

NYAMIRA COUNTY GOVERNMENT

COUNTY PUBLIC SERVICE BOARD

P.O. Box
434-40500

Nyamira



Tel: 058-614428

Mobile: 0774 593 505

COUNTY GOVERNMENT OF NYAMIRA

RE-ADVERTISEMENT

PRINCIPAL SPORTS OFFICER JOB GROUP 'N'- 5 POSTS

TERMS: PERMANENT AND PENSIONABLE

Duties and Responsibilities

- Reporting to the County Deputy Director of Sports
- Oversee implementation of sports policies
- Identifying sport, recreation and health initiatives and overseeing strategic planning and implementation within the Sub-County;
- Making and executing work plans, budgets and periodical reports as may be required by your seniors.
- Make sure that citizens have the chance to take part in sport and ensure that all sections of the community are aware of available activities and where they can go to get involved.
- Distribute information and organize sport-related projects, classes, programmes, coaching, club development and training.
- Target those who want to take part for fun, as well as those who are interested in competing at all levels, from Ward, Sub-County, County, national and international.
- Increase participation in sport of all kinds, but you will also address issues of health, crime and social inclusion.
- Coordinating, delivering and promoting relevant activities, classes and events, often within a specific community or to targeted groups;
- Identifying , training, supporting, developing and managing coaches and volunteer staff;
- Raising public awareness of health and fitness issues and promoting participation in sport, particularly amongst underrepresented group e.g people living with disabilities and women;
- Evaluating and monitoring activities and projects in sports using performance indicators;
- Maintaining records and producing written report for use by the County Director of Sports, The Chief Officer, The Executive Member or the County Assembly;
- Attending local, regional and national meetings, seminars and conferences;
- Checking venues and managing sports facilities;

- Liaising with clubs to develop sports competitions, coaching, youth development and issues such as safeguarding to manage clubs effectively;
- Working in partnership with school initiatives such as primary schools and secondary schools sports associations to tap talent;
- Developing a range of partnerships with organizations and initiatives focused on health education, criminal justice and community regeneration;
- Managing resources and a budget and identifying potential opportunities for external funding;
- Maintaining links with county, regional and national sporting representatives and organizations;
- To maintain realistic and manageable diaries.
- To provide administrative support together with other officers in the department when required.
- Any other duties assigned by the Director of Sports from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of at least a Bachelor's degree in Anthropology, Sociology or any other related degree from a recognized University.
- A Master's degree will be an added advantage
- Must have served in the position of Chief Sports Officer for at least three years or 8 years' experience in Public or in private Service.
- Be a professional, and demonstrates absence of breach of the Relevant professional code of conduct; and
- Satisfy the requirements of Chapter Six of the Constitution

How to Apply

- Applications including detailed Curriculum Vitae (C.V), Copies of Academic and Professional Certificates, Testimonials, National Identification Card or Passport and any other supporting documents should be submitted in sealed envelope, to reach the undersigned on or before **3rd October, 2016 at 5pm.**
- **N/B**- those who had applied earlier for this post **need NOT to apply**

The Secretary
 County Public Service Board
P.O BOX 434-40500
NYAMIRA

Hand delivered applications should be submitted to the County Public Service Board Offices located at MEA COMPLEX next to the public service board.

ALL applicants **MUST** attach photocopies of the following clearances;

- Tax Compliance Certificate from Kenya Revenue Authority (KRA)

- Clearance Certificate from the Higher Education Loans Board (HELB)
- Clearance Certificate from the Ethics and Anti-corruption Authority (EACC)
- Certificate of Good Conduct from the Criminal Investigation Department