and technical training.
- Facilitate Capacity building in youth development and empowerment
- Mainstreaming of youth issues into the County Government
- Presiding over elections of all associations at the County level.
- Facilitate Youth exchange Programme
- Monitoring of Youth programmes in the Region
- Monitor the transfer of local athletes to clubs outside the County.
- Create awareness on the benefits of regular participation in sports for health living.
- Provide effective leadership in the development of strategic partnership to promote and strengthen collaborative networks between the department and key stakeholders.

- Perform any other duties and responsibilities as may be assigned.
- Inculcate the sense of patriotism and co-existence through sports.
- Registration of all clubs.
- Co-ordination and Administration of Sports Youth Centres in the County.
- Promote good governance, transparency and accountability in all sports organizations.
- Facilitate active participation of citizens in County, Regional, Continental and International including aspiring for administrative positions.

Requirements for appointment

- Be a Kenyan citizen.
- Have a Bachelor's degree in physical education, sports management or sports science and or/social Science
- A Master's degree in the relevant field will be an added advantage.
- Have at least eight (8) years' experience in a relevant field.
- Should have technical skills in sports.
- Computer skills and ability to use information technology as a tool and resource.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.
- Demonstrate understanding of commitment to the National Values and Principles of Public Service Governance as provided in the Constitution of Kenya 2010 Article 10 and 232

Terms: Permanent and Pensionable.

POSITION: CULTURAL OFFICER I, JOB GROUP 'J' (3 POSTS)

The officer at this level will report to the Regional Cultural Officer.

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 Appointment

- Served in a comparable and relevant position in any recognized institution for a minimum period of two (2) 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.

Terms: Permanent and Pensionable.

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DEPARTMENT OF HEALTH SERVICES

POSITION: SENIOR REGISTERED CLINICAL OFFICER – PAEDIATRICS, JOB GROUP ‘L’ (2 POSTS)

Duties and Responsibilities

- Receiving and examining Children in MCH/Paeds Ward;
- Ordering investigations and interpreting results;
- Diagnosing and managing children in out-patient and in-patient;
- Appropriate referral and referral treatment;
- Periodic self-assessment;
- Supervising and mentoring Co-interns;

Requirements for Appointment:

- Be a Kenyan Citizen;
- Holder of KCSE C (plain) and above from a recognized institution or its equivalent;
- Possess Higher Diploma in Clinical Medicine and Higher Diploma in Pediatrics;
- Have a valid Practicing License;
- Demonstrate understanding of and commitment to the National Values of Kenya 2010 Articles 10 and 232;
- Other requirements as per the Scheme of Service for Clinical Officers;
- Be a team player at the place of work; and
- Be able to manage special clinics (pediatrics).

Terms: Permanent and Pensionable

POSITION: SENIOR NURSING OFFICER (ICU) – JOB GROUP ‘L’ (8 POSTS)

Duties and Responsibilities

- Working in critical care setting to provide care to patients in the clinics/units;
- Planning and providing services in administering critical care nursing;
- Being responsible for monitoring the patients from the operating theatre and other relevant Units;
- Attending to the patients by making sure that they are adequately treated/ cared for and followed up;
- Supervising and mentoring Nursing Officer Interns; and
- Any other duties as may be assigned from time to time.

Requirements

- Be a Kenyan citizen;
- Be a holder of a Bachelor's Degree or a higher Diploma in Critical Care Nursing from a recognized training institution;
- Have a registration certificate and a valid practicing license issued by the Nursing Council of Kenya;
- Demonstrate understanding of and commitment to the Values and Principles outlined in Articles 10 and 232 of the Constitution;
- Have good inter-personal and communication skills; and
- Be conversant with computer applications.

Terms: Permanent and Pensionable

POSITION: SENIOR NURSING OFFICER (NEPHROLOGY) – JOB GROUP 'L' (9) POSTS

Duties and Responsibilities

- Taking appropriate care of patients with kidney disease who receive dialysis or renal transplants;
- Providing patients with the necessary information;
- Educating patients regarding risk factors that can result from chronic kidney disease;
- Supervising and mentoring NO-Interns; and
- Any other duties as may be assigned from time to time.

Requirements

- Be a Kenyan citizen;
- Be a holder of a Bachelor's degree or a higher diploma in Nephrology Nursing from a recognized training institution;
- Have a registration certificate and a valid practicing license issued by the Nursing Council of Kenya;
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution;
- Must have good inter-personal and communication skills; and
- Must be conversant with computer applications.

Terms: Permanent and Pensionable

POSITION: SENIOR REGISTERED CLINICAL OFFICER – REPRODUCTIVE HEALTH JOB GROUP 'L' (3 POSTS)

Duties and Responsibilities

- Seeing and examining patients;
- Ordering investigations and interpreting results;
- Diagnosing and Management of patients in out-patient and in-patient;
- Appropriate referral and prefferal treatment; and follow up;
- Periodic self-assessment;
- Supervising students in the department.
- Supervising CO-Interns

Requirements for Appointment

- Be a Kenyan Citizen.
- Be a holder of KCSE C (plain) and above or equivalent;
- Have a Higher Diploma in Reproductive Health from a recognized institution;
- Registered with the Clinical Officers Council;
- Must have a valid Practicing License;
- Demonstrate understanding of and commitment to the National values of Kenya 2010, articles 10 and 232;
- Other requirements as per Scheme of Service from Clinical Officers;
- Be a team player in the place of work; and
- Be able to manage special Clinics (RH).

Terms: Permanent and Pensionable

POSITION: COUNTY STANDARDS, QUALITY ASSURANCE AND RESEARCH OFFICER, JOB GROUP 'P' (1 POST)

County Standard Quality Assurance and Research Officer will be answerable to the Head of Planning, Monitoring, Evaluation and Administration. He/She will be responsible for implementation of policies and procedures for effective and efficient management of Standards, Quality Assurance and Research in the Department of Health Services.

Duties and Responsibilities

- Conducting Health Researches in all areas;
- Monitoring Continuous Professional Development;
- Ensuring Health Standards are maintained;
- Ensuring Quality Assurance;
- Ensuring all Health Regulations are followed;
- Ensuring Standards Operating Procedures are adhered to;
- Ensuring use of Clinical guideline in Departments; and
- Any other duties as may be assigned from time to time.

Requirements

- Be a Kenyan citizen;
- Have a Bachelors Degree from a recognized University in a health related field, either:
 - ✓ Bachelor of Medicine and Bachelor of Surgery (MBChB); or
 - ✓ BSc. (Health Systems Management); or
 - ✓ BSc. (Clinical Medicine); or
 - ✓ BSc. (Nursing); or
 - ✓ Bachelor Degree in Public Health;
- A Master's Degree in Public Health, Epidemiology or Health Economics;
- Certificate in Health Systems Management;
- Have Senior Management Course;
- Proficiency in Data analysis using EPI Info, Statistical Package for Social Science will be an added advantage;
- Have at least six (6) years of working experience, out of which three (3) years should have been at a senior management level;
- Satisfy the requirements of chapter six of the Constitution of Kenya, 2010;
- Demonstrate a good understanding of the County Government's Mandate, Health policies, Vision, Mission, as well as Vision 2030;

- Demonstrate understanding of and commitment to the national values and principles of Public Service Governance as espoused in the Constitution of Kenya 2010 Articles 10 and 232; and
- Have capacity to undertake multitasks within strict timelines.

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

POSITION: PRINCIPAL HUMAN RESOURCE OFFICER, PERFORMANCE MANAGEMENT, JG 'P' (1 POST)

The Principal Human Resource Officer, Performance Management will be responsible to the Chief Officer, Public Service and Administration for overall management and administration of the Performance Management function in the County Government.

Duties and Responsibilities:

- Establishment of a strong Performance Management Unit for the County Government of Kakamega;
- Developing a regulatory framework in consultation with the County Public Service Board and Department of Public Service and Administration on Performance Management in the County Government of Kakamega.
- Coordinating all the activities of Performance Contracting in the County Government of Kakamega;
- Organizing and scheduling of Performance Management cycle for the County Government of Kakamega;
- Working in consultation with the Performance Contracting Unit in the Directorate of Public Service in the Ministry and customizing that are used in preparation and signing of the Performance Contracts in the County.
- Developing the monitoring and evaluation instruments to be used in performance monitoring in the Departments and County Agencies.
- Preparation of vetting, negotiation and signing of Performance Contracts and continuous monitoring and preparation of quarterly report to H.E. the Governor and the Deputy Governor.
- Coordinating with external experts in the setting of targets, vetting negotiations and signing and the eventual preparation of quarterly reports.
- Ensuring that performance targets set are in tandem with the Vision 2030, Sustainable Development Goals and CIDP of the County Government of Kakamega;
- Training of staff on performance contract and research as service delivery innovation; and
- Any other duties as may be assigned from time to time.

Requirements for appointment

- Be a Kenya Citizen;
- Must have held a senior position in full time employment in a reputable organization/public service or consulting for a minimum period of ten (10) years;
- Must have Bachelor's degree in Social Sciences;
- Must have a Master's degree in Business Administration and Human Resource Management/Strategic Management or its equivalent in a recognized institution;
- Must have demonstrated a high degree of professionalism, competence, administration and initiative in the general organization and management of the human resource best practices techniques; and

- Demonstrated a thorough understanding of National Goals, Policies and Development of objectives and ability to transform them into Human Resource Management Policies and Programmes especially as regards to Performance Management.

If you had applied, please do not re-apply

NOTE: APPLICANTS FOR THE ABOVE POSITIONS ARE REQUIRED TO GET CLEARANCE FROM THE FOLLOWING TO MEET REQUIREMENTS OF CHAPTER 6 OF THE CONSTITUTION OF KENYA 2010:

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

Copies of these clearances **MUST** be attached to the applications.

How to apply

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 for should be indicated on top of the envelope.

Kakamega county residents will be required to indicate their **Sub-County and Ward** of origin.

Applications should be submitted to: **THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 458-50100
KAKAMEGA**

Hand delivered applications can be submitted at County Public Service Board's Reception located at **Former Provincial Headquarters, Block 'B' 2nd Floor.**

All applications should reach this office **on or before 9th March, 2016**

County Government of Kakamega is an equal opportunity employer. Female candidates and Persons with Disability are encouraged to apply.

Canvassing will lead to automatic disqualification.

SECRETARY/CEO