



# 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 FINANCE & ECONOMIC PLANNING

#### **Position (1)**

#### **Director Internal Audit & Risk Management**

Terms of service: 3 years Contract

Job Group: JG 'R'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 121,430–169,140 p.m.

**House Allowance** Kshs. 20,000 p.m

**Commuter Allowance** Kshs. 16,000 p.m

**Leave Allowance** Kshs. 10,000 p.a

#### **Duties and Responsibilities: -**

Duties and responsibilities at this level will entail: -

- Supervise internal audit technical activities within the County comprising of audit systems and information technology;
- Supervise the implementation of strategic and operational plans including quality assurance programs;
- Establish the design, development and operation of major computer based systems of the County Government to determine whether adequate controls are in place;
- Supervise activities subject to audit coverage, evaluating their significance and assessing the degree of risks inherent in terms of the audit costs involved, determining adequacy and effectiveness of internal control system;
- Carry out investigations on irregularities identified or reported in audit reports;

- Review and approve audit engagement and work plans, programs and budgets;
- Review internal control systems on budgetary controls and financial returns and other operations of the County Government;
- Monitor and Evaluate audit findings and implementation of audit recommendations
- Evaluate the effectiveness of risk management mechanisms, controls and governance processes and recommending improvements; and
- Supervise staff including assessing training needs, designing and implement training programs for staff and audit committee members.

### **Requirements for Appointment:**

For appointment to this grade an officer must have

- At least 12years' continuous experience in internal audit and must have served in the grade of Deputy Director, Internal Audit or comparable and relevant position in the Public Service for at least three (3) years;
- Bachelor's degree in any of the following fields: Commerce (Accounting/Finance Option), Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized institution;
- Master's degree in any of the following fields: Auditing and Consultancy, Business Administration, Commerce, Finance, Accounting, Project Management, Risk Management or equivalent qualification from a recognized institution;
- A Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) or equivalent qualification from a recognized institution;
- Certificate of registration as a member of the Institute of Internal Auditors (IIA) or the Institute of Certified Public Accountants of Kenya (ICPAK) or Certified Information Systems Auditors (CISA) or Association of Certified Fraud Examiners (ACFE) or any other recognized professional body;
- Certificate in Strategic Leadership Development Programme from a recognized institution will be an added advantage; and
- Shown merit and ability and demonstrated a high degree of professional competence in managing the internal audit function and be of integrity with proven leadership qualities in the previous position and results oriented.
- Demonstrated a high degree of professional competence and administrative capability in the management of (vacancy) service functions and
- Demonstrated a thorough understanding of County and National goals, policies, objectives and ability to relate them to (position) service functions
- Certificate in computer applications.

**Position (1)****Director Economic Planning**

Terms of service: 3 years Contract

Job Group: JG 'R'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary: Kshs. 121,430 –169,140 p.m.**

**House Allowance Kshs. 20,000 p.m**

**Commuter Allowance Kshs. 16,000 p.m**

**Leave Allowance Kshs. 10,000 p.a**

**Duties and responsibilities**

Duties and responsibilities at this level will entail: -

- In charge of planning in the entire county
- Production of statistical data at the county level
- Coordination and formulation of county development strategic policies, programs within the county
- Preparation of county development plan
- Monitoring and evaluation of policies and programs
- Collect, calculate, process and administer statistical data in accordance with the statistical Act
- Formulation of policies, programs, for harmonious development of the economic factors, carrying out sectoral studies and research, monitoring
- Answerable to the Chief Officer Finance, ICT & Economic Planning
- Preparation of county plans including County Integrated Development Plan, County budgets and policy papers, annual development plans
- Analyze annual county budget and action plans
- Coordinate feasibility studies and survey to determine project viability
- Coordination of budget preparation in the county
- Preparation, analysis and reporting on MTEF and Annual County Budgets
- Monitoring Budget implementation process

**Requirements for Appointment**

For appointment to this grade an officer must have

- At least 12years' continuous experience in economic planning, compilation and production of statistical data for National Economic Planning and Development in the public sector, and must have served for three (3) years in the position of Deputy Director Planning or its equivalent in the public service.

- Demonstrated outstanding professional competence, appreciation of the county's economic development needs at national Sectoral and regional levels
- Bachelor's Degree in Economics or statistics, mathematics and finance from a recognized university
- Masters of Arts in Economics/Statistics/Mathematics or related field from a recognized university or Masters of Science is an added advantage
- Demonstrated a high degree of professional competence and administrative capability in the management of (vacancy) service functions and
- Demonstrated a thorough understanding of County and National goals, policies, objectives and ability to relate them to (position) service functions
- Proficiency in computer and system analyst skills

## **Position (4)**

### **Economists/Planners**

Terms of service: Permanent & Pensionable

Job Group: JG 'K'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 38,270 -51,170 p.m

**House Allowance** Kshs. 7,500 p.m

**Commuter Allowance** Kshs 5,000 p.m

**Leave Allowance** Kshs. 6,000 p.a

### **Duties and responsibilities**

Duties and responsibilities at this level will entail: -

- Compile, analyze and report data to explain economic phenomenon market trends by way mathematical and statistical techniques and models
- Develop economic guidelines and standards that guide in forecasting trends and guiding economic policy
- Formulate recommendations, policies or plans to solve economic problems
- Provide advice on economic relationships
- Supervise research
- Formulation of development strategies
- Coordinating feasibility studies on projects
- Collection, Collation and analysis of data
- Writing and submitting reports
- Computation of statistical data

### **Requirements for Appointment**

For appointment to this grade an officer must have

- Bachelor Degree in Economics/Commerce/Statistics, Mathematics or related field from a recognized university.
- Familiar with survey techniques, demographic techniques and data analysis techniques
- Certificate in computer applications.

**Position (4)****Budget/Finance Officer**

Terms of service: Permanent & Pensionable

Job Group: JG 'J'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 31,270 – 41,260 p.m

**House Allowance** Kshs. 4,200 p.m

**Commuter Allowance** Kshs. 4,000 p.m

**Leave Allowance** Kshs. 4,000 p.a

**Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- Compile and format financial statements
- Initial monitor budgets
- Prepare budget reports on budget implementation
- Prepare of budgetary policy issues
- Prepare county budgets
- Prepare quarterly expenditure forecasts as a basis for discussion with county treasury for release of funds
- Prepare proposal to seek funding
- Analyze project proposal and budget estimates
- Prepare technical briefs
- Assist departments in costing programs
- Determine performance indicators of programs

**Requirements for Appointment**

For appointment to this grade an officer must have

- A Bachelor's Degree in Finance, Commerce, Economics/Statistics, Mathematics or related field from a recognized university.
- Certified Public Accountant II certification.
- Demonstrated knowledge of public financial management practices
- Knowledge of computer based accounting applications
- Public Finance Practices and knowledge of relevant professional standards including IFRS will be an added advantage.
- Certificate in computer applications skills relevant to budget preparation from a recognized institution.

## **Position (1)**

### **Assistant Director Systems Administration**

Terms of service: Permanent & Pensionable

Job Group: JG 'P'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 87,360 – 121,430 p.m

**House Allowance** Kshs. 16,800 p.m

**Commuter Allowance** Kshs. 12,000 p.m

**Leave Allowance** Kshs. 10,000 p.a

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- Ensure integrity and security of data on host computers, multiple data bases
- Developing hardware, software and network solutions to meet changing needs
- Manage the county network infrastructure, servers and work stations
- Developing, implementing and monitoring the county's practices for data protection, internet use, email, security and ICT resource management
- Providing technical support for the applications, networks and database systems
- Ensure regular maintenance of programs and backup system, ICT equipment and recovery system.
- Developing necessary user manuals and assigning of user IPS and user rights

### **Requirement of Appointment**

For appointment to this grade an officer must have

- Bachelor's Degree in Computer Science, Computer applications, Software engineering, IT, Programming or a related field from a recognized university.
- 10yrs work experience in systems administration, software design, development, implementation and business support
- Knowledge and experience in Relational Database Management Systems
- Professional in MCSE, At, Nt, CISA and CCNA, Microsoft Navision,
- MS SQL server, Linux post fix mail server, squid proxy and fire wall server.
- Masters in Computer Science computer applications or related field will be an added advantage
- Must be a registered member of a professional body
- Certification in PHP or Java Script/oracle from a recognized certification body

**Position (1)****Principal ICT Officer**

Terms of service: Permanent & Pensionable

Job Group: JG 'N'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 56,370 – 87,360 p.m

**House Allowance** Kshs. 13,000 p.m

**Commuter Allowance** Kshs. 8,000 p.m

**Leave Allowance** Kshs. 6,000 p.a

**Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- Coordinating system development, implementation and maintenance
- Carrying out feasibility studies
- Evaluating systems
- Ensure adherence to established ICT standards
- Planning, Monitoring and evaluating ICT programs within the county
- Maintenance of ICT an equipment
- Preparation of progress reports on systems development or staff performance
- Develop, implement policies to govern ICT activities in the county
- Training staff on ICT

**Requirement of Appointment**

For appointment to this grade an officer must have

- Bachelor's Degree in Computer Science, Computer applications or a related field from a recognized university.
- 8yrs work experience in systems administration and business support
- Professional in MCSE, At, Nt, CISA and CCNA, Microsoft Navision,
- MS SQL server, Linux post fix mail server, squid proxy and fire wall server.
- Masters in Computer Science computer applications or related field will be an added advantage



## **Position (1)**

### **Chief ICT Officer**

Terms of service: Permanent & Pensionable

Job Group: JG 'M'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 49,000 – 65,120 p.m

**House Allowance** Kshs. 13,000 p.m

**Commuter Allowance** Kshs. 7,000 p.m

**Leave Allowance** Kshs. 6,000 p.a

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- Design, code, test, document and maintain programs
- Support all departments within the county in software applications, user, vender selection and vender relationships
- Communicate technical improvements, restrictions, or road blocks of new software
- Provide technical support and develop training of internal users on a variety of software
- Maintain county databases and provide requested reports and queries
- Coordinate system analysis, design and programme specifications
- Training of ICT Hardware Personnel and users
- Design local area network (LAN) and wide area network (WAN)

### **Requirements**

For appointment to this grade an officer must have

- Bachelor's Degree in the following disciplines: - Computer Science, Software engineering, IT, Programming and development, Computer applications or a related field from a recognized university.
- 5yrs work experience in systems administration and business support
- Professional in MCSE, At, Nt, CISA and CCNA, Microsoft Navision,
- MS SQL server, Linux post fix mail server, squid proxy and fire wall server.
- Masters in Computer Science computer applications or related field will be an added advantage

## **Position (4)**

### **SUB-COUNTY ICT TECHNICAL OFFICERS**

Terms of service: Permanent & Pensionable

Job Group: JG 'H'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 25,470 – 33,950 p.m

**House Allowance** Kshs. 3,200 p.m

**Commuter Allowance** Kshs. 4,000 p.m

**Leave Allowance** Kshs. 4,000 p.a

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:-

- Provide first line support on all general and commission specific software and hardware issues in the sub county
- Communicate information on hardware and software issues to corporate ICT services
- Solve ICT issues including remote access, emails and telephone
- Advise on disposal of redundant ICT equipment in the sub county
- Provide onsite technical support with hardware and software issues when required
- Ensure maintenance of healthy, safe and secure working environment in relation to ICT requirements
- Implement information security at the sub county level as directed by ICT directorate
- Implementation of internet access, and
- Implementation of computer system and network policies.

### **Requirements**

For appointment to this grade an officer must have

- Diploma in any of the following disciplines: - computer science, Computer applications and any related field from a recognized university
- Certification in networks (CCNA, CCNP or Microsoft certification)
- Basic hardware trouble shooting, installation, configuration and upgrading and maintenance of both hardware and software interfaces will be an added advantage.

## **DEPARTMENT OF LANDS, HOUSING AND URBAN DEVELOPMENT**

### **Position (1)**

#### **Environment/Social Officer**

Terms of service: Permanent & Pensionable

Job Group: JG 'K'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 38,270 -51,170 p.m

**House Allowance** Kshs. 7,500 p.m

**Commuter Allowance** Kshs. 5,000 p.m

**Leave Allowance** Kshs. 6,000 p.a

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- Planning and coordination of all environmental and natural resources programs, projects and activities in the county
- Liaison with stakeholders and players in the environmental and natural resource conservation, development and management in the county
- Analyze and presentation of environmental reports
- Implementation, monitoring and evaluation of all environmental and natural resources programs and projects in the county
- Dissemination of best practices in environmental and natural resources conservation and management in the county
- Enforce pollution control regulations in the county and take inventory and management in the county.
- Coordination of research in environment and natural resource conservation management and development in the county
- Implementation of county's environmental policies, plans, projects and activities
- Creating public awareness on environmental education on environmental issues of the county
- Mobilize public in participating in environmental conservation activities
- Document and promote best environmental practices in the county
- Ensure compliance and enforcement of environmental regulations

### **Requirements**

For appointment to this grade an officer must have

- Bachelor's Degree in Forestry/Natural Resources/Environmental Science, Environmental Planning and Management, Waste Management, Geo Information Science or related field from a recognized institution
- Certificate in Computer Application from a recognized institution.

**Position (1)  
Land Surveyor**

Terms of service: Permanent & Pensionable  
Job Group: JG 'K'  
Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 38,270 - 51,170 p.m

**House Allowance** Kshs. 7,500 p.m

**Commuter Allowance** Kshs. 5,000 p.m

**Leave Allowance** Kshs. 6,000 p.a

**Duties and Responsibilities**

Duties and responsibilities at this level will entail:-

- Updating land records and registry
- Undertaking surveys and demarcation activities within the County
- Administration and supervision of all survey technical works within the County
- Implementation of boundary dispute resolutions
- Implementation of land related Court orders.
- Any other duties as may be assigned by the Supervisor

**Requirements for Appointment**

For appointment to this grade an officer must have

- Must have worked as Land surveyor II J/G J for at least three (3) years
- Degree in any of the following fields: Land Survey, Surveys and Mapping, Cartography, Geo – Informatics or equivalent qualification from a recognized institution
- Strong Computer Proficiency
- fully registered member of Institute of Surveyors of Kenya.
- Shown merit and ability as reflected in work performance and results.

**Position (1)**

**DISASTER MANAGEMENT OFFICER**

Terms of service: Permanent & Pensionable

Job Group: JG 'K'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 38,270 - 51,170 p.m

**House Allowance** Kshs. 7,500 p.m

**Commuter Allowance** Kshs. 5,000 p.m

**Leave Allowance** Kshs. 6,000 p.a

**Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- Prepare disaster management plans;
- Manage disaster equipment;
- Train on occupational safety;
- Implementation of policies and plans; and
- Any other duties as may be assigned.

**Requirements for Appointment: -**

For appointment to this position, a candidate must have: -

- Kenyan citizenship;
- Have a relevant bachelor's degree from a University recognized in Kenya;
- Have occupational safety certification;
- At least 3 years' experience in management of safety related field; and
- Certification in fire disaster management plans.

**Position (1)****CIVIL ENGINEER**

Terms of service: Permanent & Pensionable

Job Group: JG 'K'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 38,270 - 51,170 p.m

**House Allowance** Kshs. 7,500 p.m

**Commuter Allowance** Kshs. 5,000 p.m

**Leave Allowance** Kshs. 6,000 p.a

**Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- Supervision of all Municipality Public and Civil Works;
- Prepare road connectivity reports;
- Prepare contract documents; and
- Prepare drainage maintenance schedules.

**Requirements for Appointment: -**

For appointment to this position, a candidate must have: -

- Kenyan citizenship;
- Bachelor's degree in Civil Engineering from a University recognized in Kenya; and
- Been registered by Engineers Registration Board of Kenya as a Graduate Engineer.

**Position (1)****ARCHITECTURAL OFFICER**

Terms of service: Permanent & Pensionable

Job Group: JG 'K'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 38,270 - 51,170 p.m

**House Allowance** Kshs. 7,500 p.m

**Commuter Allowance** Kshs. 5,000 p.m

**Leave Allowance** Kshs. 6,000 p.a

**Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- 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.

**Requirements for Appointment: -**

For appointment to this position, a candidate must have: -

- Kenyan citizenship;
- Must hold Bachelor of Architectural Studies or equivalent from a recognized University;
- Must possess at least two years post-graduation experience in Architecture or equivalent qualification from a university recognized in Kenya;
- Must be thorough in use of appropriate software applications (ArchiCAD, AutoCAD etc.) for Architectural design work; and
- Must be a member of an Architectural Association in Kenya.

**Driver****Position (2)**

Terms of Service: Permanent &amp; Pensionable

Job Group JG 'E'

Salary as per Salaries &amp; Remuneration Commission of Kenya.

**Basic Salary Kshs. 15,670 – 17,570 p.m.****House Allowance Kshs2,700p.m****Commuter Allowance Kshs4,000p.m****Leave Allowance Kshs. 4,000 p.a****Roles and Responsibilities**

Duties and responsibilities at this level will entail: -

- Driving a motor vehicle as authorized
- Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc
- Detecting and reporting malfunctioning of vehicle systems
- Maintenance of work tickets for vehicles assigned
- Ensuring security and safety for the vehicle on and off the road
- Safety of the passengers and/or goods therein
- Maintaining cleanliness of the vehicle

**Requirements for Appointment**

For appointment to this grade an officer must have

- Served in the grade of Driver III for a minimum period of three (3) years
- A valid driving license free from any current endorsement(s) for the class(s) of vehicle(s) the officer is required to drive
- Passed Occupational Trade Test II for Drivers
- Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution
- Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution
- A valid Certificate of Good Conduct from the Kenya Police
- Attended a First Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute Highway and Building Technology (KIHBT) or its equivalent from a recognized institution
- Shown merit and ability as reflected in work performance and results



## **DEPARTMENT OF PUBLIC SERVICE MANAGEMENT**

### **Director Enforcement and Compliance**

**Position** (1)

Terms of Service: 3 years Contract

Job Group JG 'R'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 121,430 -169,140 p.m.

**House Allowance** Kshs 20,000 p.m

**Commuter Allowance** Kshs 16,000 p.m

**Leave Allowance** Kshs. 10,000 p.a

### **Roles and Responsibilities**

Duties and responsibilities at this level will entail:-

- Development and implementation of strategies, policies, guidelines, and programs related to security and enforcement within the county.
- Planning, mapping and administration of security service divisions.
- Coordinate operations, drills, trainings, parade matters, disciplinary matters and welfare of the enforcement unit.
- Ensure compliance with county laws, by laws, rules and regulations established in respect to VIP protection, property protection, construction, waste disposal and management, revenue collection, disasters and traffic control among others.
- Establish collaborative system with the Judiciary, National Security Agencies, County Policing Authority, Security Advisory Committee and other Stakeholders.
- Promotion of National Values, Principles of good governance as espoused in Article 10 of 232 of the constitution.
- Supervising and guiding enforcement officers in the county.
- Submission of regular progress reports to the relevant Chief Officer
- Assessment of County Government Security System, risks intelligence reports and give timely appropriate recommendations
- Assist in the prosecutions of non-compliant individuals to the county laws, by laws, rules and regulations.

### **Requirements for Appointment**

For appointment to this grade an officer must have

- Bachelor's degree in any of the following disciplines; Security Management, Social Works and Social Administration, Governance & Political Science, Criminology and Fraud Management or its equivalent

- At least 12 years' continuous experience in security management and must have served for three years in the position of Deputy Director Enforcement and Compliance or its equivalent in the wider public service Demonstrated practical experience in prosecution and handling of charge sheets
- Demonstrated knowledge of constitutional provisions related to law enforcement
- Demonstrated exemplary services, high degree of professional and technical competence, good interpersonal relationship and thorough understanding of policy formulation and implementation.
- A Master's degree in the relevant field will be added advantage
- Paramilitary training from a recognized institution could be an added advantage
- Demonstrated a high degree of professional competence and administrative capability in the management of (vacancy) service functions and
- Demonstrated a thorough understanding of County and National goals, policies, objectives and ability to relate them to (position) service functions
- Certificate in computer applications.

## DEPARTMENT OF ENVIRONMENT WATER, MINING AND NATURAL RESOURCES

### DIRECTORATE OF CLIMATE CHANGE

#### **Position (1)**

#### **Deputy Director Climate Change**

Terms of service: Permanent & Pensionable

Job Group: JG 'Q'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 99,900 – 133,870 p.m

**House Allowance** Kshs. 16,800 p.m

**Commuter Allowance** Kshs 14,000 p.m

**Leave Allowance** Kshs. 10,000 p.a

#### **Duties and Responsibilities**

The officer at this level will be in charge of climate change activities in the county. Duties and responsibilities at this level will entail:-

- Planning and implementation adaptation projects, programs activities across various sectors;
- Preparing guidelines on County adaptation planning and implementation;
- Coordinating technology development and transfer, research required for adaptation across the different sectors;
- Spearheading development of adaptation projects for domestic and international
- Mainstreaming climate change adaptation into national development planning processes;
- Participating in the preparation and reporting in County Communications, national and international reporting requirements related to adaptation;
- Developing and disseminating climate change programs and projects communication, outreach and public education strategy;
- Liaising with the relevant sectors and other climate change stakeholders on issues relating to climate change adaptation programs;
- tracking climate change adaptation programs, trends, impacts and implications at the national and county level; and
- Capacity building and awareness creation for institutions and stakeholders on climate change adaptation programs and projects.
- Deputizing the Director in his absence.
- Any other duties as may be assigned

## **Requirements for Appointment**

For appointment to this grade the officer must have;

- Served for a minimum period of seven (7) years and currently serving at the grade of Principal Climate Change Adaptation Officer job group “N” and above or in a comparable and relevant position in the wider public service;
- A Bachelor’s degree in any of the following disciplines: Environmental Science, Environmental Law, Environmental Planning and Management, Meteorology, Natural Resource Management or any other related field from a university recognized in Kenya;
- A Masters’ Degree in any of the following disciplines: -Environmental Science, Environmental Law, Environmental Planning and Management, Meteorology, Natural Resource Management or any other related field from a university recognized in Kenya;
- A track record of teamwork, leadership, good knowledge of international, government policies and regulations relating to climate change;
- A certificate in Strategic Leadership Development Programme lasting not less than six weeks from a recognized institution
- Shown professional competence, high integrity and leadership capability in  
work performance and results, and
- Be registered with a relevant body.
- Demonstrated a high degree of professional competence and administrative capability in the management of (vacancy) service functions and
- Demonstrated a thorough understanding of County and National goals, policies, objectives and ability to relate them to (position) service functions
- Certificate in computer applications.

**Position (3)****Climate Change Officer**

Terms of service: Permanent & Pensionable

Job Group: JG 'K'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 38,270 –51,170 p.m

**House Allowance** Kshs 7,500 p.m

**Commuter Allowance** Kshs. 5,000 p.m

**Leave Allowance** Kshs. 6,000 p.a

**Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- Establishing Climate Change Directorate in the County and develop staff and institutional capacity;
- Advising on all matters related to climate change programs, projects and activities in the County;
- Building capacity for other institutions and stakeholders for County's Appropriate Mitigation Actions (CAMAs) and Measurement, Reporting and Verification (MRV)
- Advising on matters relating to National and County legislation, policy, coordination, regulation and monitoring of climate change governance;
- In charge of developing, implementation and monitoring of climate change strategic plans, work plans, appropriate programs, performance targets, budgets, standards, rules and guidelines, and all other climate change activities in the county;
- Awareness creation on climate change matters in the county at all levels;
- Resource mobilization for climate change function including writing bankable proposals;

**Requirements**

For appointment to this grade an officer must have

- Bachelor's Degree in any of the following disciplines: Climate Change and Climate Systems; Meteorology, Environmental Studies and Natural Resource Sciences or related fields from a recognized university
- Knowledge in computer applications;
- Good analytical and communication skills;

## **DIRECTORATE OF WATER**

### **Position (1)**

### **PRINCIPAL SUPERINTENDING ENGINEER WATER AND SANITATION SERVICES**

Terms of service: Permanent & Pensionable

Job Group: JG 'Q'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 99,900 –133,870 p.m

**House Allowance** Kshs. 16,800 p.m

**Commuter Allowance** Kshs. 14,000 p.m

**Leave Allowance** Kshs. 10,000 p.a

### **Duties and Responsibilities**

- The Officer will report to the Director, Water and Sewerage Services and be responsible for assisting in the co-ordination of the department.

Duties and responsibilities at this level will entail: -

- Carry out feasibility studies in the County Water Sector;
- Formulate and implement water Policies, guidelines and strategies for both urban and rural water supply systems;
- Mobilize resources for water infrastructure development;
- Carry out research activities in various aspects of water, sewerage and hydraulic systems;
- Develop and implement Water Sector master plan and strategic plan;
- Supervise the construction of all water and sewerage works undertaken directly or by contract;
- Prepare Water Sector Annual Budgets;
- Proper maintenance of water supply and sewerage systems;
- Monitor and evaluate physical and financial progress of development projects and programs; and
- Prepare technical tender documents on water and sewerage infrastructure.

### **Requirements for Appointment**

For appointment to this grade, an officer must:

- Have served for a minimum period of twelve (12) years three (3) of which as an Assistant Director Water Services J/G CPSB OS (p) or a comparable grade in the wider public service

- Have a Bachelor's degree in the following disciplines: - Civil Engineering, Water Resources, Hydrology or its equivalent qualification from a university recognized in Kenya;
- Have a Masters' degree in Civil Engineering, Water Resources, Hydrology or its equivalent qualification from a university recognized in Kenya;
- Certificate in Strategic Leadership Development Program (SLDP) lasting six (6) weeks from a recognized institution will be an added advantage;
- Be registered with a relevant professional body;
- Demonstrate managerial, administrative and professional competence in work performance;
- Exhibit a thorough understanding of county and national goals, policies, objectives and ability to relate them to proper management of environment and natural resource function.
- Certificate in Strategic Leadership Development Programme will be an added advantage
- Demonstrated a high degree of professional competence and administrative capability in the management of (vacancy) service functions and
- Demonstrated a thorough understanding of County and National goals, policies, objectives and ability to relate them to (position) service functions
- Certificate in computer applications.

**Position (1)****SENIOR SUPERINTENDING ENGINEER (WATER ENGINEERING SERVICES)**

Terms of service: Permanent & Pensionable

Job Group: JG 'N'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 56,370 – 87,360 p.m

**House Allowance** Kshs 13,000 p.m

**Commuter Allowance** Kshs. 8,000 p.m

**Leave Allowance** Kshs. 6,000 p.a

**Duties and Responsibilities**

Duties and responsibilities at this level will entail:-

- Carrying out feasibility studies;
- Planning and designing water storage and flood control infrastructures;
- Carrying out research activities in various aspects of water storage and flood control systems;
- Ensuring professional standards and undertaking quality control during construction of water storage and flood control infrastructure;
- Supervising the construction of water storage and flood control works undertaken directly or by contract;
- Formulating, monitoring and evaluating requirements of physical and financial progress of development projects and programs;
- Being a Resident Engineer of a project; and
- Preparing technical tender documents on water storage and flood control infrastructure.

**Requirement for Appointment**

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

- Minimum cumulative Service of six (6) years in the Irrigation and Drainage field or any other related field, three (3) of which should have been in the grade of Senior Engineer I (Irrigation) in job group “M” or comparable grade in the wider public service or a related field
- (a Bachelor’s degree in any of the following disciplines: – Civil Engineering, Agricultural Engineering, Agricultural and Bio-systems Engineering, Soil Water and Environmental Engineering, Environmental and Bio-systems Engineering, Biomechanical and Processing Engineering or Soil and Water Engineering from a recognized institution;
- Registered with Engineers professional body as an Engineer;
- Demonstrated general administrative ability required for direction, control and implementation of water storage & flood control engineering programs and projects.
- Certificate in Senior Management Course will be an added advantage
- Certificate in computer applications.



**NOTE:** possession of Master's Degree in a relevant field will be an added advantage;

**Position (2)****ASSISTANT ENGINEER I (WATER AND SANITATION SERVICES)**

Terms of service: Permanent & Pensionable

Job Group: JG 'L'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 42,970 – 59,120 p.m

**House Allowance** Kshs. 13,000 p.m

**Commuter Allowance** Kshs. 6,000 p.m

**Leave Allowance** Kshs. 6,000 p.a

**Duties and Responsibilities**

Duties and responsibilities at this level will entail: –

- Carrying out feasibility studies;
- Planning and designing water storage and flood control infrastructures;
- Carrying out research activities in various aspects of water storage and flood control systems;
- Ensuring professional standards and undertaking quality control during construction of water storage and flood control infrastructure;
- Supervising the construction of water storage and flood control works undertaken directly or by contract;
- Formulating, monitoring and evaluating requirements of physical and financial progress of development projects and programs;
- Being a Resident Engineer of a project; and
- Preparing technical tender documents on water storage and flood control infrastructure.

**Requirement for Appointment**

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

- Minimum cumulative Service of five (5) years in the Irrigation and Drainage field or any other related field, three (3) of which should have been in the grade of Superintending Water Engineer I (Irrigation) or a comparable position in the wider public service
- (a Bachelor's degree in any of the following disciplines: – Civil Engineering, Agricultural Engineering, Agricultural and Bio-systems Engineering, Soil Water and Environmental Engineering, Environmental and Bio-systems Engineering, Biomechanical and Processing Engineering or Soil and Water Engineering from a recognized institution;
- Registered with Engineers professional body as an Engineer;
- Demonstrated general administrative ability required for direction, control and implementation of water storage & flood control engineering programs and projects.
- Certificate in computer applications.

**Position (1)****ASSISTANT ENGINEER II (WATER AND SANITATION SERVICES)**

Terms of service: Permanent & Pensionable

Job Group: JG 'K'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 38,270 -51,170 p.m

**House Allowance** Kshs7,500 p.m

**Commuter Allowance** Kshs. 5,000 p.m

**Leave Allowance** Kshs. 6,000 p.a

**Duties and Responsibilities:**

Duties and responsibilities at this level will entail:-

- Carrying out feasibility studies;
- Planning and designing water supply and sewerage infrastructures;
- Carrying out research activities in various aspects of water, sewerage and hydraulic systems; and
- Any other duties that may be assigned from time to time

**Requirements**

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

- Bachelor's Degree in the following discipline or related field Civil engineering from a recognized institution;
- Be registered by the Engineers Board of Kenya as a Graduate Engineer; and
- Have a Certificate in computer applications from a recognized institution

**Position (5)**

**SENIOR INSPECTOR (WATER AND SANITATION SERVICES)**

Terms of service: Permanent & Pensionable

Job Group: JG 'J'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 31,270 – 41,260 p.m

**House Allowance** Kshs. 4,200 p.m

**Commuter Allowance** Kshs. 4,000 p.m

**Leave Allowance** Kshs. 4,000 p.a

**Duties and Responsibilities**

Duties and responsibilities at this level will entail:-

- Planning, supervising and evaluating water supply works
- Collecting and analyzing data operations and maintenance
- Supervising water supply operators and artisans
- Any other duty as may be assigned from time to time

**Requirements**

For appointment to this grade an officer must have

- Holds a Diploma in Water Engineering or Water Supply Technology or equivalent qualification from a recognized institution;
- Must have good inter-personal and communication skills;
- Proficiency in computer applications;

## DIRECTORATE OF ENVIRONMENT AND NATURAL RESOURCES

### Position (1)

#### Director Environment Natural Resources Management

Terms of service: 3 years Contract

Job Group: JG 'R'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 121,430 -169,140 p.m

**House Allowance** Kshs. 20,000 p.m

**Commuter Allowance** Kshs. 16,000 p.m

**Leave Allowance** Kshs. 10,000 p.a

### Duties and Responsibilities;

Duties and responsibilities at this level will entail:-

- Development, implementation and evaluation of the relevant division strategies plans, Programs and Projects in collaboration with other Departments and Stakeholders Planning and Supervision for the relevant division's Programmers and activities.
- Organization, direction, control and co-ordination of the functions of the division.
- Interpreting and applying national and county laws and other related statutes in the division in line with the county goals and objectives.
- Developing appropriate county departmental policies legal and institutional framework for the mandate of the division.
- Handling administrative, Human Resources and assets management issues.
- Oversee preparation of annual work plans and financial budgets competence as reflected in work performance and results.
- Be conversant with policy formulation and implementation
- Be a strategic thinker and result oriented,
- Demonstrate a thorough understanding of devolution, the county development objectives and vision 2030.

### Requirements;

For appointment to this grade an officer must have

- Must have served a cumulative of 12 years in the environment and natural resources field, three(3) years of which should be the grade of Deputy Director Environment or Natural Resources.
- Bachelor Degree in any to the following disciplines:
  - Environmental Science, Environmental Conservation and Natural Resource Management, Environmental Conservation,

Environmental Education, Environmental Health, Environmental Horticulture and Landscaping, Environmental Law, Environmental Management and conservation, Environmental Resources Conservation, environmental studies and community development, community resource conservation, fisheries, forestry, geo-spatial information and remote sensing, agriculture aquatic science, bio-resource conservation and management, botany, chemistry, climate change and development, coastal and marine resource development, dry land agriculture system engineering, environmental chemistry, geography, geo-information sciences horticulture, marine resource management, waste management, water resources and environment, wildlife management or zoology from a recognized institution;

- Master's degree in any of the following discipline:
  - Environmental economics, environmental diplomacy, environmental law, environmental science, forest survey for sustainable development, forestry, natural resources management, environmental governance, environmental policy, geo-spatial information and remote sensing, geo- information science, fish science.
- Certificate in Strategic Leadership Development Course from a recognized institution
- Demonstrated a high degree of professional competence and administrative capability in the management of (vacancy) service functions and
- Demonstrated a thorough understanding of County and National goals, policies, objectives and ability to relate them to (position) service functions
- Certificate in computer applications.

## **Position (1)**

### **Assistant Director, Environment and Natural Resources**

Terms of service: Permanent & Pensionable

Job Group: JG 'P'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 87,360 – 121,430 p.m

**House Allowance** Kshs. 16,800 p.m

**Commuter Allowance** Kshs. 12,000 p.m

**Leave Allowance** Kshs. 10,000 p.a

## **Responsibilities**

### **Reporting to Deputy Director/Environment and Natural resources,**

Duties and responsibilities at this level will entail: -

- Implementation of programs, projects and activities in the Department;
- Enforcement of relevant rules, laws and regulations and monitoring the resilience and health of the environment;
- Promote environment, natural resources and agroforestry activities in the county;
- Collect, analyze and report data and information on environment and natural resources activities;
- Compile regular reports as may be required on environment and natural resources activities;
- Identify needs, challenges and problems for developing effective extension methods and practices through consultation with key stakeholders, including community producers and government technical and extension agencies;
- Develop and implement action plans for enhancing public knowledge and skills of best environmental management practices;
- Ensure public participation in Government service delivery.
- Develop manual for forestry extension practices;

Perform any other duty as may be assigned.

## **Requirements**

For appointment to this grade an officer must have

- Have served satisfactorily in the grade of Principal Agro /Forestry/Environment and Natural Resources Officer Job Group 'N' or a comparable position in the wider public service for a minimum of seven (7) years
- Bachelor's Degree in any of the following disciplines: -

- Environmental Science, Environmental Conservation and Natural Resource Management, Environmental Conservation, Environmental Education, Environmental Health, Environmental Horticulture and Landscaping, Environmental Law, Environmental Management and conservation, Environmental Resources Conservation, environmental studies and community development, community resource conservation, fisheries, forestry, geo-spatial information and remote sensing, agriculture aquatic science, bio-resource conservation and management, botany, chemistry, climate change and development, coastal and marine resource development, dry land agriculture system engineering, environmental chemistry, geography, geo-information sciences horticulture, marine resource management, waste management, water resources and environment, wildlife management or zoology from a recognized institution;
- Certificate in Senior Management Course lasting not less than 4 weeks from a recognized institution
- Registered as a member with relevant professional body
- Have demonstrated professional competence and administrative ability required at this level
- Master's degree in the relevant field will be added advantage
- Must be computer literate.



## **Position (2)**

### **Environmental Officer**

Terms of service: Permanent & Pensionable

Job Group: JG 'K'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 38,270 - 51,170 p.m

**House Allowance** Kshs. 7,500 p.m

**Commuter Allowance** Kshs. 5,000 p.m

**Leave Allowance** Kshs. 6,000 p.a

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:-

- Promote the integration of environment considering into development policies, plans, program, and projects within the respective sub counties.
- Undertake policy research and analysis to support the integration of environment and natural resources concerns into development plans within the sub county
- Ensure rational utilization and management of environment and natural resources for sustainable development within the sub county
- Coordinate the preparation of the environmental and natural resource reports within the sub county
- Preparation of quality environmental and natural resource report within the sub county
- Examine land use patters to determine their impact on the quality and quantity of natural resources within the sub county.
- Prepare ad issue the county environment action plan within the sub county.
- Undertake and coordinate research, investigations and surveys in environmental and natural resource within the county.
- Carry out monitoring and evaluation environmental issues within the sub county
- Review the environmental impact assessment reports within the sub county
- Promote environmental public awareness and ensure that all the complaint is handled effectively and efficiently within the Sub County.
- Liaison with various stakeholders on environmental issues within the sub county

Submit quarterly sub county environment reports to the chief officer environment wildlife and natural resources.

## **Requirements**

For appointment to this grade an officer must have

- A Bachelor's degree in any of the following disciplines; Environmental studies/Science, Environment management and agro ecosystems, Natural Resource Management from a recognized institution.
- Working experience of 3 years in an Environmental field will be an added advantage.
- Certificate in Computer applications from a recognized institution.

## **DIRECTORATE OF ENERGY**

### **Position (1)**

#### **Assistant Director Energy - Renewable**

Terms of service: Permanent & Pensionable

Job Group: JG 'P'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 87,360 – 121,430 p.m

**House Allowance** Kshs. 16,800 p.m

**Commuter Allowance** Kshs. 12,000 p.m

**Leave Allowance** Kshs. 10,000 p.a

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:-

- Promoting awareness regarding efficient utilization of energy sector in the county;
- Formulating and implementing programs/activities for energy management;
- Collecting data regarding energy management services;
- Carrying out inspections of designated energy consumers regarding energy management;
- Conducting research and development on the implementation processes for providing energy management;
- Preparing draft reports regarding energy management in the county;

### **Requirement for Appointment**

For appointment to this grade an officer must have

- Served for a cumulative minimum period of seven (7) years, three (3) of which should have been in the grade of Principal, Renewable Energy Officer, Job Group 'N' and above or in a comparable and relevant position in the wider Public Service;
- A Bachelor's degree in any of the following disciplines: Energy, Chemistry, Biochemistry, Forestry, Agriculture, Environmental Science, Engineering (Mechanical, Chemical, Electrical, Energy) or equivalent qualification from a university recognized in Kenya;
- Attended a senior management course lasting not less than four (4) weeks from a recognized institution
- Competence and merit as reflected in work performance and results

- Possession of a Master's degree in a relevant field will be an added advantage.
- Certificate in computer applications.

## **Position (2)**

### **Electrical Technician**

Terms of service: Permanent & Pensionable  
Job Group: JG 'J'  
Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 31,270x1,300 – 41,260p.m

**House Allowance** Kshs. 4,200 p.m

**Commuter Allowance** Kshs. 4,000 p.m

**Leave Allowance** Kshs. 4,000 p.a

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:-

- Carry out first and second line Routine and Preventive Maintenance of AC and DC power Plants.
- Record all tasks carried out and maintain Records of Power Plant, Battery readings etc.
- Be familiar and carry out fault finding in AC and D.C Plants and associated installation work;
- Participate in AC and D.C Power Plant associated installation work.
- Be able to carry out routine and preventive maintenance of Generator sets including AMF Panel as when required.
- Ensure Power Plant Safety Procedures followed at all times.
- Attend to Emergency Call Outs as when required.
- Ensure all areas are kept clean and tidy;
- Highlight to his superiors any abnormalities associated with Power Plant or any other Cooperate equipment and Assets.
- Assist other Power Plant cadres in case of emergency maintenance or breakdown.

### **Requirements for appointment**

For appointment to this grade an officer must have

- Be a Holder of diploma in any of the following discipline:-  
Electrical/Electronic Engineering;
- Served as an Electrical Technician II J/G H for a minimum of 2 years.
- Experience in electronic/electrical servicing or maintenance of hotel/restaurant kitchen equipment will be a distinct advantage. Skills;
- Good verbal and written
- communication skills;
- Good Time management skills. Abilities
- Ability to work under pressure;
- Must be able to work alone (with little or no supervision);

- Resolving problems efficiently, quickly, in a timely manner;
- Adoptable and flexible;
- Quick learner;
- Well disciplined, honest and responsible;
- Proficiency in computer applications;

**Position (2)****Mining Inspector**

Terms of service: Permanent & Pensionable

Job Group: JG 'J'

Salary as per salaries & remuneration commission of Kenya.

**Basic Salary** Kshs. 31,270– 41,260p.m

**House Allowance** Kshs. 4,200 p.m

**Commuter Allowance** Kshs. 4,000 p.m

**Leave Allowance** Kshs. 4,000 p.a

**Duties and Responsibilities:**

Duties and responsibilities at this level will entail:-

- Ensure compliance with mineral rights
- Inspect mine working to verify compliance with the mines Act, regulations and county by laws
- Preparation of necessary reports on findings and recommendations
- Carrying out survey of atmospheric conditions and noise in specific areas of operations
- Maintain and calibrate equipment
- Inspect quarry areas, carry assessment and recommend rehabilitation programs
- Check conditions of abandoned mines and prepare reports with sketches
- Inspection and investigation in respect of mining complaints
- Conducting inventory of mineral potential and sites within the county

**Requirement for Appointment**

For appointment to this grade an officer must have:-

- Possess Diploma in Mining engineering, Instrumentation, Geology Explosive Science, or related field of study from a recognized institution
- Possess good knowledge of map reading and relating map data to field observations
- Possess good knowledge of laboratory practices, techniques and testing
- Possess skills in maintenance, calibration and use of testing equipment
- Possess thorough knowledge of regulations pertaining to disposition of mineral locations.
- Certificate in computer applications.

## **DEPARTMENT OF TRANSPORT, ROADS AND PUBLIC WORKS**

### **Position (1)**

#### **CHIEF SUPERINTENDING QUANTITY SURVEYOR**

Terms of service: Permanent & Pensionable

Job Group: JG 'P'

Salary as per salaries & remuneration commission of Kenya.

<b>Basic Salary</b>	<b>Kshs. 87,360 – 121,430 p.m</b>
<b>House Allowance</b>	<b>Kshs. 16,800 p.m</b>
<b>Commuter Allowance</b>	<b>Kshs. 12,000 p.m</b>
<b>Leave Allowance</b>	<b>Kshs. 10,000 p.a</b>

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:-

- Preparation of cost estimates, Bills of Quantities, monthly valuation on site, site measurements, preparation of variation orders and final accounts involving the implementations of development projects for various departments and agencies;
- Counter checking of site measurements and valuations, variation orders, calculation of fluctuations and preparation of final accounts;
- Cost Analysis and cost planning from already completed projects;
- Contract documentation;
- Handling contract/project management issues;
- Administration and supervision of all staff under him/her;
- Supervise Quantity Surveying services in the County;
- Progress reporting/performance appraisals;
- Any other duties assigned.

### **Requirements for Appointment -**

For appointment to this position, a candidate must have:-

- Kenyan citizenship;
- A Bachelor's Degree in Quantity Surveying or its equivalent from a recognized University in Kenya. Master's degree in the relevant field will be an added advantage;
- Six (6) years relevant working experience as a Quantity Surveyor;
- Been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya (BORAQS) as a professional Quantity Surveyor;
- Corporate membership of the Institute of Quantity Surveyors of Kenya (IQSK) OR Architectural Association of Kenya (AAK);



- Advanced Computer Skills (MS Project, MS Word, MS Excel, MS PowerPoint and MS Access); and
- Demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of quantity surveying function.

**Position (1)**

**CHIEF SUPERINTENDING ENGINEER (ROADS)**

Terms of service: Permanent & Pensionable

Job Group: JG 'P'

Salary as per salaries & remuneration commission of Kenya.

<b>Basic Salary</b>	<b>Kshs. 87,360 – 121,430 p.m</b>
<b>House Allowance</b>	<b>Kshs. 16,800 p.m</b>
<b>Commuter Allowance</b>	<b>Kshs. 12,000 p.m</b>
<b>Leave Allowance</b>	<b>Kshs. 10,000 p.a</b>

**Duties and Responsibilities**

Duties and responsibilities at this level will entail:-

- 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.

**Requirements for Appointment:-**

For appointment to this position, a candidate must have:-

- Kenyan citizenship;

- A Bachelor's Degree in Civil engineering or its equivalent from a recognized University in Kenya. Master's degree in the relevant field will be an added advantage;
- At least Six (6) years relevant working experience in the public or private sector.
- Been registered with the Engineers Board of Kenya (EBK) as a professional engineer;
- Corporate membership with the Institution of Engineers of Kenya (IEK) will be an added advantage;
- Advanced Computer Skills (MS Project, MS Word, MS Excel, MS PowerPoint and MS Access); and
- Shown merit and ability as reflected in work performance and results.

## **Position (1)**

### **CHIEF SUPERINTENDING ARCHITECT**

Terms of service: Permanent & Pensionable

Job Group: JG 'P'

Salary as per salaries & remuneration commission of Kenya.

**Basic Salary** Kshs. 87,360 – 121,430 p.m

**House Allowance** Kshs. 16,800 p.m

**Commuter Allowance** Kshs. 12,000 p.m

**Leave Allowance** Kshs. 10,000 p.a

#### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:-

- Development of Architectural Proposals and adherence to National Building standards;
- The County Architect shall deputize the County Works Officer and shall Head Architectural Services Unit;
- Contract & Project Management;
- Progress reporting/performance appraisals;
- Work planning;
- Coordination of interdepartmental meetings on public works projects;
- Assists in on Job training staff under him/her directorate;
- Ensures policies and laws related to projects and contracts implementation are adhered to;
- 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 the Architectural drawings;
- Administration and supervision of all staff under him/her; and
- Any other duties assigned.

#### **Requirements for Appointment: -**

For appointment to this position, a candidate must have: -

- Kenyan citizenship;
- A Bachelor's Degree in Architecture or equivalent from a recognized University in Kenya. Master's degree in the relevant field will be an added advantage;

- At least Six (6) years post-graduation experience in a public sector at level of Senior Superintending Architect (J.G. 'N') or equivalent in the private sector;
- A minimum of five (5) years post-registration as an Architect by the Board of Registration of Architects and Quantity Surveyors (BORAQS);
- Corporate membership of the Architectural Association of Kenya (AAK);
- To be thorough in use of appropriate software applications (ArchiCAD, AutoCAD etc.) for Architectural design work;
- Advanced Computer Skills (MS Project, MS Word, MS Excel, MS PowerPoint and MS Access); and
- Ability to communicate clearly and persuasively.

## **Position (1)**

### **SUPERINTENDING QUANTITY SURVEYOR**

Terms of service: Permanent & Pensionable

Job Group: JG 'M'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 49,000 – 65,120 p.m

**House Allowance** Kshs. 13,000 p.m

**Commuter Allowance** Kshs. 7,000 p.m

**Leave Allowance** Kshs. 6,000 p.a

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- Preparation of cost estimates and bills of quantities;
- Monthly valuations on site and site re-measurements;
- Preparation of variation orders and final accounts;
- Cost Analysis and cost planning from already completed projects;
- Contract documentation;
- Handling contract/project management issues;
- Supervision of all staff under him/her;
- Any other duties assigned.

### **Requirements for Appointment: -**

For appointment to this position, a candidate must have: -

- Kenyan citizenship;
- A Bachelor's Degree in Quantity Surveying or its equivalent from a recognized University in Kenya. Master's degree in the relevant field will be an added advantage;
- Five (5) years relevant working experience;
- Been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya (BORAQS) as a professional Quantity Surveyor;
- Corporate membership of the Institute of Quantity Surveyors of Kenya (IQSK) OR Architectural Association of Kenya (AAK);
- Advanced Computer Skills (MS Project, MS Word, MS Excel, MS Power point and MS Access); and
- Shown merit and ability as reflected in work performance and results.

## **Position (1)**

### **SUPERINTENDING FIRE OFFICER (FIRE SERVICES & DISASTER MANAGEMENT)**

Terms of service: Permanent & Pensionable

Job Group: JG 'M'

Salary as per Salaries & Remuneration Commission of Kenya.

<b>Basic Salary</b>	<b>Kshs. 49,000 – 65,120 p.m</b>
<b>House Allowance</b>	<b>Kshs. 13,000 p.m</b>
<b>Commuter Allowance</b>	<b>Kshs. 7,000 p.m</b>
<b>Leave Allowance</b>	<b>Kshs. 6,000 p.a</b>

#### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- Advising building design teams on requirements for fire prevention and protection;
- Ensuring compliance with fire safety standards;
- Preparing estimates related to fire installations;
- Coordinating of inspections of buildings to assess fire hazards and risks;
- Supervision of installation and maintenance of fire equipment in public buildings, hospitals, conference centers and institutions;
- Coordinating fire investigations and compiling reports;
- Collecting data and processing of tenders;
- Training of technical staff under him/her;
- Any other duties assigned.

#### **Requirements for Appointment: -**

For appointment to this position, a candidate must have: -

- Kenyan citizenship;
- A Bachelor's Degree in Mechanical/Electrical/Chemical Engineering or its
  - equivalent from a recognized institution in Kenya;
- First Aid Certificate course lasting not less than one (1) week from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) OR any other recognized institution;
- At least five (5) years' experience in a busy work environment concerned with disaster or fire prevention;

- Registered with the Engineers Board of Kenya (EBK) as a graduate engineer; and
- Experience in fire prevention, safety planning and procedures.



## **Position (1)**

### **SUPERINTENDING ENGINEER (STRUCTURAL)**

Terms of service: Permanent & Pensionable

Job Group: JG 'M'

Salary as per Salaries & Remuneration Commission of Kenya.

<b>Basic Salary</b>	<b>Kshs. 49,000 – 65,120 p.m</b>
<b>House Allowance</b>	<b>Kshs. 13,000 p.m</b>
<b>Commuter Allowance</b>	<b>Kshs. 7,000 p.m</b>
<b>Leave Allowance</b>	<b>Kshs. 6,000 p.a</b>

#### **Duties and responsibilities**

##### **Duties and Responsibilities will entail:**

- 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;
- Advising the project architects on any structural changes necessary on plans/designs developed;
- Any other duties assigned.

##### **Requirements for Appointment**

For appointment to this position, a candidate must have: -

- Kenyan citizenship;
- A Bachelor's degree in Civil Engineering or equivalent from a recognized University in Kenya;
- At least five (5) years' post-graduation experience in civil/structural engineering in the public or private sector;

- Been registered with the Engineers Board of Kenya (EBK) as a professional engineer with a valid practicing license; and
- Corporate membership with the Institution of Engineers of Kenya (IEK).

## **Position (1)**

### **CHIEF SUPERINTENDENT (ELECTRICAL BUILDING SERVICES)**

Terms of service: Permanent & Pensionable

Job Group: JG 'M'

Salary as per Salaries & Remuneration Commission of Kenya.

<b>Basic Salary</b>	<b>Kshs. 49,000 – 65,120 p.m</b>
<b>House Allowance</b>	<b>Kshs. 13,000 p.m</b>
<b>Commuter Allowance</b>	<b>Kshs. 7,000 p.m</b>
<b>Leave Allowance</b>	<b>Kshs. 6,000 p.a</b>

#### **Duties and responsibilities**

##### **Duties and Responsibilities will entail:**

- 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; and
- Any other duties assigned.

##### **Requirements for Appointment: -**

For appointment to this position, a candidate must have: -

- Kenyan citizenship;
- A Bachelor's degree in Electrical/Electronic Engineering or equivalent from a recognized University in Kenya;
- At least five (5) years post-graduation experience in the relevant field in the private or public sector;
- Ability to utilize computer application for planning and documentation of electrical services;
- To be registered with the Engineers Board of Kenya (EBK) as a graduate engineer.

**Position (1)**  
**ARCHITECT I**

Terms of service: Permanent & Pensionable  
Job Group: JG 'L'  
Salary as per Salaries & Remuneration Commission of Kenya.

<b>Basic Salary</b>	<b>Kshs. 42,970 – 59,120 p.m</b>
<b>House Allowance</b>	<b>Kshs. 13,000 p.m</b>
<b>Commuter Allowance</b>	<b>Kshs. 6,000 p.m</b>
<b>Leave Allowance</b>	<b>Kshs. 6,000 p.a</b>

**Duties and responsibilities**

**Duties and Responsibilities will entail:**

- 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.

**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 qualification from a university recognized in Kenya;
- To be thorough in use of appropriate software applications (ArchiCAD, AutoCAD etc.) for Architectural design work;
- Be registered with the Board of Architects and Quantity Surveyors (BORAQS); and
- Ability to communicate clearly and persuasively.

**Position (1)**  
**FIREMAN/WOMAN**

Terms of service: Permanent & Pensionable  
Job Group: JG 'H'  
Salary as per Salaries & Remuneration Commission of Kenya.

<b>Basic Salary</b>	<b>Kshs. 25,470 – 33,950 p.m</b>
<b>House Allowance</b>	<b>Kshs. 3,200 p.m</b>
<b>Commuter Allowance</b>	<b>Kshs. 4,000 p.m</b>
<b>Leave Allowance</b>	<b>Kshs. 4,000 p.a</b>

**Duties and Responsibilities**

**Duties and Responsibilities will entail:**

- Inspection and maintenance of fire-fighting appliances;
- 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;
- Siting firefighting appliances;
- Any other duties assigned.

**Requirements for Appointment: -**

For appointment to this position, a candidate must have: -

- Kenyan citizenship;
- Kenya Certificate of Secondary Education (KCSE) mean grade D (plain) or its equivalent;
- A certificate course from NYS or a recognized fire service training school/institution;
- First Aid Certificate course not lasting less than one (1) week from St. Johns Ambulance or Kenya Institute of Highways and Building Technology (KIHBIT) or any other recognized institution;
- Been certified physically fit by a government Doctor;
- Good communication and interpersonal skills; and
- A certificate of good conduct.

## **Position (1)**

### **FIRE ENGINE/OPERATOR/DRIVER**

Terms of service: Permanent & Pensionable

Job Group: JG 'G'

Salary as per Salaries & Remuneration Commission of Kenya.

<b>Basic Salary</b>	<b>Kshs. 22,270– 30,020 p.m</b>
<b>House Allowance</b>	<b>Kshs. 3,200 p.m</b>
<b>Commuter Allowance</b>	<b>Kshs. 4,000 p.m</b>
<b>Leave Allowance</b>	<b>Kshs. 4,000 p.a</b>

### **Duties and Responsibilities**

#### **Duties and Responsibilities will entail:**

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

#### **Requirements for Appointment: -**

For appointment to this position, a candidate must have: -

- Kenyan citizenship;
- Five (5) years' experience in a similar position;
- A valid class BCE driving license;
- A certificate course in Electrical/Mechanical Engineering from a recognized institution;
- A certificate course from a recognized fire services training school/institution;
- A certificate of good conduct;
- Suitability test certificate;
- Been physically fit with a good eye sight and excellent sense of smell; and
- Good communication skills.

## **Position (4)**

### **TIPPER DRIVERS**

Terms of service: Permanent & Pensionable

Job Group: JG 'F'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 16,890– 20,800 p.m

**House Allowance** Kshs. 2,700 p.m

**Commuter Allowance** Kshs. 3,000 p.m

**Leave Allowance** Kshs. 4,000 p.a

### **Duties and Responsibilities**

#### **Duties and Responsibilities will entail:**

- Driving vehicles as authorized;
- Keeping monthly records of services of the vehicles;
- Preparing monthly service schedules and ensuring they are followed;
- Repairing minor defects on vehicle;
- Liaising with the officer in charge for major repairs;
- Keeping the vehicle clean all the time;
- Any other duties assigned.

#### **Requirements for Appointment: -**

For appointment to this position, a candidate must have: -

- Kenyan citizenship;
- A valid driving license class BCE;
- Served in the grade of Driver Grade III for a minimum of three (3) years;
- KCSE Mean Grade D- (Minus) or its equivalent qualifications from a recognized institution;
- First aid Certificate course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution;
- Certificate of good conduct;
- Suitability test certificate;
- Proof of previous record in the same capacity, those with experience of handling tipper trucks will have an added advantage; and
- Shown merit and ability as reflected in work performance and results.

### **Position (3)**

#### **DRIVERS**

Terms of service: Permanent & Pensionable

Job Group: JG 'F'

Salary as per Salaries & Remuneration Commission of Kenya.

**Basic Salary** Kshs. 16,890– 20,800 p.m

**House Allowance** Kshs. 2,700 p.m

**Commuter Allowance** Kshs. 3,000 p.m

**Leave Allowance** Kshs. 4,000 p.a

#### **Duties and Responsibilities**

##### **Duties and Responsibilities will entail:**

- Driving vehicles as authorized;
- Keeping monthly records of services of the vehicles;
- Preparing monthly service schedules and ensuring they are followed;
- Repairing minor defects on vehicle;
- Liaising with the officer in charge for major repairs;
- Keeping the vehicle clean all the time;
- Any other duties assigned.

##### **Requirements for Appointment: -**

For appointment to this position, a candidate must have: -

- Kenyan citizenship;
- A valid driving license class BCE;
- Served in the grade of Driver Grade III for a minimum of three (3) years;
- KCSE Mean Grade D- (Minus) or its equivalent qualifications from a recognized institution;
- First aid Certificate course 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;
- Suitability test certificate; and
- Shown merit and ability as reflected in work performance and results.

#### **HOW TO APPLY**



Interested and qualified persons willing to apply are requested to submit their applications **online** via **Cpsb.nyamira.go.ke** accompanied by a copy of National Identity Card, a detailed C.V, copies of all relevant Certificates and testimonials, copies of clearance certificates from: -

1. Ethics and Anti-Corruption Commission – EACC,
2. Kenya Revenue Authority -KRA,
3. National Police Service Directorate of Criminal Investigations (Police Clearance Certificate),
4. Credit Reference Bureau.
5. HELB(Higher Education Loan Board)

to reach the Nyamira County Public Service Board on or before close of business on **9<sup>th</sup> April, 2021** (East African time). **No physical applications will be received in the office.**

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