

COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

VACANCIES

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

RE-ADVERTISEMENT

A. DEPARTMENT OF LANDS, HOUSING AND PHYSICAL PLANNING

1. Position: Chief Officer Lands, Housing, Urban Areas and Physical Planning - Job Group 'S' (1 Post)

The Chief Officer shall be responsible to the respective County Executive Committee Member.

Duties and Responsibilities:-

- Administration of the County Department including human resource management;
- Formulating and implementing effective programs to attain sector goals;
- Developing and implementing strategic and sector development plans;
- Formulating and implementing policies and regulations in the Department;
- Providing strategic policy direction for effective service delivery;
- Ensuring compliance with the National Values and Principles of good governance as outlined in Article 10 and 232 of the Constitution of Kenya, 2010;
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment:-

- Be a Kenyan Citizen;
- Have a Masters degree in a relevant field from a recognized University;
- Have a Bachelor of Arts degree in Land Economics or Urban Areas, Housing and Physical Planning from a recognized University;
- Be registered with the Institute of Surveyors of Kenya (ISK) Valuation Chapter and be a corporate member of that Institute or a Surveying body recognized by the Institute of Surveyors of Kenya (ISK);
- Have vast knowledge and experience of not less than ten (10) years in the relevant field, five (5) of which should be in a Managerial position;
- Demonstrate thorough understanding of County Development Objectives and Vision 2030;
- Be a strategic thinker and result oriented;
- Have excellent communication, organizational and interpersonal skills;
- Have capacity to work under pressure to meet strict timelines;
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Demonstrate understanding and commitments to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Be computer literate; and
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

Terms of Service: Contract

B. COMMUNICATION UNIT

1. Position: Head of Communication - Job Group 'Q' (1 Post)

The Head of Communication will report to the Head of County Public Service and Secretary to the County Executive Committee.

Duties and Responsibilities:-

- Coordinating internal and external communications;
- Advising the Executive on Public and International Relations and ensuring the County promotes a positive cooperate image;
- Coordinating the entire County's corporate affairs, activities and development;
- Providing media coverage of the Governor, County and state functions and overseeing the functioning of the media center;
- Organizing and managing press releases, press conferences, writing guest columns; and preparing official speeches and briefs for H.E. The Governor;
- Producing publications on the County activities and investing opportunities;
- Establishing and Managing a database of news/ information;
- Developing, coordinating and implementing the County Communication Strategy;
- Initiating and reviewing Public Communications Policy;
- Designing appropriate programmes and infrastructure to facilitate implementation of the public communications policy;
- Initiating research on various Public Communication issues and developing appropriate interventions/ response;
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment:-

- Be a Kenyan Citizen;
- Masters degree in Communication, Public Relations or Journalism from a recognized Institution;
- Bachelors degree and Post-Graduate Diploma in Communication, Public Relations or Journalism from a recognized institution;
- Have experience of at least eight(8) years in a similar or equivalent position;
- Have a Certificate and be conversant with Computer Applications;
- Knowledge of a foreign language will be an added advantage;
- Be abreast with current affairs and public sentiments;
- Have proven communication, writing, editing and proficiency skills;
- Have good judgment and interpersonal skills;
- Have proven knowledge and understanding of print , broadcast, online media and legislative process;
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

Terms of Service: Permanent and Pensionable

C. KAKAMEGA TAX COLLECTION AGENCY

1. Position: Deputy Chief Revenue Administrator - Technical Services (1 Post)

Duties and Responsibilities:-

- Assisting the Chief Revenue Administrator of the Agency in strategic operations/functioning and policy implementation;
- Deputizing the Chief Revenue Administrator in performing duties of the office;
- In charge of revenue collection operations;
- Supervising compliance, enforcement and quality assessment;
- Dispute resolution;
- Technical Training, Ethics and Integrity;
- Training and supervising staff in the section;
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment:-

- Be a Kenyan citizen;
- B.Com. Degree or its equivalent (Certified by the Commission for Higher Education);
- Be a holder of Certified Public Accountants of Kenya (CPA-K) or its equivalent;
- Over seven (7) years of working experience, five (5) of which must have been at senior managerial level;
- National and International experience; and
- Relevant knowledge of Revenue regimes will be desirable.

Terms of Service: Contract

NOTE: APPLICANTS FOR THE ABOVE POSITIONS ARE REQUIRED TO GET CLEARANCE FROM THE UNDER-LISTED ORGANIZATIONS 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

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 to:

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

The position applied for should be indicated on top of the envelope.

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

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

All applications should reach this office **on or before 17th May 2016.**

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

Canvassing will lead to automatic disqualification.

****If you had applied please do not re-apply***

SECRETARY/CEO