

REPUBLIC OF KENYA



NYAMIRA COUNTY GOVERNMENT

OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

P.O. BOX 434-40500, NYAMIRA

The County Government of Nyamira wishes to recruit competent and qualified candidates to fill the following vacant positions as provided in the County Government Act of 2012.

1. COUNTY DIRECTOR-GENDER, YOUTH, SPORTS, CULTURE & SOCIAL SERVICES. JOB GROUP 'R' (1 POST)

Terms: Permanent and Pensionable

Duties and Responsibilities:

The Director Gender will be answerable to the County Chief Officer Gender, Youth, Sports, Culture and Social Services and his/her main responsibility will include design and implementation of activities related to Gender, Youth, Sports, Social Services as well as cultural heritage including long-term strategy for capacity building and policy formulation for public participation, recreation, and empowering communities for Development.

Specifically, the director will perform the following tasks:

Coordinate adequate planning, implementation, and follow-up of activities of the assigned programs/projects. Prepare and up-date corresponding work plans. Stay informed of and apply up-dated finance and administrative procedures while carrying out the work;

Overseeing coordination and implementation of all Departmental programmes and in particular the Gender, Youth, Sports, Culture and Social Development/Services;

Maintain close collaboration with the corresponding counterparts including other county governments as well as other agencies, authorities and organizations;

Provides technical and administrative guidelines to the relevant stakeholders on

implementing County supported programmes/ projects;

Participate in monitoring, reporting and evaluation of the programs/projects to ensure compliance with Results-Based Management;

Contribute to the formulation and preparation of project proposals, work plans and strategy documents;

Provide field level supervision and prepare performance reports ;

Coordinate assistance provided by consultants, review products and participate in their performance evaluation;

Conduct research to support programme/project activities

Be active and provide support to the County Programme Coordination Groups as needed and participate in sector working groups and other relevant technical working groups;

Ensure the integration of a gender equality, cultural diversity and human – rights based approach in program/activities design, implementation and reporting;

Support and facilitate the Sub- County Alcoholic Drinks Control and Licensing committees in carrying out their functions

Champion the interests of Youths at the County and National levels,

Ensuring Youths are sensitized of government empowerment programmes available through proper dissemination of relevant information,

Requirements for Appointment

Be a holder of at least a Bachelor's degree in Social Sciences, Education, law, Anthropology, Gender Studies, Development studies or any other related degree from a recognized university.

Minimum of ten (10) years, in the public service or private sector.

Masters degree in Social Sciences, Development Studies, Cultural Studies, and Anthropology, Gender studies or any other relevant qualifications from a recognized institution.

Served in a senior management position and shown merit.

Have knowledge in policy areas of Gender, Culture, Arts, Youth, sports or Alcohol.

Strong knowledge of the County Government Structure and line Departments as well as knowledge about Gender, youth sports, culture, alcoholic drinks and Social policies.

Knowledge in Government Finance Management.

Knowledge in performance management and reporting.

Strong oral and written communication skills,

High level of proficiency in verbal and written English and fluency in English and Swahili.

Good organizational skills, ability to work in a multi-cultural environment

Strong team-work and multi-tasking skills,

Good level of computer skills and,

Mastery of Nyamira County will be an added advantage.

2. COUNTY DEPUTY DIRECTOR- ALCOHOLIC DRINKS CONTROL AND LICENSING (JOB GROUP 'Q')(1POST)

Terms: Permanent and Pensionable.

Duties and Responsibilities

Reporting to the Director Gender, Youth, Sports, Culture and Social Services

Support and facilitate the Sub- County Alcoholic Drinks Control and Licensing committees in carrying out their functions

Secretary to the County Alcoholic Drinks Control and Licensing Board

Carry out public education in the County directly or in collaboration with other public and private bodies and institutions on Drinks Control and Licensing

Facilitate citizen participation in matters related to Alcoholic Drinks Control and Licensing

Facilitate and promote in collaboration with other Counties and Government institutions in establishment of rehabilitation and treatment facilities and programmes

Carry out research directly or in collaboration with other institutions and serve as the repository of data and statistics related to Alcoholic Drinks Control.

Develop in collaboration with other Counties and National Government departments strategies and plans for implementation the Alcoholic Drinks Control and Licensing Act and any other relevant National Legislation and co-ordinate and support their implementation

Advise the Executive Member generally on the exercise of the powers and performance of his/her functions under the Alcoholic Drinks Control and Licensing Act, and in particular on County policy and Laws to be adopted in regard in regard to the production, manufacture, sale and consumption of alcoholic Drinks

In collaboration with other relevant County departments, prepare and submit an Alcoholic Drinks status reports bi-annually in the prescribed manner to the executive member which shall be transmitted to the County Executive Committee, County Assembly and the authority Recommend to the Executive Member and participate in the formulation of laws and regulations related to alcoholic drinks.

Monitoring and evaluating the implementation of the Sub- County Committees and advising the Executive Member on the necessary measures to be adopted

Carry out such other roles necessary for the implementation of the objects and purpose of the County Alcoholic Drinks Control and Licensing Act 2014, and perform such other functions as may from time to time assigned by the County Alcoholic Drinks Control and Licensing Board or the Executive Committee Member.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of at least a Bachelor's degree in Education, Law, Guidance and Counseling, Anthropology, Sociology or any other related degree from a recognized University.
- A Master's degree will be an added advantage
- Have relevant knowledge and experience of not less than ten (10) years, in management position either in Public Service or Private Sector.
- Be a professional, and demonstrates absence of breach of the relevant professional code of conduct;
- Demonstrate a high degree of professional competence, administrative capabilities and initiative in the general organization and
- Management with a thorough understanding of the National and County Alcoholic Drinks and Licensing Act, policies and regulations.
- Proficiency in general IT skills.
- Good skills in assessment, surveys, research and documentation
Good writing and communication skills
- Shown merit and ability as reflected in work performance and results.

3. COUNTY DEPUTY DIRECTOR - GENDER AND SOCIAL SERVICES. JOB GROUP 'Q'(1 POST)

Terms: Permanent and Pensionable

Duties and Responsibilities:

Reporting to the Director

Policy formulation, interpretation and advise, guidance and planning on all departmental programmes at the county level,

Overseeing coordination and implementation of all Departmental programmes and in particular the Gender and Social Development/Services,

Ensure that Women and People Living with disabilities are sensitized of government empowerment programmes available through proper dissemination of relevant information,

Liaise with National Government on matters pertaining to the Women and Children,

Coordinating other County departments and entities in planning and integrating affirmative action.

Disseminating Gender and social Development information to the Community,

Initiating and participating in Gender and social Development activities identified and supported by the community,

Overseeing implementation of community activities aimed at promoting tangible and intangible community interests,

Undertaking capacity building workshops, exhibitions, symposia, seminars, concerts and other activities aimed at promoting Gender and social development,

To mainstream Youth and Gender issues in the County
and To enhance Youth entrepreneurship.

Any other relevant duties assigned by the Director

Requirements for Appointment

Be a Kenyan citizen;

Be a holder of at least a Bachelor's degree in Social Sciences, Anthropology, Sociology or any other related degree from a recognized University.

A Master's degree will be an added advantage

Have relevant knowledge and experience of not less than ten (10) years, in Public Service. Be a professional, and demonstrates absence of breach of the relevant professional code of conduct;

Demonstrate a high degree of professional competence, administrative capabilities and initiative in the general organization and

Management with a thorough understanding of the Constitution of Kenya 2010, The County Governments Act 2012, national Youth Act and the Children's Act ,Gender policies and regulations.

Experience and knowledge of the constitution, governance and leadership.

Good training and facilitation skills

Experience in strategy and policy development

Experience in stakeholder engagement and public participation

Knowledge and experience in resource mobilization.

Experience and ability to promote teamwork and collaboration

Proficiency in general IT skills.

Good skills in assessment, surveys, research and documentation Good writing and communication skills

Shown merit and ability as reflected in work performance and results.

Must comply with the requirements of chapter six (6) of the constitution

4.COUNTY DEPUTY DIRECTOR OF YOUTH DEVELOPMENT. JOB GROUP 'Q'

(1 POST)

Terms: Permanent and Pensionable

Duties and Responsibilities

Reporting to the Director;

Policy formulation, interpretation and advise, guidance and planning on all departmental programmes at the county level;

Overseeing coordination and implementation of all Departmental programmes and in particular the Youth Development;

Ensuring the establishment and management of County Youth empowerment programmes;

Help in the Formulation of Youth Common Interest groups,

Champion the interests of Youths at the County and National levels,

Ensuring Youths are sensitized of government empowerment programmes available through proper dissemination of relevant information,

Ensuring Youths have opportunities to associate, be represented and participate in political, social and other spheres of life as encompassed in the constitution of Kenya articles 55 (a, b and c)

liaise with National Government on matters pertaining to the Youth,

Coordinating other County departments and entities in planning and integrating youth affairs and interests,

Disseminating Youth and social Development information to the Community,

Overseeing implementation of community activities aimed at promoting tangible and intangible community interests,

Undertaking capacity building workshops, exhibitions, symposia, seminars, concerts and other activities aimed at promoting Youth and social development,

To mainstream Youth and Gender issues in the County
and To enhance Youth entrepreneurship.

Any other relevant duties assigned by the Director

Requirements of Appointment

Be a Kenyan citizen;

Be a holder of at least a Bachelor's degree in Social Sciences, Anthropology, Sociology or any other related degree from a recognized University.

A Master's degree will be an added advantage

Have relevant knowledge and experience of not less than ten (10) years, in Public Service. Be a professional, and demonstrates absence of breach of the relevant professional code of conduct;

Demonstrate a high degree of professional competence, administrative capabilities and initiative in the general organization and

management with a thorough understanding of the Constitution of Kenya 2010, The County Governments Act 2012, national Youth Act and the Children's Act ,Gender policies and regulations.

Experience and knowledge of the constitution, governance and leadership.

Good training and facilitation skills

Experience in strategy and policy development

Experience in stakeholder engagement and public participation

Knowledge and experience in resource mobilization.

Experience and ability to promote teamwork and collaboration

Proficiency in general IT skills.

Good skills in assessment, surveys, research and documentation Good writing and communication skills

Shown merit and ability as reflected in work performance and results.

Must comply with the requirements of chapter six (6) of the constitution

5. COUNTY DEPUTY DIRECTOR OF SPORTS. JOB GROUP 'Q' (1 POST)

TERMS: Permanent and Pensionable

Duties and Responsibilities

Reporting to Chief Officer

Overseeing coordination and implementation of all Departmental programmes and in particular to sports programmes and facilities.

Identifying sport, recreation and health initiatives and overseeing strategic planning and implementation;

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;

Any other duties assigned by the Chief officer from time to time.

Requirements for Appointment

Kenyan Citizen

Bachelor's degree in sports Science or social sciences

A higher diploma in sports Science or social sciences

Masters will be an added advantage

At least 10 years' experience working on youth related/community development issues in similar or relevant position

Senior Management course lasting not less than 4 weeks from a recognized institution

Shown merit and ability as reflected in work performance and results.

Project management skills

Must comply with the requirements of chapter six (6) of the constitution

6. PRINCIPAL SPORTS OFFICER. JOB GROUP 'N' (4 POSTS)

TERMS: Permanent and Pensionable

Duties and Responsibilities

Reporting to the County Deputy Director of Sports

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.

7. SPORTS OFFICER. JOB GROUP 'J' (3 POSTS)

TERMS: Permanent and Pensionable

Duties and Responsibilities

Reporting to the Principal Sports Officer

Executing work-plans, budgets and periodical reports as may be required by your seniors

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 also address issues of health, crime and social inclusion

Raising public awareness of health and fitness issues and promoting participation in sport, particularly amongst underrepresented groups 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;

Checking venues and managing sports facilities

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

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

Kenyan Citizen

Diploma in sports Science or social sciences

A higher diploma in sports Science, or social sciences

A degree will be an added advantage

At least 5 years' experience working on youth related/community development issues in similar or relevant position

Shown merit and ability as reflected in work performance and results. Project management skills

Must comply with the requirements of chapter six (6) of the constitution

8. COUNTY DEPUTY DIRECTOR - CULTURE. JOB GROUP 'Q'

(1 POST)

Terms: Permanent and Pensionable

Duties and Responsibilities

Reports to the Director Culture.

Organization, direction, control and co-ordination of the functions of culture and social services delivery in the County.

Developing appropriate county departmental policies, legal and institutional frameworks for the implementation of the mandate of Culture department.

Interpreting and applying National and County laws and other related statutes in line with the county goals and objectives.

To facilitate development of a planning framework for the department and ensure efficient coordination with partners and stakeholders in the sector.

Ensure timely implementation of county activities as directed by the Chief Officer. Implement monitoring and evaluation systems for the department.

Perform any other duties that may be assigned from time to time by the Director

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

Have relevant knowledge and experience of not less than ten (10) years, in Public Service.

Senior Management course lasting not less than 4 weeks from a recognized institution. 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

9. PRINCIPAL CULTURE OFFICER - JOB GROUP 'N' (4 POSTS)

Terms: Permanent and Pensionable

Duties and Responsibilities

Reports to the Deputy Director Culture

Organization, direction, control and co-ordination of the functions of culture and social services delivery in the Sub-County.

Developing appropriate county departmental policies, legal and institutional frameworks for the implementation of the mandate of Culture department.

Interpreting and applying National and County laws and other related statutes in line with the county goals and objectives.

To facilitate development of a planning framework for the department and ensure efficient coordination with partners and stakeholders in the sector.

Ensure timely implementation of county activities as directed by the Director.

Implement monitoring and evaluation systems for the department.

Perform any other duties that may be assigned from time to time by the Chief Officer

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

Have relevant knowledge and experience of not less than five (5) years, in Public Service.

Senior Management course lasting not less than 4 weeks from a recognized institution.

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

10. CULTURE OFFICER. JOB GROUP 'J' (3 POSTS)

Terms: Permanent and Pensionable

Duties and Responsibilities

Reports to the Principal Culture officer

Implementing appropriate county departmental policies.

Interpreting and applying National and County laws and other related statutes in line with the county goals and objectives.

To facilitate development of a planning framework for the department and ensure efficient coordination with partners and stakeholders in the sector.

Ensure timely implementation of county activities as directed by the senior officers work with the senior management to preserve the County Culture

Assist common interest groups to carry out activities such as drama and music festivals, betting control and recreational parks maintenance

Manage Museums and any other archival material

Maintenance an register of sites and monuments in the County
Implement monitoring and evaluation systems for the department.
Perform any other duties that may be assigned from time to time by senior officers

Requirements for Appointment

Be a Kenyan citizen;

Be a holder of at least a diploma Education, Anthropology, Sociology or any other related degree from a recognized University

Have relevant knowledge and experience of not less than five(5) years, in Public Service or in private practice.

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

Friday 1st July, 2016 at 5pm.

NB: Please quote reference number when applying.

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, opposite Public Works in Nyamira Town.

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

NOTE:

County Government of Nyamira is an equal opportunity employer. All are encouraged to apply including youth, women and physically challenged individuals.