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REPUBLIC OF KENYA

COUNTY GOVERNMENT OF NYAMIRA

DEPARTMENT OF TRANSPORT, ROADS & PUBLIC WORKS

The County government of Nyamira wishes to recruit competent and qualified persons to fill the following vacant positions in the Department of Transport, Roads and Public Works as tabulated below:

DIRECTORATE	POST	JOB GROUP	NO OF VACANCIES
Directorate of Public Works	1.Chief Superintending Architect	P	1
	2.Architect I	L	1
	3.Architectural Assistant I	J	1
	4.Senior Superintending Engineer (Structural)	N	1
	5.Engineering Assistant I (Structural)	J	1
	6.Senior Superintending Engineer (Electrical Building Services)	N	1
	7.Assistant Engineer II (Electrical)	K	1
	8.Building Services Senior Inspector(Electrical)	J	1
	9.Senior Superintending	N	1

	Engineer (Mechanical Building Services)		
	10.Engineering Assistant (Mechanical and Automotive)	J	2
Directorate of Transport and Mechanical Services	11.Chief Superintending Engineer (Planning- Transport)	P	1
	12.Chief Superintending Engineer (Fleet and Equipment)	P	1
	13.Chief Mechanical Engineer (Fire &Disaster Management)	P	1
	14.Inspector (Fire and Disaster Services)	J	2
	15.Fire Engine/ Pump Operator	H	2
	16.Senior Firemen/Women	G	8
	17.Technician (Plant-mechanical)	J	2
	18.Technician(Motor Vehicle –Electrical)	J	1
	19.Mechanic	H	2
	20.Assistant Mechanic(Tyre Fitter)	D	1
	21. Plant Operators(Grader-4,Shovel-1,Dozer-1)	H	6
Directorate of Roads	22.Roads Surveyor	K	1
	23. Assistant Roads Surveyor	J	1
	24.Material Technician	J	1
	25. Engineering Assistant (mechanical &automotive)	J	1

The detailed requirements and responsibilities for each post are obtainable from the Nyamira County website. (www.Nyamira.go.ke).

Applications should be made to the Secretary, County Public Service Board, P.O. Box434-40500 Nyamira, so as to be received on or beforewhen the applications shall be closed.



REPUBLIC OF KENYA

COUNTY GOVERNMENT OF NYAMIRA

DEPARTMENT OF TRANSPORT, ROADS & PUBLIC WORKS

DIRECTORATE OF PUBLIC WORKS

1. CHIEF SUPERINTENDING ARCHITECT/COUNTY ARCHITECT (JG. 'P')– 1 POST

The **Chief Superintending Architect/County Architect** will be reporting to the County Works Officer.

Job specifications

- Contract & Project Management
- Supervision of Works Staff under him/her
- Development of Architectural Proposals and adherence to National Building standards.
- Progress reporting/performance appraisals
- Work planning
- Coordination of interdepartmental meetings on works projects.
- Assists in on Job training staff under him/her the directorate.
- Ensures policies and laws related to projects and contracts implementation are adhered to
- The County Architect shall deputize the County Works Officer and shall head Architectural Services Unit.
- Duties shall include obtaining County Works Development briefs, documenting projects and managing related projects and contracts
- Coordinating services of other project team members, and preparing periodic reports relating to County works' projects and programs.

- Ensure county works are carried out as per architectural drawings

The person

- a) Be a Kenyan citizen
- b) Must have a Bachelor's Degree in Architecture or equivalent from recognized University.
- c) Master's degree in the relevant field will be an added advantage.
- d) Must have at least (Seven (7) years post-graduation experience in a public sector at level of Senior Supt. Architect (J.G. 'N') or equivalent in the private sector.
- e) Should have a minimum of five years since registration as an Architect by the Board of Registration of Architects and Quantity Surveyors (BORAQS).
- f) Meets the requirements of Chapter Six of the Kenya Constitution 2010 and is not disqualified for appointment to office by County Government Act or any other law.

2. ARCHITECT I (J.G. 'L') – 1POST

The Architect I will report to the Chief Superintending Architect/County Architect

Job specifications

- Undertaking architectural drafting and designs
- Taking briefs from client/user departments and translating them to buildable designs.
- Assisting the County Architect in drafting architectural schemes, and coordinating design team meetings and preparing related reports.
- Preparing projects progress reports.
- Ensuring project drawings and reports are well filed and are retrievable.
- Any other duty assigned by the County Architect.

The person

- a) Must be a Kenyan citizen
- b) Bachelor of Architecture or equivalent from a recognized University.
- c) One year post graduation experience in Architecture or related works
- d) Flair in use of appropriate software applications (Archicad, AutoCAD) for Architectural design work.
- e) Ability to communicate clearly and persuasively.
- f) Registerable with the Board of Architects and Quantity Surveyors (BORAQS).

3. ARCHITECTURAL ASSISTANT I (J.G. 'J') – 1 POST

The officer will report to the Architect I

Job specifications

- Assisting the architects in the department in architectural drafting.
- Ensuring all architectural documents and records are well kept for easy retrieval.
- Updating inventory of Departmental Architectural drawings.
- Assisting Senior Architects in the department in supervising ongoing projects.

The person:

- a) Must be a Kenyan Citizen
- b) Must have a Diploma in Architecture from a recognized college/institution.
- c) Should have at least three years (3) years relevant post-graduation experience in the private sector or in Government.
- d) Excellent in use of Arch CAD or any other relevant programmes.

4. SENIOR SUPERINTENDING ENGINEER (STRUCTURAL) (J.G. 'N') – 1 POST

The Officer will report to the Principal Superintending Engineer (Roads and Structures)

Job specification

- Planning and designing structural services to buildings and other public works being implemented by the County Government.
- Making structural drawings for all structures being put up by the County Government
- Checking structural drawings submitted alongside building plans by anybody planning to erect a building within the county.
- Supervising all structural works to ensure standards are adhered to for safety and economy.
- Assessing existing buildings structural status for purposes of ascertaining safety of structures on ability to carry any preferred modifications and or extensions and advising the developer accordingly.
- Supervising other staff under him/her in the section.

- Advising the project architects on any structural changes necessary on plans/designs developed.

The person

- a) Be a Kenyan Citizen
- b) A Bachelor's degree in Civil Engineering or equivalent from a recognized University.
- c) Must have at least three (3) years' post-graduation experience in civil engineering in the public or private sector.
- d) Registerable with the Engineers Board of Kenya (EBK).
- e) Meets the requirements of Chapter Six of the Kenya Constitution 2010

5. ENGINEERING ASSISTANT I (STRUCTURAL) (J.G. 'J')-1POST

Job specification

- Studying architectural plans and preparing structural designs for the relevant projects.
- Interpreting 'Senior Engineers' notes to prepare:-
 - Structural details
 - Bending schedules
 - Preparing Bill of Quantities for Structural/Civil work designs.
 - Supervision of ongoing structural construction and directing contractors accordingly.
 - Ensuring structural plans and documents are well stored for efficient retrievals.

The person

- a) Be a Kenyan citizen
- b) Must have a Diploma in Engineering (Structural/Civil).
- c) At least three (3) years post-graduation work experience in a busy structural design office.
- d) A good flair in computer applications to structural design (AutoCAD).

6. SENIOR SUPERINTENDING ENGINEER (ELECTRICAL BUILDINGS SERVICES) (J.G. 'N') – 1 Post

Senior Superintending Engineer will report to the County Works Officer

Job specifications

- Planning and designing electrical services to buildings and external systems.

- Preparation of specifications and bills of quantities for building electrical services as well as for generators/electrical plants.
- Assisting in tenders' evaluation.
- Supervising electrical contractors carrying out electrical works contracts as a project manager.

The person

- a) Be a Kenyan Citizen
- b) A bachelor's degree in Electrical Engineering or equivalent from a recognized University.
- c) Has at least four years post-graduation experience in the relevant field in the private or public sector
- d) Ability to utilize computer application for planning and documenting electrical services.
- e) Registerable with the Engineers Board of Kenya (EBK).

7. ASSISTANT ENGINEER (ELECTRICAL) (J.G. 'K') – 1 POST

The **Assistant Engineer** will report to the Senior Superintending Engineer (Electrical Buildings Services)

Job specification

- Assisting the Senior Electrical Engineers in drafting electrical design layouts.
- Preparation of Bills of Quantities and Specifications for Electrical Services/Works.
- Overseeing/Supervising electrical works being installed by contractors.
- Assisting the project manager in relation to electrical services design, planning, and valuations.
- Ensuring all services designs and documents are well stored and retrievable.

The person

- a) A degree in Electrical Engineering from a recognized University.
- b) Fluency in use of computer application for electrical building services design.
- c) Meets the requirements of Chapter Six of the Kenya Constitution 2010 and is not disqualified for appointment to office by County Government Act or any other law.

8. BUILDING SERVICES INSPECTOR (ELECTRICAL) (J.G. 'J') – 1 POST

The Building Services Inspector will report to the Assistant Engineer (Electrical) Services)

Job specification

- Preparation of bills of quantities for electrical works.
- Preparation periodic project progress reports.
- Preparation of simple electrical buildings.
- Inspection of ongoing construction/installation works

The person

- a) Must be a Kenyan citizen
- b) Have a diploma in electrical engineering from a recognized college/institution.
- c) Three years post-graduation experience
- d) Have ability in preparation of bills of quantities.
- e) Have proficiency in computer applications for design and preparation of Bill of Quantities.
- f) Have good communication and interpersonal skills.

9. PRINCIPAL SUPERINTENDING ENGINEER (MECHANICAL BUILDING SERVICES) (J.G. 'N') – 1 POST

The Senior Superintending Engineer will report to the County Works Officer

Job specification

- Planning, designing and documenting mechanical building services.
- Preparation of Specifications and Bills of Quantities for Building mechanical services.
- Assisting in tenders' evaluation.
- Supervising of contractors implementing mechanical building services installations as project manager.
- Administering mechanical building services contracts as project manager.

The person

- a) Must be a Kenyan Citizen
- b) Bachelor's degree in Mechanical Engineering from a recognized University.
- c) Has at least four (4) years post-graduation experience mechanical building services, planning, design, documentation and supervision.

- d) Ability to utilize computer aided applications for planning and documenting mechanical services.
- e) Registerable with the Engineers Board of Kenya (EBK).

10. ENGINEERING ASSISTANT (MECHANICAL BUILDING SERVICES) (J.G. 'J')- 2POST

The **Engineering Assistant will** report to the Senior Superintending Engineer (Mechanical Building Services) for the following duties and responsibilities

Job specification

- Assisting the Mechanical Engineer(s) in drafting designs for building services.
- Ensuring all Mechanical building services documents and records are well stored and easily retrievable.
- Updating inventory of departmental mechanical building services drawings.
- Assisting the Senior Mechanical Engineer(s) in supervising ongoing projects.

The person:

- a) Be a Kenyan citizen
- b) Must have a Diploma in Mechanical Engineering from a recognized college/institution.
- c) Should have at least three (3) years post-graduation experience in a busy engineering concern dealing in design/planning of mechanical building services.
- d) Ability to use computer applications to draw mechanical building services design.

DIRECTORATE OF TRANSPORT AND MECHANICAL SERVICES

11. CHIEF SUPERINTENDING ENGINEER (PLANNING-TRANSPORT) (J.G. 'P')'- 1POST

The Chief **Superintending Engineer will** report to the Director (Transport, Roads and Public Works)

Job specifications

- Regulation of Public transportation within the County as coordinator of various stakeholders for efficiency, safety and orderliness planning
- Planning and prioritizing of Termini-development and liaising with the Roads Directorate for implementation of the same.

- In liaison with other county departments, ensure that orderliness of road transport, especially in the urban areas and termini is enforced.
- Supporting the departmental ECM in liaising with the National Government Department for development of other modes of transportation (air, rail, water for the benefit of the County).

The person

- a) Must be a Kenyan citizen
- b) Bachelor’s degree in Mechanical/Mechatronic Engineering from a recognized University.
- c) At least eight (8) years post-graduation work experience in a busy environment.
- d) Ability to develop policies and regulations.

**12. CHIEF SUPERINTENDING ENGINEER (FLEET AND EQUIPMENT) (J.G. ‘P’)-
1POST**

The **Chief Superintending Engineer** will report to the Director (Transport, Roads and Public Works)

Job specifications

- Planning management of all county Government vehicle fleet and support in development of related regulations.
- Monitor fuel consumption by vehicles or equipment for optimum utilization.
- Ensure all county vehicles and machinery are regularly serviced and repaired as necessary and the history of such services or repairs kept in easily retrievable manner.
- Maintaining and regularly updating the County fleet and heavy equipment inventory.
- Planning the maintenance schedules of all County vehicular fleet as well as heavy machines and advising on disposal.
- Formulate and maintain a fleet and machinery deployment authorization system which is easily retrievable
- Will set up and manage workshop for County Government vehicles and Mechanical Equipment/Plants.

- Inspecting vehicles and equipment and assisting in procurement of repairs and maintenance services.
- Manage outsourced transport services.
- Ensure optimal and economical allocation of vehicle and plant to all county departments.
- Advising on which equipment need replacement and/or disposal.
- Assists in prequalification of workshops to be involved in County Government vehicles and Equipment repairs.

The person

- a) Be a Kenyan Citizen
- b) Must have a bachelor’s degree Mechanical/Mechatronic Engineering from a recognized University.
- c) Experience in handling a technical team of diverse qualifications and training.
- d) At least five (8) years post-graduation experience in a busy work environment concerned with fleet management/maintenance at senior management level.

13. CHIEF MECHANICAL ENGINEER (FIRE AND DISASTER MANAGEMENT) (J.G. ‘P’)-1 POST

The **Chief Mechanical Engineer** will report to the Director (Transport, Roads and Public Works)

The person

- Coordinating County disaster management as the County Marshal.
- Set up fire and disaster management plan for the County.
- Developing policies and plans for disaster mitigation.
- Training government officers and other partners in disaster preparedness and management in the county.

- Set up a fire fighting training schedule for all county staff.
- In conjunction with various agencies, do drills to gauge how the various parts of the county are prepared for various disasters.
- Build capacity within the county in fire and disaster management.
- Ensure firefighting equipment is in good working conditions at all times.
- Inspect regularly all schools in the county to ensure their fire safety and disaster preparedness.
- Advising on which equipment need replacement and/
- Or disposal.
- Ensure safety of Government buildings and Equipment and liaises with other Government agencies when there are threats to safety or accidents.
- Assists in prequalification of workshops to be involved in County Government vehicles and Equipment repairs.
- Cause inspection of all public buildings within the county in respect to fire safety.
- Sign buildings' fire compliant certificate.

The person

- a) Be a Kenyan
- b) Bachelor's degree in Mechanical/Mechatronic Engineering or equivalent from a recognized University
- c) At least five (8) years post-graduation experience in a busy work environment concerned with manufacturing where disaster prevention is of paramount significance
- d) Experience in fire prevention, safety planning and procedures

14. INSPECTOR (FIRE & DISASTER SERVICES) (J.G. 'J') – 2POSTS

Inspector (Fire & Disaster Services) will be reporting to the Chief mechanical Engineer (Fire & Disaster management)

Job specification

- Inspection of buildings, places of work and learning institutions to assess fire hazards and risks.
- Supervising the firefighting operations during the actual fire- fighting emergencies and, other disasters.
- Siting firefighting appliances
- Directing rescue operations during emergency and other disasters.
- Conducting fire investigation.
- Compiling fire ,safety and risks or incidents monthly reports

The person:

- a) Be a Kenyan Citizen.
- b) At least (5) years' experience in a similar position
- c) Must have a diploma in Electrical /Mechanical Engineering from a recognized institution
- d) Must have a certificate course from a recognized fire services training school/institution.
- e) Have ability in preparation estimates and costs of damages.
- f) Have good communication and interpersonal skills.
- g) Shown merit and ability as reflected in work performance and results.

15. FIRE ENGINE/PUMP OPERATOR (J.G. H) -2 posts

Fire engine/pump operator will report to the Inspector (Fire & Disaster Services)

Job specification:

- Driving the fire engine to wherever there is disaster.
- Operating the firefighting engine pump during firefighting operations.
- Ensuring the fire engine is in a good working condition by reporting any defects and keeping the maintenance records of the fire engine.

The person:

- a) Be a Kenyan citizen
- b) Must have 5 years' experience in a similar position.
- c) A valid class BCE driving license.
- d) Must have a certificate course in Electrical /Mechanical Engineering from a recognized institution.
- e) Must have a certificate course from a recognized fire services training school/institution.

- f) Must be physically with a good eye sight and excellent sense of smell
- g) Have good communication and interpersonal skills.
- h) Have a certificate of good conduct

16. SENIOR FIREMEN/WOMEN (J.G. 'G') – 8 Posts

Firemen/Women Will report to the Inspector (Fire & Disaster Services)

Job specification

- Assisting in the firefighting operations during the actual fire- fighting exercise and during demonstrations.
- Assisting in rescue operations during emergency and other disasters.
- Operating appliances and communication equipment and siting firefighting appliances.

The person

- a) A valid class BCE driving license.
- b) Must have a certificate course in Electrical /Mechanical Engineering from a recognized institution.
- c) Must have 2 years' experience in firefighting.
- d) Must have a certificate course from a recognized fire services training school/institution.
- e) Must be physically fit with a good eye sight and excellent sense of smell
- f) Have good communication and interpersonal skills.
- g) Have a certificate of good conduct

17. TECHNICIAN (PLANT-MECHANICAL) (J.G 'H') -2 POST

Technician (Plant-mechanical will report to the Mechanical Engineer (fleet and equipment)

Job Specification

- Installing, repairing and maintaining industrial equipment to comply with the specified standards in the manual.

- Troubleshooting and fixing various mechanical failures of plant equipment and piping systems.
- Preparing preventive and periodic maintenance schedules of machines and equipment.
- Ensuring safe operation and productivity of the equipment.
- Ensuring proper maintenance of the equipment and optimal utilization of materials.
- Any other duties assigned.

The person

- a) Be a Kenyan citizen
- b) Must have a Diploma in mechanical engineering (plant option) or diploma in automotive engineering.
- c) Minimum two (2) years industrial experience as a plant mechanic or related role.
- d) Valid BCE driver's license and good driving record.
- e) Proficiency in computer applications.
- f) Good Communication and Interpersonal skills.
- g) A valid certificate of good conduct

18. TECHNICIAN (MOTOR VEHICLE - ELECTRICAL) (J. G. 'J')-1 POST

Technician (Motor Vehicle - Electrical) will report to the Mechanical Engineer

Job specifications:

- Operating heavy earth moving equipment of different ratings as authorized.
- Diagnosing electrical problems and troubleshooting the same.
- Keeping monthly records of services of the plants.
- Preparing monthly and weekly service schedules and ensuring they are followed.
- Guiding turn boys on machinery care like cleaning.
- Repairing electrical defects on machines.
- Liaising with the officer in charge for major repairs.

The person

- Be a Kenyan citizen

- Must have a Diploma in Automobile Engineering (electrical).
- Passed occupation trade test III for plant operators.
- At least five 5 years' experience.
- Ability to operate at least two machines of 'difficult rating' B.
- KCSE Mean Grade D+ or its equivalent qualifications from a recognized institution
- A valid driving license (special class)
- Suitability test for drivers grade III conducted by the Ministry of Roads.
- First Aid Certificate coarse lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institute.
- Certificate of good conduct.
- Showing merit and ability as reflected in work performance and results

19. MECHANIC (J.G. 'H')-2 POSTS

Mechanic (J.G. 'H')-Will report to the Mechanical Engineer

Job specification:

- a) Repair and maintain motor vehicles.
- b) Periodic service of machines and motor vehicles.
- c) Inspection of motor vehicles.
- d) Keeping updates of maintenance records

The person

- Should have a minimum qualification of a certificate in Motor vehicle Mechanic.
- Should have at least knowledge in plant machineries maintenance.
- Should have a valid class BCE Driving license.
- Valid certificate of Good conduct.
- Should have first Aid certificate.
- Should have good experience at least 3yrs.

20. ASSISTANT MECHANIC (TYRE FITTER) (J. G 'D') -1 POST

Assistant Mechanic (Tyre Fitter will report to the mechanical engineer

Job specification:

- Remove and replace wheels and tyres and balance wheels
- Repair punctures and fit tyres to wheels
- Demonstrate knowledge of and ability to rectify faults in motor vehicle tyres and wheels
- Check, demount, and mount a heavy off-the-road equipment tyre
- Keep records of tyre changes and condition.

The person

- a) KCSE mean grade D plain
- b) Certificate of good conduct
- c) Knowledge of tyre repair for heavy plant equipment
- d) A least three years' experience.

21. PLANT OPERATORS) (J.G 'H') (GRADER OPERATORS- 4 POSTS; SHOVEL -1 POST & DOZER -1 POST**Job specifications:**

- Operating heavy earth moving equipment of different ratings as authorized.
- Keeping monthly records of services of the plants.
- Preparing monthly and weekly service schedules and ensuring they are followed.

- Standard daily inspection of the plant being operated before and after use, and recording the same.
- Reporting any defect on the machines
- Liaising with the officer in charge for major repairs

The person

- a) Served in the grade of Plant Operator III for a minimum of three (3) years.
- b) Passed occupation trade test III for plant operators.
- c) Ability to operate at least two machines of 'difficult rating' B.
- d) KCSE Mean Grade D Plain or its equivalent qualifications from a recognized institution
- e) A valid driving license(special class)

- f) Suitability test for drivers grade III conducted by the Ministry of Roads
- g) First Aid Certificate coarse lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institute.
- h) Certificate of good conduct
- i) Showing merit and ability as reflected in work performance and results.

DIRECTORATE OF ROADS

22. ROAD SURVEYOR – (J.G. ‘K’) - 1 POST

Road surveyor will report to the County Civil/Structural Engineer

Job specification:

- Establish road reserve boundaries and liaise with the relevant authorizes to establish the services that exist within the reserve for appropriate action;
- Carry out survey works for new roads projects for purposes of preparing designs and bills of quantities;
- Monitor and certify construction works to ensure compliance with the designs;
- Measuring of quantities of work done
- Ensure effective integration of activities and timely delivery of services
- Oversee preparation and approval of work plans;
- Prepare regular and periodic reports;
- Any other duties as assigned.

The person:

- a) Be a Kenyan citizen
- b) Bachelor`s degree in Surveying and Photogrammetry/or Geospatial Engineering;
- c) Minimum three (3) years` experience in surveying using the total station & levelling machine.
- d) Ability to co-ordinate activities and deliver as per given schedules.
- e) Proficiency in computer applications and computer aided designs (AutoCAD) and other relevant soft wares.
- f) Good communication and interpersonal skills.
- g) Experience in engineering survey and added advantage.

23. ASSISTANT ROADS SURVEYOR (J.G ‘J’)-1 POST

Assistant Roads Surveyor Assistant Roads Surveyor will report to the Surveyor

Job specification

- Carrying out survey works for new road projects for purposes of preparing designs and bills of quantities.
- Assist the surveyor in establishing road reserve boundaries and liaise with the relevant authorities to establish the services that exist within the reserve for appropriate action.
- Monitor and certify construction works to ensure compliance with the designs.
- Measurement of quantities of works done.
- Ensure effective integration of activities and timely delivery of services.
- Oversee preparation and approval of works plans.
- Prepare regular and periodic reports.
- Any other duties as assigned.

The person:

- a) Be a Kenyan citizen.
- b) Must have a Diploma in Survey.
- c) Minimum five (3) years’ experience in survey using the total station & levelling machine.
- d) Ability to co-ordinate activities and deliver as per given schedules.
- e) Proficiency in computer application and computer aided designs (AutoCAD).
- f) Good communication and interpersonal skills. Experience in engineering survey is an added advantage.

24. MATERIAL TECHNICIAN (J.G ‘J’)-1 POST

Material technician will report to the County Civil/Structural Engineer.

Job Specification

- Test materials to be used on the roads
- Test quarry samples and advise on the suitable quarries to be mined

- Ascertain the suitability of materials being used by contractors in road construction

The person:

- (a) Be a Kenyan citizen
- (b) Have a certificate in material technology or science from a recognized institution

Have at least 1 year post graduation experience

25. ENGINEERING ASISTANT (MECHANICAL &AUTOMOTIVE) (J.G.J) -1 POST

The officer will report to the Chief Superintending Engineer (Fleet and Equipment.)

Job Specifications

- Monitor fuel consumption
- Monitor work tickets entries
- Ensure equipments are where they have been allocated
- Check on machinery service schedules
- Assist in the fleet management

The person

- a) Must be a Kenyan citizen
- b) Must have a Diploma in Mechanical Engineering from a recognized college /institution
- c) Should have at least (3) years post-graduation experience
- d) Ability to use computer applications will be an added advantage

OFFICE OF THE GOVERNOR

26. LIAISON OFFICER / DIASPORA OFFICE (JOB GROUP 'K')

The officer will be responsible to the County Secretary/County Chief Officer for the general administration and management of intergovernmental and diaspora affairs

- Provide an integral link between the county and the respective stakeholders and other relevant offices at the national level
- Coordinate donor and diaspora engagement meetings and fora
- Coordinate logistics and accommodation arrangements of County officers and relevant stakeholders/investors on official duties
- Plan the use of materials and human resources; and carry out general office management chores;
- Set and oversee internal operating rules and regulations;

- Establish an efficient record, filing and tracking system for all office inventory, mails and file, monitor their movement and effective correspondence and relay the same to the county
- Maintain an update inventory of office assets and ensure their timely maintenance
- Attend regular intergovernmental and sectorial meetings as delegated by the County Secretary.
- Conduct follow ups on agreed deliverables
- Conduct periodic research of thematic areas from time to time and provide balanced analysis and assessment to inform Nyamira County Government
- Provide quality and timely reports that will be needed as scheduled periodically.
- Compile data and drafting communications;
- Perform any other duties that may be assigned.

Requirements and competencies for appointment

- A minimum of a degree in public administration, social science or equivalent
- Must have relevant work experience in the same or equivalent position;
- Must demonstrate strategic planning skills and ability to design and implement short term, medium and long term plans.
- Demonstrate understanding and commitment to the values and principles as outlined in articles 10 and 232 of the Constitution of Kenya
- Ability to handle multiple tasks, set priorities, meet deadlines and develop innovative recommendations and solutions to problems
- Must possess strong verbal and written communication skills
- Must be organized, motivated and a team player vii. Computer literacy with all aspects of Microsoft Windows network; experience with data base management a plus

DEPARTMENT OF PUBLIC SERVICE BOARD

27. Deputy Director LEGAL, ETHICS, GOVERNANCE and COMPLIANCE– (1 POST) JOB GROUP “Q”

Duties and responsibilities:

The Deputy Director Legal, Ethics, Governance and Compliance will be answerable to the CEO for the following duties

- Develop acceptable norms of behavior and communication in the Board.

- Reviewing and designing employee code of ethics and in various managerial controls, policies and procedures that Govern employee behavior.
- Enforcing ethics controls.
- Ensure Legal compliance and acceptable norms of behavior and good governance.
- Develop Public Service Code of Conduct.
- Establish code of regulations for staff relations.
- Public Officers Ethics act
- Proactively guide and advice the Board on all legal matters affecting its functions and all new legislation.
- Ensure adherence and compliance to legislation including subsidiary legislation in the form of rules Gazette notices, regulations etc. relating to CPSB functions,
- Dealing with public complaints and assist the Board in enhancing its Corporate Governance policy and ensuring compliance throughout the County.
- Conduct legal research; write legal opinion and memoranda on matters relevant to the Board or as required,
- Prepare presentations and briefs as required from time to time,
- Assist the Board in drafting of legislative proposals,
- Provide legal support for drafting of policies, directives and/ or instructions,
- Negotiate Contracts, Public Private Partnerships (PPPs) and memoranda of understanding (MOUs) and agreements generally,
- Exercise disciplinary control over and removing persons holding or acting in offices.
- Prepares briefs on disciplinary cases appeals and applications for review to be considered by the Board.
- Where decisions in the disciplinary cases are contested in court the officers appear as witnesses.
- Promote values and principals reffered to in article 10 & 232 of the constitution.
- Prepare regular reports for submission to the County assembly and its relevant committees.
- Prepare briefs on disciplinary cases received in the County for decision making by the Board.
- Prepare briefs on appeals and applications for review to be considered by the Board

Requirements

- Must have Bachelor’s degree in law from a recognized university,
- LL.M, or Master’s degree in Governance or relevant discipline will be an added advantage,
- Must be an advocate of the High Court of Kenya,
- Have current practicing certificate,
- Must be a registered member of CPS
- Have at least five (5) years respectively post admission experience in litigation and constitutional law or labour laws,
- Have strong interpersonal, communication and presentation skills,
- Able to work with minimum supervision,
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya, and
- Proficiency in relevant computer Applications.
- Ability to work for long hours especially during training.
- Ability to generate board papers and do board minutes.
- Knowledge in legislative drafting is an added advantage.
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya,

28. CHIEF HUMAN RESOURCE MANAGEMENT OFFICER TRAINING (1 POST) JOB GROUP “M”

An officer at this level will be deployed at the County Public Service Board and/or at the Human Resource Management Unit.

Duties and Responsibilities:

- Assisting departments to prepare comprehensive human resource training plans.
- Preparing a forecast of human resource development requirements in the County service.
- Identifying and developing suitable training programs.
- Evaluating the effectiveness of training and staff development programmes.
- Implementing policies on technical assistance training programs through coordination of scholarships and bursaries.
- Vetting and approving nomination of scholarships and organizing in service training and workshops for human Resource Management for lower cadres and
- Supervising staff under him/her.

Qualifications

Minimum Requirements

- Degree in HR or any other related degree from any recognized university.
- Served in the grade of senior Human resource Development Officer or a comparable and relevant position in the public or private Service for a minimum period of (3) years.
- A post – graduate qualification in human Resource Management.
- Be registered with the Institute of Human Resource Management (IHRM)
- Proficiency in relevant computer Applications.
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya,

Terms of service: All above position are Permanent and Pensionable

All candidates with a University Degree are expected to meet the requirement of chapter six of the constitution 2010 and must obtain Clearance from the following agencies where applicable.

- KRA certificate on tax compliance
- Clearance from the Ethics And Anti-Corruption Commission
- Clearance from HELB
- Clearance from Credit Reference Bureau
- Certificate of Good Conduct from CID

Nyamira County is an equal opportunity employer women, youths and people living with disability are encouraged to apply

How to Apply:

All applications should be accompanied with a copy of National ID card, a detailed CV and copies of all relevant certificates and testimonials. They should be submitted in sealed envelopes clearly marked on the left side the position Applied to reach on or before **9th December 2016** and addressed to the undersigned.

THE SECRETARY

COUNTY PUBLIC SERVICE BOARD

P.O BOX 434-40500

NYAMIRA
