



REPUBLIC OF KENYA

COUNTY GOVERNMENT OF NYAMIRA COUNTY PUBLIC SERVICE BOARD

P.O Box 434-40500, NYAMIRA



ADVERTISEMENT FOR VACANCIES

Nyamira County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the constitution of Kenya 2010 under Articles 176 and County Government Act No.17 of 2012.

DEPARTMENT OF HEALTH SERVICES

1. DIRECTOR PRIMARY HEALTH CARE NO. OF VACANCIES – ONE (1)

Terms of Service: Permanent and Pensionable

Job Group: CPSB 03

Salary as per salaries and Remuneration Commission of Kenya

Requirements for Appointment:

- Have served for minimum ten (10) years with experience in preventive and promotive health activities, three years (5) of which should be at senior management level in public or private sector;
- Have a Bachelor's degree in health sciences including Public Health, Community Health and Development, Environmental Health or equivalent from a recognized institution;
- Master's Degree in Public Health, Epidemiology community health and development or health related from a recognized institution is an added advantage;
- Must be registered and have a valid practicing license from relevant professional bodies;
- Interpersonal skills necessary to manage health care personnel;
- Have capacity to undertake multiple tasks within strict timelines;
- Possess strategic and analytical skills with a deep understanding of the strategic and operational challenges of the health sector in the county and the country;
- Have the ability to design and conduct operations, research, analyse and utilize research findings in planning activities to improve service delivery;

- Demonstrate good understanding of the county Government mandate, health policies, vision, mission, as well as vision 2020; and
- Be proficient in computer skills.

Duties and Responsibilities: -

Responsible to the chief officer Primary Health care Services for provision of leadership and management of preventive and Promotive health services at the county.

Specific duties will entail; -

- Provide strategic leadership and technical support in public health activities in the following areas; Public Health, Reproductive Health, New-born, Child and Adolescent Health, Vaccines and Immunization, community Nutrition, Community Strategy, primary curative services, Disease Surveillance, primary healthcare laboratories, human resource management among others;
- Develop and implement policies, guidelines, Budgetary plans, strategies, programs, standards and procedures in the area of promotive, preventive health programmes;
- Lead in the development and implementation of Strategic Plans as linked to Vision 2030 and Health Sector goals;
- Overall Coordination of Preventive and promotive health programs including vector control, malaria, HIV/AIDS, TB, health promotion, community health services, immunization, gender main streaming, environmental health;
- Coordinate Health Research and Innovations;
- Coordination of Health Partners and other Private Partnership;
- Ensuring effective and efficient use of financial and non-financial resources for various areas of responsibility;
- Oversee provision of primary health services within the County;
- Monitoring and evaluation of primary health projects and programmes against performance indicators to ensure that their delivery is within the required health standard and determine areas of strengths and weaknesses;
- Provide technical advice on Primary Health matters to both CECM and Chief Officer Health Services;
- Develop departmental budgets for the appropriate programmes and initiatives; and
- Any other duties as may be assigned from time to time by the Director of Health Services or other Seniors.

2. DIRECTOR OF MEDICAL SERVICES

NO. OF VACANCIES – ONE (1)

Terms of Service: Permanent and Pensionable

Job Group: CPSB 03

Salary as per salaries and Remuneration Commission of Kenya

Requirements for the appointment: -

- Have served for a minimum of ten (10) years with experience in curative and rehabilitative health activities, five years (5) of which should be at senior management level in public or private sector;
- Be a holder of an MBChB Degree, Bachelor of Dental Surgery, Bachelor of Pharmacy, Bachelor of Clinical Medicine, Bachelors of Science (Nursing) or equivalent from a university recognized in Kenya;
- Master's Degree in a health-related discipline or any equivalent qualification from a recognized institution will be an added advantage;
- Be registered with the relevant regulatory board;
- Have capacity to undertake multiple tasks within strict timelines;
- Possess strategic and analytical skills with a deep understanding of the strategic and operational challenges of the health sector at County and National levels;
- Have analytical ability necessary to evaluate and determine health status of patients and implement proper care plan;
- Interpersonal skills necessary to instruct health care personnel on procedures and treatment;
- Ability to design and conduct operations, research, analyze and utilize research findings in planning activities to improve service delivery;
- Demonstrate a good understanding of the County Government's mandate on Health, National health policies, and Kenya's 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 under Articles 10 and 232; and
- Proficiency in computer applications.

Duties and Responsibilities: -

Responsible to the Chief officer Medical Services for provision of leadership and management of curative and rehabilitative health services at the county.

The Overall duties will be to oversee service delivery in the following areas among others; Diagnostic Services, Clinical Services, clinical nutrition and dietetics, Nursing Services, Pharmaceutical Services, Blood Safety, Rehabilitative services, human resource management and critical care services and Referral Services.

Specific duties and responsibilities will include: –

- Provide strategic leadership for the hospitals and technical support in clinical care activities;
- Lead the development and implementation of health policies, objectives, strategies and Work Plans;

- Supervise the implementation of the existing quality assurance systems provided to monitor the quality of service, investigating of incidents/complaints in the hospitals and health facilities;
- Lead the management of clinical audits, promoting and quality assurance issues including multidisciplinary audit and quality initiatives;
- Coordinate the training, coaching, discipline, posting and mentoring of health personnel;
- Ensure that staff comply with the clinical and rehabilitative quality assurance guidelines;
- Develop and implement medical Standard Operating Procedures (SOPs) and protocols;
- Coordinate emergency response and referral medical services in the county;
- Monitor and Evaluate activities against quality standards and respond to emergent issues;
- Coordinate medical services; including Curative programs, Nursing Services, Clinical care, Health Products and Technologies, laboratory services unit and rehabilitative unit among others;
- Provide technical advice on medical Health matters to both CECM and Chief Officer medical Services;
- Develop departmental budgets and allocate funds to the appropriate programmes and initiatives;
- Ensuring effective use of resources for various areas of responsibility and monitoring the quality services against performance indicators for all hospitals;
- Ensure proper coordination, monitoring and evaluation of the curative and rehabilitative health aspects of the Nyamira County Strategic and Investment Plan; and
- Any other duties as may be assigned from time to time by the Supervisors.

DEPARTMENT OF AGRICULTURE, LIVESTOCK AND FISHERIES

3. ANIMAL HEALTH ASSISTANT II, NO. OF VACANCIES – THREE (3)

Terms of Service: Permanent and Pensionable

Job Group: CPSB 12

Salary as per salaries and Remuneration Commission of Kenya

Requirements for Appointment: -

- (i) Certificate lasting not less than two years in any of the following disciplines; - Animal Health, Environmental Health, Animal Health and Production from recognized institution:
- (ii) Be registered by the Kenya Veterinary Board; and
- (iii) Certificate in computer application from recognized institution.

Duties and Responsibilities: -

- carrying out simple treatment of animals;
- participating in disease search and reporting;
- demonstrating on milking techniques and external parasite control techniques as dipping,
- spraying and dusting;
- carrying out vaccination; and undertaking closed castration, dehorning, deworming, disbudding, docking, debeaking and hoof trimming.

**4. ASSISTANT ANIMAL HEALTH OFFICER III,
NO. OF VACANCIES – TWO (2)**

Terms of Service: Permanent and Pensionable

Job Group: CPSB 11

Salary as per salaries and Remuneration Commission of Kenya

Requirements for appointment: -

- i. Have a Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution:
- ii. Be registered by the Kenya Veterinary Board;
- iii. Have a certificate in computer applications from a recognized institution and
- iv. Have shown ability and demonstrated merit in work performance and results

Duties and Responsibilities: -

- participating in animal health field demonstrations and agricultural shows;
- participating in sample collection and dispatch;
- inspecting livestock stock routes;
- collecting data and writing technical reports;

- demonstrating and training on milking techniques and external parasite control techniques such as dipping, spraying and dusting;
- carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, debeaking and hoof trimming;
- carrying out simple treatment of animals;
- participating in disease search and reporting;
- keeping records on animal breeding, animal health, milk production, dipping data; and
- maintaining dairy units.

**5. ASSISTANT ANIMAL HEALTH OFFICER I
NO. OF VACANCIES – ONE (1)**

Terms of Service: Permanent and Pensionable

Job Group: CPSB 09

Salary as per salaries and Remuneration Commission of Kenya

Requirement for Appointment: -

- i. Have served in the grade of Assistant Animal Health Officer II for a minimum period of three (3) years;
- ii. Have a Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution;
- iii. Have be registered by the Kenya Veterinary Board;
- iv. Have a certificate in computer applications from a recognized institution; and
- v. Have demonstrated merit and shown ability in work performance and results.

Duties and Responsibilities: -

- Overseeing construction and maintenance of farm structures; giving advices on dip designing, siting and appraising construction;
- Inspection and verification of imports and export of consignments;
- Training and advising on milking techniques and external parasite control techniques such as dipping, spraying and dusting;
- Carrying out vaccination, closed castration, dehorning, animal identification, deworming, disbudding, docking, debeaking and hoof trimming;
- Carrying out simple treatment of animals;
- Participating in disease search, collecting and collating data and writing technical reports; keeping records on animal breeding, anima health, milk production,

dipping data, slaughter house daily kill, meet condemnation and movement permits; and

- Maintaining dairy units; participating in animal health field demonstrations and agricultural shows;
- Undertaking equipment sterilization, sample collection, packaging and dispatch; inspecting livestock stock routes;
- Rearing experimental animals;
- Issuing of livestock movement permits;
- Undertaking artificial insemination, meat inspection and grading;
- Enforcing slaughterhouse hygiene, meat transport regulations; and inspecting retail outlets of foods of animal origin; and
- Participating in construction and maintenance of farm structure.

DEPARTMENT OF PUBLIC SERVICE MANAGEMENT

6. SENIOR ADMINISTRATION OFFICER, NO. OF VACANCIES – TEN (10)

Terms of Service: Permanent and Pensionable

Job Group: CPSB 08

Salary as per salaries and Remuneration Commission of Kenya

Requirements for Appointment: -

- i. Served in the grade of Administration officer I for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;
- iii. Certificate in computer application skills; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities: -

- Overseeing transport management;
- Verifying motor vehicle movement;
- Assigning vehicles to drivers on daily basis;
- Organizing placement and maintenance of office equipment;
- Maintenance of buildings and equipment;
- Preparing reports on motor vehicles;
- Coordinating cleaning of offices;
- Processing and following-up payments of all bills for common services;
- Supervising security activities; and
- Coordinating telephone and registry services.

**7. CHIEF ADMINISTRATION OFFICER,
NO. OF VACANCIES – FIVE (5)**

Terms of Service: Permanent and Pensionable

Job Group: CPSB 07

Salary as per salaries and Remuneration Commission of Kenya

Requirements for Appointment: -

- i. Served in the grade of Senior Administration Officer for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government, Community development or any Social Science or Equivalent qualification from a recognized institution;
- iii. Certificate in computer application skills: and shown merit and ability as reflected in work performance and results.

Duties and responsibilities: -

- Implementing administrative policies, procedures and strategies;
- Preparing briefs and memos;
- Compiling monthly utilization and expenditure data of all vehicles;
- Verifying motor vehicle movement;
- Updating tools and equipment register;
- Organizing replacement and maintenance of office equipment;
- Maintenance of buildings and equipment;
- Coordinating cleaning of offices;
- Processing and following-up payments of all bills for common services;
- Supervising security activities; and
- Coordinating telephone and registry services.

**8. ASSISTANT OFFICE ADMINISTRATOR III,
NO. OF VACANCIES – ONE (1)**

Terms of Service: Permanent and Pensionable

Job Group: CPSB 11

Salary as per salaries and Remuneration Commission of Kenya

Requirements for Appointment: -

- (i) Kenya Certificate of Secondary Education, mean grade of C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;

- (ii) Diploma in secretarial studies from the Kenya National Examinations Council (KNEC);

OR

Business Education Single and Group Certificates (BES &GC) from the Kenya National Examination Council (KNEC) in the following subjects

- (a) Typewriting II (40 w.p.m)/Computerized documents processing II;
- (b) Shorthand II (80 w.p.m);
- (c) Business English II/Communications I;
- (d) Office Practice II;
- (e) Secretarial Duties II;
- (f) Commerce II;

- (iii) Certificate in Computer Applications from a recognized institution; and
(iv) Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities: -

- Taking oral dictation;
- Word and data processing;
- Managing e-office; ensuring security of office records, documents and equipment; maintaining an up to date filing system in the office;
- Operating office equipment;
- Managing office protocol;
- Managing office petty cash;
- Handling telephone calls and appointments; and
- Supervising office cleanliness and undertaking any other office administrative services duties that may be assigned.

**9. OFFICE ADMINISTRATOR I,
NO. OF VACANCIES – ONE (1)**

Terms of Service: Permanent and Pensionable

Job Group: CPSB 09

Salary as per salaries and Remuneration Commission of Kenya

Requirement for Appointment

- (i) Served in the grade of Office Administrator II or a comparable grade in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution

OR

Bachelor Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution;

- (iii) Certificate in Computer Applications from a recognized institution;
- (iv) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution and
- (v) Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- Taking oral dictation;
- Managing e-office;
- Word and data processing;
- Operating office equipment;
- Attending to visitors/clients;
- Handling telephone calls and appointments;
- Maintaining office diary and travel itineraries;
- Ensuring security of office records, equipment and documents including classified materials;
- Preparing responses to simple routine correspondence;
- Establishing and monitoring procedures for record keeping of correspondences and file movements;
- Maintaining an up to date filing system in the office;
- Ensuring security, integrity and confidentiality of data;
- Managing office protocol and etiquette;
- Managing petty cash;
- Supervising office cleanliness; and
- Undertaking any other office administrative services duties that may be assigned.

DEPARTMENT OF FINANCE, ICT AND ECONOMIC PLANNING

10. COUNTY CHIEF OFFICER – FINANCE AND ACCOUNTING SERVICES NO. OF VACANCIES - ONE (1)

Terms of service: Contract

Job Group: CPSB 02

Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for appointment: -

- Be a Kenyan citizen

- Have a Bachelor's degree in Finance or Accounting from university recognized in Kenya;
- Possession of professional qualification in the relevant field (CPA);
- Possession of a Master's degree in a relevant field will be an added advantage;
- Must be a member of (ICPAK) or any accounting professional body;
- Have vast knowledge and experience of not less than 10 years in the relevant field, five of which should be in a managerial position;
- Be conversant with the Constitution of Kenya and all the devolution laws;
- Demonstrate thorough understanding of county development objectives and vision 2030;
- Be a strategic thinker and results oriented;
- Have excellent communication, organizational and interpersonal skills;
- Have capacity to work under pressure to meet timelines;
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Satisfies the requirement of Chapter Six of the Constitution;
- Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya; and
- Be computer literate.

Duties and Responsibilities

- Efficient utilization of funds and other public resources placed at their disposal as they shall be the authorized officers in respect of exercise of delegated powers; and
- Giving effect to lawful directives of County Executive Committee Members and keeping them informed of all-important activities and events;
- The administration of the County Department
- Formulation and implementation of effective programs to attain vision 2030 and sector goals
- Development and implementation of County's strategic and Integrated Development Plans and sector development plans
- Implementation of policies, regulations and laws
- Providing strategic policy direction for effective service delivery
- Promotion of National Values and Principles as well as ensuring compliance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Determine, manage and develop the department's workforce including execution of performance contracts and appraisal of staff
- Performing any other duties as may be assigned from time to time.

11. DIRECTOR, INNOVATIONS AND DIGITAL ECONOMY

NO. OF VACANCIES- ONE (1)

Terms of service: Permanent and Pensionable

Job Group: CPSB 03

Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for appointment: -

- A master's degree in computer science/Information technology/Information Systems is preferred.
- A member of the professional body
- At least 3 years of Coordinating research and development on emerging technological issues.
- Sound working knowledge of IT operations, systems, and developments.
- Excellent communication and interpersonal skills.
- Strong leadership and project management skills.
- Solid analytical and problem-solving skills.

Duties and Responsibilities: -

- Develops and recommends sustainable funding mechanisms to support ICT core missions.
- Keep abreast of ITS trends, emerging technologies and project management techniques.
- Develop a platform through which work can be received, executed, evaluated and submitted back to the client
- Recruitment, training and management of digital workers or digital enabled workers who are registered on the county Ajira Digital platform
- Research and innovation activities regarding technology enabled jobs and the future of work
- Partnership with Constituency Innovation Hubs (CIH) to establish centers of excellence for training and execution of work
- Sensitization and awareness campaigns to promote business process outsourcing by local and international organizations
- Developing ICT training programs and other resources to teach various aspects of ICT. This may include creating program lesson plans, developing online course contents, and designing hands-on activities that reinforce learning.
- Delivering training sessions to individuals or groups, either in-person or through remote methods. This may involve teaching basic computer skills, specific software programs, or more advanced topics such as data analytics or cybersecurity.
- Collaborating with other trainers, subject matter experts, and stakeholders to ensure that the training program meets the needs of the organization and learners.
- formulating, implementing and reviewing ICT policies, strategies and programmes in the public service;
- Coordinating research and development on emerging technological issues;
- monitoring and evaluating ICT programmes and policies;
- preparing ICT status reports and ensuring professional standards and guidelines are adhered.

**12. DEPUTY DIRECTOR REVENUE:
NO. OF VACANCIES - ONE (1)**

Terms of service: Permanent and Pensionable
Job Group: CPSB 04
Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for appointment: -

- Must have served for a period of not less than 6 years in the relevant field three out of which must have been in the position of Assistant Director of Revenue or in a relevant equivalent and comparable position in the public or private sector.
- Must have passed CPA part III; Examination or its equivalent from a recognized institution;
- Must have a degree in the following field of study; Bachelors in Accounting, Finance, Business Administration, Commerce, economics, statistics or relevant/equivalent qualification from an approved institution;
- Shown merit and ability as reflected in work performance and results
- Must have high degree of professional competence and administrative capability required for effective planning, direction control and condition of the accounting function; personal integrity and responsibility.

Duties and Responsibilities: -

- Development of revenue policy finance bills and related rules and regulations.
- Revenue resource mobilization.
- Revenue accounting and reporting.
- General supervision and management of the directorate staff.
- Develop/Review of fees and charges to be used in local revenue collection.
- Give advice to the county government on matters of revenue enhancement.
- Implementation and monitoring of approved revenue budget.
- Implementation and monitoring of approved revenue Systems.
- Develop indicators for tracking revenue resource mobilization.

**13. FINANCE OFFICER I:
NO. OF VACANCIES - THREE (3)**

Terms of service: Permanent and Pensionable
Job Group: CPSB 09
Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment: -

- Bachelor's. degree in any of the following fields: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution; and
- Certificate in computer application skills from a recognized institution.

Duties and Responsibilities: -

- Collecting, collating and analyzing data in the relevant sectors;
- Compiling sector-specific reports;
- Providing support in the preparation of County policy briefs and reports on the relevant sectors;
- Providing the necessary advice on the budget implementation process including the budget appropriation codes, system requisitions etc
- Capturing data on Sectoral budgetary requirements;
- Monitoring and evaluation of the County programmes and projects
- Preparation of the county development and strategic Plans
- Formulation of Programme Based Budget, County Review Outlook Paper, County Fiscal Strategy Paper in line with MTEF and
- Uploading information in the County Integrated Monitoring and Evaluation System (CIMES).

14. FINANCE OFFICER II OFFICER:

NO. OF VACANCIES – FIVE (5)

Terms of service: Permanent and Pensionable

Job Group: CPSB 10

Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment: -

- A Degree in any of the following (Accounting or Finance option), Business Administration or Business Management.
- Relevant experience in business or revenue co-ordination for a period of 5 years
- Certificate in Computer Applications;
- Shown merit and ability as reflected in work performance and results; and
- Be able to work under pressure with minimal supervision.
- Understanding of the Finance Bill and Revenue administration (Public Finance)

Duties and Responsibilities: -

- Supervise and coordinate collection of revenues especially at the sub county level;
- Responsible for maintenance of Sub-county revenue documents, collection of revenue and supervision of staff under him/her;
- Making accurate entries of revenue;
- Issuing and accounting for revenue handling materials;
- Banking collections on time;
- Maintain schedules for revenue source within the Sub County to ensure revenue is collected at the sub county level;
- Monitor revenue collection in the sub county to ensure revenue targets at the sub counties are met;
- Prepare timely and accurate revenue reports for the sub county level;

- Perform any other duties that may be assigned from time to time.

**15. DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT,
NO. OF VACANCIES–ONE (1)**

Terms of Service: Permanent and Pensionable

Job Group: CPSB 04

Salary as per salaries and Remuneration Commission of Kenya

Requirements for Appointment: -

- (i) Served in the grade of Assistant Director, Supply Chain Management or a comparable position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;
OR
Bachelor's degree in any of the following disciplines: - Commerce, Marketing, Economics, Business Management or Law **with** a Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines: Procurement and Supplies Management, Logistics and Supply Chain Management, Business Administration, Commerce, Entrepreneurship or its equivalent qualification from a recognized institution;
- (v) Certified Procurement and Supply Professional of Kenya (CPSP-K) **or** Advanced Diploma in Supplies Management Final Stage (FIS) **or** Chartered Institute of Purchasing and Supply (CIPS);
- (v) Membership of the Kenya Institute of Supplies Management (KISM);
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution;
- (vii) Certificate in computer application skills; and
- (viii) Demonstrated high degree of professional competence, administrative capability in the general organization and management of the Supply Chain Management Function.

Duties and Responsibilities: -

- ✓ Duties and responsibilities at this level will entail: -
- ✓ Coordinating, implementation of procurement and asset disposal policies, guidelines and procedures;
- ✓ Coordinating development and review of county specific draft policies on management of assets in line with laid down regulations;
- ✓ Coordinating prequalification of suppliers, review of tenders, pre-qualification and evaluation of bids;
- ✓ Coordinating implementation of the e-procurement system;
- ✓ Coordinating research, market surveys and benchmarking on best practices;
- ✓ Coordinating analysis of reports on implementation of procurement, inventory management and assets disposal processes and procedures;
- ✓ Monitoring, evaluating and preparing reports on the implementation of the Preference and Reservation Scheme.
- ✓ Monitoring, evaluating and reporting on implementation of procurement, inventory management and assets disposal processes and procedures;
- ✓ monitoring, evaluating and reporting on implementation of the e-procurement system; establishing security and safety of stores and warehouse procedures;
- ✓ Providing procurement advice on external loan agreements and debts before completing negotiation;
- ✓ Providing secretariat services to the tender opening and evaluation committees; and coaching and mentoring staff.

16. SUPPLY CHAIN MANAGEMENT OFFICER, NO. OF VACANCIES – TWO (2)

Terms of Service: Permanent and Pensionable

Job Group: CPSB 09

Salary as per salaries and Remuneration Commission of Kenya

Requirements for Appointment: -

- ✓ Bachelor's degree in any of the following disciplines: - Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;
- OR**
- ✓ Bachelor's degree in any of the following disciplines: - Commerce, Marketing, Economics, Business Management or Law **plus** a Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;

- ✓ Certified Procurement and Supply Professional of Kenya (CPSP- K) Part I or Diploma in Supplies Management Foundation Stage (FOS) or
- ✓ Diploma in Chartered Institute of Procurement and Supply (CIPS); and
- ✓ Certificate in computer applications skills.

Duties and Responsibilities: -

- ✓ Receiving and issuing stores;
- ✓ Preparing procurement documents;
- ✓ Opening of bids; registering and updating suppliers' database; managing stores;
- ✓ Publicizing of tender awards;
- ✓ Registering and updating suppliers' database;
- ✓ Stock checking and stock-taking; and implementing security and
- ✓ Safety procedures in the stores.

**17. ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER III:
NO OF VACANCIES -FIVE (5)**

Terms of service: Permanent and Pensionable

Job Group: CPSB 11

Salary as per Salaries & Remuneration Commission of Kenya.

Requirement for appointment: -

- Diploma in supply chain management or equivalent
- Be a member of Kenya Institute of Supplies Management
- Certificate in computer application and skills

Duties and Responsibilities: -

- receiving and issuing stores;
- assist in preparing procurement documents;
- opening of bids;
- registering and updating suppliers' database;
- managing stores;
- publicizing of tender awards;
- stock checking and stock-taking; and
- implementing security and safety procedures in the stores.

**18. ACCOUNTANT I,
NO. OF VACANCIES – THREE (3)**

Terms of Service: Permanent and Pensionable

Job Group: CPSB 09

Salary as per salaries and Remuneration Commission of Kenya

Requirements for Appointment: -

Direct Appointment

For direct appointment to this grade, a candidate must have: -

- (i) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance Option),
Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

Plus

- Part II of the Certified Public Accountant (CPA) Examination or any other relevant qualification from a recognized institution; and
(ii) Certificate in computer applications skills.

Duties and Responsibilities: -

- ✓ Receiving and analyzing financial reports from public sector entities;
- ✓ Collecting and maintaining data base of the public-sector entities;
- ✓ Preparing payment and receipt vouchers;
- ✓ Capturing data;
- ✓ Maintaining primary records such as cashbooks, ledgers and vote books;
- ✓ Keeping safe custody of Accounting records;
- ✓ Receiving duly processed payments and receipt vouchers;
- ✓ Writing cheques and posting payments and receipt vouchers in the cash books;
- ✓ Balancing and ruling of the cash books on daily basis;
- ✓ Withdrawing and ensuring safety of the cash;
- ✓ Ensuring security of cheques and cheque books under their custody;
- ✓ Capturing Authority to Incur Expenditure (AIE) in the system and filing returns;
- ✓ Preparing Appropriation in Aid (AIA) returns; and preparing payment advice (PA) forms.
- ✓ Raising accounting debt entries;
- ✓ Processing payments, reimbursements and disbursements;
- ✓ Preparing annual final accounts;
- ✓ Verifying invoices and preparing accounting reports;
- ✓ Defining employee and supplier details;
- ✓ Uploading and capturing accounting data into the system; and
- ✓ Providing user support and help desk management.

**19. PRINCIPAL ECONOMIST/PRINCIPAL STATISTICIAN,
NO. OF VACANCIES-ONE (1)**

Terms of Service: Permanent and Pensionable

Job Group: CPSB 05

Salary as per salaries and Remuneration Commission of Kenya

Requirements for Appointment: -

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Senior Economist I/Senior Statistician I or an equivalent position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution;
- (i) Master's degree in any of the following disciplines: - Economics (Policy Management, Multilateral Trading Systems, Econometrics, Public Finance, Development, Environment, Health, Agriculture, International Trade and Finance, Cooperation and Human Development, Transport, Labour, Industrial), Statistics, Project Planning and Management, Philosophy in Economics, Public Policy, Economics of Development, Rural Economics or any other equivalent qualification from a recognized institution;
- (ii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (iii) Membership to a relevant professional body;
- (vi) Certificate in computer application skills; and
- (iv) Demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities: -

- ✓ Making follow-up and reporting on the implementation of Medium-Term Plans;
- ✓ preparing policy briefs, reviews and reports on the status of economy;
- ✓ facilitating State and Non-State Actors to develop donor funding proposals;
- ✓ presenting statistical data in form of survey reports and bulletins;
- ✓ providing input in the development of guidelines for the preparation of County Integrated Development Plans and Departmental Strategic Plans; and
- ✓ Monitoring, evaluating and reporting on the implementation of county and sector specific programmes, projects and activities.

**20. ECONOMIST II/STATISTICIAN II,
NO. OF VACANCIES – THREE (3)**

Terms of Service: Permanent and Pensionable

Job Group: CPSB 09

Salary as per salaries and Remuneration Commission of Kenya

Requirements for Appointment: -

- A minimum of an Upper Second-Class Honors degree in economics, or Economics and Mathematics, or Economics and Statistics from a recognized university/institution; or
- A minimum of an Upper Second-Class Honors degree in any of the subjects enumerated at (i) above with a bias towards Computer Science, Operations Research, Survey Techniques and Demographic Techniques from a recognized university/institution; or
- A minimum of an Upper Second-Class Honors degree in Statistics with appropriate specialization from a recognized university/institution; or
- A postgraduate Bachelor of Philosophy Degree in Economics from the University of Nairobi or equivalent institution or a post graduate diploma or Master's degree in subjects enumerated at (i)-(iii) above.

Duties and Responsibilities:

- Providing economic planning data,
- Economic analysis,
- Formulation of development strategies,
- Identification, preparation and evaluation of development projects and programmes and monitoring of their implementation,
- Conducting feasibility studies, determining project viability and setting project priorities,
- Collection, collation and analysis of data relating to production and marketing of agricultural/industrial products, computerization and analysis of data,
- Writing and submitting reports on specific assignment,
- Control and supervision of technical and other supporting staff.

**21. INFORMATION COMMUNICATION TECHNOLOGY OFFICER I –
NO. OF VACANCIES – ONE (1)**

Terms of Service: Permanent and Pensionable

Job Group: CPSB 09

Salary as per salaries and Remuneration Commission of Kenya

Requirements for Appointment: -

For appointment to this grade, a candidate must have a degree in any of the following field: - Computer Science/ Information Communication Technology

Duties and Responsibilities: -

- ✓ Installation and maintenance of computer systems;
- ✓ Configuration of Local Area Network and Wide Area Network;
- ✓ Developing and updating application systems; and carrying out systems analysis,
- ✓ Design and Programme specifications in liaison with users;
- ✓ Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- ✓ Drawing up hardware specifications for Information Communication Technology equipment; Verification, validation and certification of Information Communication Technology equipment; and
- ✓ Overseeing the process of configuration of new Information Communication Technology equipment.

**22. PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER,
NO. OF VACANCIES – ONE (1)**

Terms of Service: Permanent and Pensionable

Job Group: CPSB 06

Salary as per salaries and Remuneration Commission of Kenya

Requirements for Appointment: -

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Chief ICT Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following fields: Computer Science/ICT
- (iii) Demonstrated considerable knowledge and competence in systems analysis and Programme design; and
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.

Duties and Responsibilities: -

- ✓ Systems development and implementation;
- ✓ Carrying out feasibility studies for areas to be computerized;
- ✓ Preparing progress reports on systems development;
- ✓ Configuration of local area network (LAN) and wide area network (WAN);

- ✓ Designing, evaluating and recommending systems to ensure compliance with performance standards;
- ✓ Implementation, maintenance and documentation of systems standards;
- ✓ Preparing performance reports for ICT staff;
- ✓ Planning, monitoring and evaluating program activities;
- ✓ Ensuring that program/organization goals and systems standards are maintained;
- ✓ Liaising with users for information processing; and
- ✓ Reviewing and evaluating feasibility studies.

23. PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER (SYSTEMS ADMINISTRATOR):

NO. OF VACANCIES – ONE (1)

Terms of service: Permanent and Pensionable

Job Group: CPSB 06

Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for the appointment: -

- At least five (6) years relevant work experience in Public or Private institution;
- A Bachelor's degree in any of the following fields: Computer Science/Information Communication Technology, Electrical/Electronic Engineering, or other ICT related disciplines from a recognized institution;
- Demonstrated professional ability, initiative and competence in organizing and directing work;
- Excellent communication and interpersonal skills; and
- Initiative and ability to build and work with teams.

Duties and Responsibilities: -

- Systems development, implementation and allocation;
- Coordinating systems development, implementation and maintenance;
- Carrying out feasibility studies;
- Preparing progress reports of the systems development;
- Evaluating systems and ensuring adherence to established ICT Standards;
- Training and preparing staff performance reports;
- Planning, monitoring and evaluating program/activities within and Information Communication Technology division /Unit;
- Ensuring adherence to Information Communication Technology standards;
- Liaising with user departments to ensure effective maintenance of Information Communication Technology equipment;
- Reviewing and evaluating hardware maintenance feasibility studies and detailed specifications before implementation; and
- Implement policies and procedures to govern activities in the department.

24. INTERNAL AUDITOR I –

NO. OF VACANCIES – TWO (2)

Terms of Service: Permanent and Pensionable

Job Group: CPSB 09

Salary as per salaries and Remuneration Commission of Kenya

Requirements for Appointment: -

For appointment to this grade an officer must have: -

(i) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Finance or Accounting option) from a Recognized institution or any other relevant equivalent qualification;

Plus

Certified Internal Auditor (CIA) III/Certified Public Accountants of Kenya CPA (K) or its equivalent qualification from a recognized institution; and

(ii) Certificate in computer applications skills.

Duties and Responsibilities: -

- ✓ Vouching sample transactions in audit investigation and verification;
- ✓ Preparing engagement and work plans;
- ✓ Recording proceedings of entry and exit meetings;
- ✓ Collecting and analyzing data and statistics; and
- ✓ Preparing audit working papers.

OFFICE OF THE COUNTY ATTORNEY

25. CHIEF LEGAL OFFICER –

NO. OF VACANCIES – ONE (1)

Terms of Service: Permanent and Pensionable

Job Group: CPSB 07

Salary as per salaries and Remuneration Commission of Kenya

Requirements for appointment: -

For appointment to this grade: an officer must have: -

- i. Served in the grade of Deputy Chief Legal Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Bachelor of Laws (LL. B) degree from a recognized university;
- iii. Postgraduate Diploma in Legal Studies from the Council of Legal Education

- iv. Master's degree in Law or any other Social Science from a recognized University;
- v. Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- vi. Proficiency in computer application; and
- vii. Demonstrated managerial, administrative and professional competence in work performance.

Duties and Responsibilities: -

- ✓ Initiating policy research, formulation and reform;
- ✓ Undertaking research on legal issues;
- ✓ Reviewing legislation legal documents/instruments, opinions and briefs;
- ✓ Preparing County/periodic reports and ensuring compliance with regional and international instruments;
- ✓ Preparing cabinet briefs, papers and memoranda;
- ✓ Developing strategies for stakeholder consultations and engagement;
- ✓ Developing proposals for reform on emerging legal issues;
- ✓ Ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity; and
- ✓ Advising Ministries/Departments on legal policy issues.
- ✓ Implementation and realization of the strategic plan and objectives in respect of the legal function;
- ✓ Coordinating and implementing work plans for the Division/Legal Unit;
- ✓ Preparing and implementing performance appraisal systems;
- ✓ Preparing Division/Legal Unit budgets;
- ✓ Managing resources;
- ✓ Overall supervision, control, discipline, staff training and development; and
- ✓ liaising with the administrator of the Scheme and the State Law Office.

DEPARTMENT OF TRADE, TOURISM AND COOPERATIVES

26. ASSISTANT COOPERATIVE DEVELOPMENT OFFICER III:

NO. OF VACANCIES - FIVE (5)

Terms of service: Permanent and Pensionable

Job Group: CPSB 11

Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for appointment

- Must have KCSE C- and above or its equivalent qualification;
- Diploma in any of the following disciplines, cooperative management, marketing or finance from a recognized institution; and
- Certificate in computer applications from a recognized institution.

Duties and Responsibilities

- Promoting cooperative societies and enforcing compliance with cooperative legislation.

27. ASSISTANT TRADE AND DEVELOPMENT OFFICER III:

NO. OF VACANCIES - TWO (2)

Terms of service: Permanent and Pensionable

Job Group: CPSB 11

Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for appointment

- Diploma in any of the following disciplines; - Commerce, Marketing, Business Administration, Business management, Entrepreneurship, Economics, International Trade/ Business/Relations or its equivalent from a recognized institution; and
- Certificate in Computer Applications from a recognized institution.

Duties and responsibilities

- Responding to public complaints on trade and customer care issues.
- Compiling and analyzing economic and trade related data;
- Disseminating business information to the business community;
- Facilitating trade promotion activities through trade fairs and exhibitions; and
- Undertaking market profiling and market intelligence surveys for trade development.

DEPARTMENT OF TRANSPORT, ROADS, PUBLIC WORKS AND DISASTER MANAGEMENT

28. SUPERINTENDENT ENGINEER (ROADS:

NO. OF VACANCIES – ONE (1)

Terms of service: Permanent and Pensionable

Job Group: CPSB 07

Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment: -

- Kenyan citizenship.
- A Bachelor's Degree in Civil engineering or its equivalent from a recognized University in Kenya.
- At least six (6) years relevant working experience in the public or private sector.
- Graduate Engineer and registrable with the Engineers Board of Kenya (EBK) as a professional engineer.
- Advanced Computer Skills (MS Project, MS Word, MS Excel, MS PowerPoint and MS Access).
- Shown merit and ability as reflected in work performance and results.

The Superintendent Engineer (Roads) will report to Senior Superintending Engineer (Roads) or any other designated officer.

Duties and Responsibilities:

- Prepare tender documents for construction projects including technical drawings, specifications of civil works, BOQs and conditions of contract;
- Prepare detailed estimates and guidelines to assist the procurement unit in tender evaluation;
- Prepare detailed rates for construction materials and labour based on prevailing market conditions;
- Maintain and update contract files on each construction project, including performance evaluations for contractors;
- Monitor and report regularly on the progress of construction activities in accordance with construction contracts and conditions;
- Review contract claims, analyze and recommend variation orders;
- Assess completed projects with regards to compliance to specifications, quality of materials and workmanship, and prepare documents for final handover and closure,
- Undertake correct measurement of completion of works, recommend payments and prepare interim and final payment certificates;
- Administration and supervision of all staff under him//her;
- Any other duties assigned.

29. ASSISTANT ARCHITECT:

NO. OF VACANCIES – ONE (1)

Terms of service: Permanent and Pensionable

Job Group: CPSB 08

Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment:

For appointment to this grade, a candidate must have: –

- Kenyan citizenship.
- A Bachelor of Architecture or equivalent from a recognized University in Kenya.
- At least three (3) years post-graduation experience in Architecture or equivalent.
- To be thorough in use of appropriate software applications (ArchiCAD, AutoCAD etc.) for Architectural design work.
- To be registerable with the Board of Architects and Quantity Surveyors (BORAQS).
- Ability to communicate clearly and persuasively.

Duties and Responsibilities:

- 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, 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 or any other designated officer.

30. ARCHITECTURAL ASSISTANT II:

NO. OF VACANCIES – ONE (1)

Terms of service: Permanent and Pensionable

Job Group: CPSB 11

Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment:

For appointment to this grade, a candidate must have: –

- Kenyan citizenship;
- A Diploma in Architecture from a recognized college/institution in Kenya;
- At least five (5) years relevant post-graduation experience in the public or private sector; and
- Competency on the use of ArchCAD or any other relevant programs in the building sector.

Duties and Responsibilities: -

- Assisting the Architects in architectural drafting;
- Interpreting 'Senior Architects' notes to prepare Architectural details and schedules;
- Ensuring all architectural documents and records are well kept for easy retrieval;
- Updating inventory of Departmental Architectural drawings; and
- Assisting Senior Architects in supervision of new or ongoing projects.

DEPARTMENT OF ENVIRONMENT, WATER, MINING & NATURAL RESOURCES

31. COUNTY CHIEF OFFICER –WATER, SANITATION AND IRRIGATION:

NO. OF VACANCIES - ONE (1)

Terms of service: CONTRACT

Job Group: CPSB 02

Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for appointment: -

- Be a Kenyan citizen
- Have a Bachelor's degree from a university recognized in Kenya;
- Possession of a Master's degree in a relevant field will be an added advantage.
- Must be a member of a professional body relevant to the position applied for and in good standing
- Have vast knowledge and experience of not less than 10 years in the relevant field, five of which should be in a managerial position
- Be conversant with the Constitution of Kenya and all the devolution laws
- Demonstrate thorough understanding of county development objectives and vision 2030
- Be a strategic thinker and results oriented
- Have excellent communication, organizational and interpersonal skills
- Have capacity to work under pressure to meet timelines
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- Satisfies the requirement of Chapter Six of the Constitution
- Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya
- Be computer literate

Duties and responsibilities: -

The chief officer should be the accounting officer and authorized officer in respect of exercise of delegated powers and shall be responsible to the respective County Executive Committee Member for: -

- Efficient utilization of funds and other public resources placed at their disposal as they shall be the authorized officers in respect of exercise of delegated powers; and
- Giving effect to lawful directives of County Executive Committee Members and keeping them informed of all-important activities and events;
- The administration of the County Department
- Formulation and implementation of effective programs to attain vision 2030 and sector goals
- Development and implementation of County's strategic and Integrated Development Plans and sector development plans

- Implementation of policies, regulations and laws
- Providing strategic policy direction for effective service delivery
- Promotion of National Values and Principles as well as ensuring compliance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Determine, manage and develop the department's workforce including execution of performance contracts and appraisal of staff
- Performing any other duties as may be assigned from time to time.

HOW TO APPLY

Note: Kindly note that the positions that appeared on the Daily Nation Newspaper of 9th March 2023 for the department of Finance ICT and Economic Planning have been cancelled and therefore replaced with the positions appearing on this advert.

Interested and qualified persons willing to apply are asked to submit their applications online attaching identification documents, detailed Curriculum vitae and relevant certificates and testimonials via www.cpsb.nyamira.go.ke to reach the Nyamira County Public Service Board on or before close of business on the **15th November 2023** (East African time).

Note: Only shortlisted candidates will be contacted.

NYAMIRA COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED WOMEN, YOUTH AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

**Secretary/CEO,
Nyamira County Public Service Board,
P.O. Box 434-40500,
Nyamira**