

## THE COUNTY GOVERNMENT OF ISIOLO



[www.isologo.ke](http://www.isologo.ke)  
[info@isiolo.go.ke](mailto:info@isiolo.go.ke)  
Email: Cpsb@isiolo.go.ke.

P.O.BOX 224 – 60300  
Isiolo town

### COUNTY PUBLIC SERVICE BOARD

---

Pursuant to the provisions of Section 63 of the County Governments Act No. 17 of 2012, Isiolo County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

#### **DEPUTY COUNTY SECRETARY JG S (2 POST)**

**TERMS: Contract 3 Years**

#### **Duties and responsibilities**

- Deputizing for the county secretary during his absence.
- Receiving official county government correspondence
- Planning and coordination of meetings
- Liaison activities between the county secretary's office and the other departments
- Coordinating and managing logistics for the county forums
- Any other duties as may be assigned by the Governor, Deputy governor and county secretary from time to time.

#### **Requirements for Appointment**

- Have a Bachelor's Degree in administration or in any other relevant field from a recognized university in Kenya
- A Master's degree in the relevant area will be an added advantage
- Have a relevant knowledge and experience of not less than ten (10) years in public and private sector.
- Demonstrate a high degree of professional and technical competence as reflected in work performance and result
- Have a thorough understanding of Devolution, the County development objectives and vision 2030.
- Be a strategic thinker and result oriented
- Satisfy the requirement of chapter six of the constitution of Kenya.

## **COUNTY SOLICITOR JOB GROUP S (1 POST)**

**TERMS: Contract 5 Years**

### **Requirements for Appointment**

- Be a citizen of Kenya;
- be in possession of a law degree from a university recognized in Kenya;
- have at least five years' post admission experience as an Advocate of the High Court of Kenya; and
- satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.

### **Other preferred Experience and qualifications**

- Knowledge in records of relevant laws and professional standards.
- Prior experience in similar establishment such as the Office of the Attorney General will be an added advantage.
- Knowledge and experience in public finance management and public procurement laws.

### **Duties and Responsibilities:**

- Be the principal assistant of the County Attorney in execution of functions of the Office of the County Attorney;
- organize, coordinate and manage administrative and legal functions of the Office;
- conduct or assign and supervise all cases, including appeals or petitions on behalf of the County Attorney;
- ensure and assisting in ensuring adherence to the principles of public finance management and public procurement laws, policies and procedures by the Office of the County Attorney;
- ensure effective and efficient utilization of financial, human and other resources in the Office of the County Attorney and submitting reports as required by any law;
- implement government policies and the strategic plan for the Office of the County Attorney;
- upon delegation, in the performance of the functions and exercise of the power under the office of the County Attorney, the County Solicitor will be responsible for formulating and ensuring implementation of the development of strategies for County Government legal services;
- support in drafting and Publication of legislative proposals for the County Government;
- In consultation with County Government Departments ensure amendments where necessary of County laws;
- represent the County Government in Court, Tribunals, Commission of inquiry and any other legal proceedings which the County is a party or has interest, other than criminal proceedings and perform any other function conferred on in by law;
- promote values and principles spelt out in Articles 10 and 232 of the Constitution of Kenya, 2010 in the operations of the Office of the County Attorney;

- in accordance with the law and upon designation, perform the duties of the Accounting Officer in the office of the County Attorney; and
- perform any other duty as may be assigned by the County Attorney or as may lawfully be performed by a county solicitor.

## **DIRECTOR OF FISHERIES JG ‘R’ (1 POST)**

**TERMS: Contract 3 Years**

### **Duties and responsibility**

- Develop and Implement fisheries policy, strategic plans, fisheries management measures and regulations.
- Link with other directorate in planning and budgeting for the ministry.
- Administer fisheries human resources and preparation of appraisal forms.
- Formulate, update and enforce fisheries legislation.
- Liaise with research institutions and other agencies towards fisheries development in the County.
- Organize extension approaches and methodologies
- Oversee implementation fisheries management measures
- Formulate, implement and monitor resource conservation intervention strategies
- Monitor fish seed and feed production programmes
- Design fish marketing strategies
- Promote fish and fishery product value addition

### **Requirements for Appointment**

For appointment to this grade, an officer must have:

- Bachelor’s Degree in fisheries, Zoology, Aquatic science, Natural resource management, Biochemistry, Food science and technology, Environmental science, biological science, Physical science, Chemistry or any other equivalent qualifications from a recognized university.
- Master’s degree in any of the following field; biology sciences, natural resource management, Biochemistry, Food science and technology, Environmental science, biological science, Physical science, Chemistry or any other equivalent qualifications from a recognized university
- Certificate in strategic leadership development programme lasting not less than six (6) weeks from recognized institution
- Certificate in computer application from recognized institution
- Shown competence in planning and implementation of development management and research of fisheries projects and programs

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

## **DIRECTOR PHYSICAL PLANNING JOB GROUP R (1 POST)**

**TERMS: Contract 3 Years**

### **Duties and Responsibilities**

- Formulate County physical development policies, guidelines and strategies;
- Be responsible for the preparation of all County and local physical development plans;
- From time-to-time initiate, undertake or direct studies and research into matters concerning physical planning;
- Advise the Chief officer of Lands on matters concerning alienation of land under the Government Lands Act (Cap. 280) and the Trust Land Act (Cap. 288) respectively;
- Advise the Chief officer of Lands and local authorities on the most appropriate use of land including land management such as change of user, extension of user, extension of leases, subdivision of land and amalgamation of land; and
- Require local authorities to ensure the proper execution of physical development control and preservation orders.

### **Requirement for appointment**

- Have served in the grade of senior assistant director of physical planning for a minimum period of three years
- Have a Master's degree in any of the following disciplines: -Urban and Regional Planning, Urban Planning or Town Planning or any other equivalent qualifications from a university recognized in Kenya;
- Have a Bachelor's degree in any of the following disciplines: -Urban and Regional Planning, Urban Planning or Town Planning or any other equivalent qualifications from a university recognized in Kenya;
- Be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter) or Town & county planners Association of Kenya (TCPAK)
- Certificate in Strategic Leadership Development Programme not lasting less than six (6) weeks from a recognized institution;
- Computer proficiency;
- Meet the requirements of Chapter Six of the Constitution of Kenya;
- Be registered by the physical planner's registration board

- Demonstrated merit and ability as reflected in work performance and results.

## **DIRECTOR GENDER JG R (1 POST)**

### **TERMS: Contract 3 Years**

#### **Duties and responsibilities.**

- Responsible for overall management of the department and to enlighten the community socially, economically and politically ensuring gender balance and equality.
- Develop, implement and evaluate the relevant divisions strategic plans, programmes and projects in collaboration with other department and stakeholders.
- Interpret and apply national and county laws and their related statutes in the relevant division in line with the county goals and objectives.
- Organize, direct, control and coordinate functions of the division for effective running of the department.
- Develop appropriate county department policies, legal and institutional frameworks for implementation of the mandate of the division.
- Oversee preparation of annual work plans and financial budget to ensure proper utilization of resources.
- Coordination of production, documentation and dissemination of the relevant divisions department.
- Oversee public awareness on issues relevant to the community gender and social themes e.g. affirmative actions, gender balance and diversity.
- Work with other agencies and bodies to develop social services and initiatives that relate to promotion and preservation of gender equality and social equity.
- Handle administrative, human resource and assets management issues.
- Ensure strict compliance with all financial budgetary and procurement procedures.

#### **Requirements for appointment**

- Served in the grade of Deputy Director, Gender and Social Development or equivalent position in the Public Service or Private Sector for a minimum period of three (3) years;
- Bachelor's degree in any of the following disciplines: - Gender Studies, Gender and Development, Sociology, Business Administration (Finance/Entrepreneurship), Anthropology, Counselling and Psychology, Economics, Law or any other relevant Social Science from a university recognized in Kenya;
- Demonstrated managerial, administrative and professional competence on matters relating to gender and social development.
- A Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.

- Master's degree in any of the following disciplines: - Gender and Development, Business Administration, Project Development and Management, Anthropology, Counselling, Project Planning and Management is an added advantage
- Demonstrated merit and ability as reflected in work performance and results.

## **DIRECTOR OF VETERINARY SERVICES JG 'R' (1 POST)**

### **TERMS: Contract 3 Years**

### **Duties and responsibilities**

Entails participating in the formulation, development, implementation, monitoring and review of policies, laws and strategies in the animal health sector. Specific duties are planning and coordinating programmes on the control and eradication of epizootic and zoonotic diseases and pests and compiling and interpreting technical reports. Other duties also include's preparing project proposal's for resource mobilization, planning and coordinating staff management and development, preparing and implementing work plans and budgets among others.

### **Requirements for appointment**

For appointment to this grade, an officer must have;

- Have served as a senior assistant director of veterinary service for a minimum period of three (3) years,
- Be in possession of a bachelor's of veterinary medicine (BVM) degree from a recognized institution
- Have master of science degree in any of the following disciplines; Veterinary medicine, veterinary surgery, livestock economics, forensic science, animal nutrition and feed sciences, animal genetics and breeding, clinical studies, veterinary anatomy, reproductive biology, veterinary pathology and microbiology, clinical pathology and laboratory diagnosis, fish science, apiary science, master of public health, applied veterinary parasitology, applied microbiology, comparative mammalian physiology, veterinary epidemiology and economics.
- Registered by Kenya veterinary board
- Have a certificate in strategic leadership development programme course lasting not less than six (6) weeks from a recognized institution.
- Have a certificate in computer application from a recognized institution
- Have shown outstanding administrative capability and professional competence required in managing veterinary services.

## **DIRECTOR OF AGRICULTURE JG R (1 POST)**

**TERMS: Contract 3 Years**

**Duties and responsibilities**

Implementation of the strategic plan and objectives of the division, handling technical, administrative, human resource, budgetary and assets management issues, team building and setting performance targets and standards, addressing stakeholders concerns and institutional accountability and incorporating new initiatives in the county.

**Requirements for appointment**

- Served in the grade of senior assistant director of agriculture or in a comparable and relevant position in the public service for at least three years.
- A master's degree in any of the following fields; food science, home economics, agriculture, horticulture, agriculture economics, natural resource management, agribusiness, agriculture extension, agriculture education or any other relevant and equivalent qualification from recognized institution and;
- Have shown outstanding administrative capability and professional competence as reflected in work performance and results.
- Have a certificate in computer application from a recognized institution

**DIRECTOR TRADE JG 'R' (1 POST)**

**TERMS: Contract 3 Years**

**Requirements for Appointment**

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

- Served in the grade of senior assistant director trade for a minimum period of three years
- Bachelor's degree in any of the following field; commerce, marketing, business administration, business management, entrepreneurship, economics, international trade/business/relations or its equivalent from recognized institution;
- Master's degree in any of the following disciplines; commerce, marketing, business administration, business management, entrepreneurship, economics, international trade/business/relations or its equivalent from recognized institution;
- Certificate in strategic leadership development programme lasting not less than six (6) weeks from recognized institution
- Certificate in computer application from recognized institution
- Demonstrated a thorough understanding of national /county goals policies and development objectives and ability to translate them in to trade development projects.

## **DIRECTOR OF LIVESTOCK PRODUCTION JG ‘R’ (1 POST)**

**TERMS: Contract 3 Years**

### **Requirements for Appointment**

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

- Served in the grade of senior assistant director of livestock production for a minimum period of three years
- Bachelor’s degree in any of the following disciplines; animal science, animal production, agriculture, apiculture, food science and technology, agribusiness, range management, natural resources management, livestock/agricultural economics, dairy technology or agriculture education from recognized institution.
- Masters in the following disciplines; animal science, animal production, agriculture, apiculture, food science and technology, agribusiness, range management, natural resources management, livestock/agricultural economics, dairy technology or agriculture education from recognized institution.
- Certificate in strategic leadership development programme lasting not less than six (6) weeks from recognized institution
- Certificate in computer application from recognized institution
- Demonstrated a thorough understanding of national /county goals policies and development objectives and ability to translate them in to trade development projects.

## **DIRECTOR CIVIC EDUCATION JG “R” (1 POST)**

**TERMS: Contract 3 Years**

### **Duties and responsibilities**

- To mobilize citizen to participate in Governance and development process
- To educate people on County governance
- To train community leaders on management and good governance and to advice the County government on the needs of the community and regions in the county.
- To conduct education on the constitution and national and county laws.
- To oversee the formation and working of citizen forum in all parts of the county
- Working with youth, women, person with disability and marginalized communities and any other sectors in delivery of the public education.
- Exercising of any other functions and powers delegated by the County Public Service Board.

### **Requirement for appointment**

- Bachelor’s degree in social sciences from a university recognized in Kenya with not less than 10 years’ experience
- Master’s degree in social sciences or its equivalent from recognized institution



- Demonstrate a thorough understanding of devolution, the county development objectives and vision 2030
- Satisfy the requirement of chapter six of the constitution
- Certificate in strategic leadership development programme lasting not less than six (6) weeks from recognized institution
- Certificate in computer application from recognized institution

## **DIRECTOR ENVIRONMENT AND ENERGY JG R (1POST)**

**TERMS: Contract 3 Years**

### **Requirement for appointment**

- Be a Kenyan citizen
- Served at least ten (10) years at a senior management level in the relevant field
- Bachelor's degree in Environmental science, Energy, Chemistry, Biochemistry, Agriculture, Natural resource management, Forestry, or any other relevant environment related degree from a recognized institution.
- Master's degree in environmental science, Natural resources management, Project planning, strategic management or any other relevant related degree.
- Strategic Leadership Development Programme from any recognized institution
- Have EIA certificate from NEMA
- Have certificate in computer.
- Certificate in strategic leadership development programme lasting not less than six (6) weeks from recognized institution

## **DIRECTOR HOUSING, URBAN DEVELOPMENT AND TRANSPORT JG 'R' (1 POST)**

**TERMS: Contract 3 Years**

### **Requirements for Appointment**

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

- served in the grade of Senior Assistant Director of Housing or in a comparable and relevant position in the housing and human settlements sector for a minimum of three (3) years;
- Registration by any of the following bodies: Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environmental Management Authority Board and any other relevant and recognized professional body. (applicable to professional degree holders only);
- a Master's degree in any of the following: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior

Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a recognized institution;

- Strategic Leadership Development Programme from any recognized institution;
- demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of the housing function.
- Have certificate in computer.

## **DIRECTOR, PUBLIC HEALTH, JG 'R' (1 POST)**

**TERMS: Contract 3 Years**

### **Duties and Responsibilities**

An officer at this level will be responsible to the Director for the following duties and responsibilities: coordinating implementation of statutory provisions and other relevant legislations on public health; developing and implementing public health policies, guidelines, standards and procedures; coordinating the implementation of-promotive and preventive health programmes; overseeing public health projects and programmes in consultation with relevant

departments and other stakeholders; evaluating public health projects and programmes; overseeing the enforcement of international health regulations and rules; identifying public health research needs; overseeing the development and management of public and private mortuaries, cemeteries and crematoria; preparing proposals for resource mobilization; identifying relevant partners and

agencies in support of public health programmes and projects; initiating the development of modern information communication technology in the provision of. public health services; overseeing development of strategic and work plans, performance targets and contracts; preparing budgets and procurement plans for the department; and staff development, coaching and mentoring.

### **Requirements for Appointment**

- For appointment to this. grade, an officer must have:
- served in the grade of Senior Assistant Director, Public Health for a minimum period of three (3) years;
- Post-Graduate Diploma in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion \_ and Education or equivalent qualification from a recognized institution;
- Bachelor's degree in either. Environmental Health or Public Health or equivalent qualification from a recognized Institution;
- Master's Degree in any of the following: Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community

Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution;

- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- Certificate in Computer Application Skills from a recognized institution; and
- demonstrated high degree of professional competence and administrative capability required for the effective planning, direction, control and coordination of the Public Health Function.

## **DIRECTOR REVENUE JG “R” (1 POST)**

**TERMS: Contract 3 Years**

### **Duties and responsibilities**

- Responsible for the day to day running of the County revenue collection section.
- Implement County policies and regulations on revenue
- Develop and implement plans to operationalize county revenue policies in a way that will enhance efficient revenue collection and growth in a sustainable manner.
- Design effective, efficient and secure systems of collecting revenue. The system must have the capacity to minimize leakage, fraud and avoidance.
- Maintain complete records of all the revenue sources/centers, rates and revenues collected. Project regular revenue trends for planning and decision making by senior county government officials
- Maintain and manage cordial relationships with the rate payers in the county and negotiate where necessary in a way that will enhance revenue collection. This must be done in close consultation with county Chief Officer for Finance and Executive committee member for finance.
- Train, develop, support and deploy revenue collectors at different level of the county government.
- Set high but realistic and achievable collection targets for all revenue progresses on targets for all revenue collectors. Design performance evaluation systems that track progresses on target.
- Identify new revenue streams for the county government and optimal rates.
- Prepare weekly, monthly, quarterly and report on revenue collection.

### **Requirements for Appointment**

- Bachelor degree in commerce accounting/finance option or its equivalent from a university recognized in Kenya.
- Master’s degree in commerce accounting/finance option or its equivalent from a university recognized in Kenya.

- At least CPA part III or its equivalent.
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- Certificate in Computer Application Skills from a recognized institution; and
- demonstrated high degree of professional competence and administrative capability required for the effective planning, direction, control and coordination of the Public Health Function.
- Must be a member of respective professional associations and of good standing.

### **DIRECTOR LEGAL SERVICES JOB GROUP (R) (1 POST)**

**TERMS: Contract 5 Years**

#### **Requirements for Appointment**

- Be a citizen of Kenya;
- be in possession of a law degree from a university recognized in Kenya; (a Masters' degree will be an added advantage)
- have at least five years' post admission experience as an Advocate of the High Court of Kenya; and
- satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.

#### **Other preferred Experience and qualifications**

- Knowledge in records of relevant laws and professional standards.
- Prior experience in similar establishment such as the Office of the Attorney General will be an added advantage.
- Knowledge and experience in public finance management and public procurement laws.

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

- organize, coordinate and manage administrative and legal functions of the Office;
- In consultation with County Public Service Board, be responsible for the supervision of the County Counsel and other members of staff of the Office;
- Drafting and reviewing legal documents, local and international contracts/ agreements, drafting bills and subsidiary legislation,
- Ensure legal compliance in various county department;

- Oversee drawing of contracts and agreements for the organization;
- Advise and ensure compliance with legal and regulatory requirements;
- Ensure safe custody of legal documents;
- Coordinate legal departments;
- represent the County Government in Court, Tribunals, Commission of inquiry and any other legal proceedings which the County is a party or has interest, other than criminal proceedings and perform any other function conferred on in by law
- Providing legal advice and opinion to county departments,
- Ensuring compliance with the national values and principles of good governance and public service set out in article 10 and article 232 of the Constitution of Kenya, 2010, and initiating and undertaking research on complex and emerging legal issues and preparing Legal opinions and briefs,
- perform any other duty as may be assigned by the County Attorney or as may lawfully be performed by director legal services.

## **DIRECTOR WATER AND SANITATION J/G R (1 POST)**

### **Duties and Responsibilities**

- Developing, Implementing and Evaluating strategic plans, programs and projects in collaboration with other Departments and stakeholders.
- Preparing professional and quality standards for construction of Water supply and sewerage infrastructure.
- Overseeing the construction of Water and Sewerage works undertaken directly or by contractors.
- Planning and supervising the programs and activities.
- Organizing, directing, controlling and the co-coordinating the functions of the department.
- Interpreting and applying National and County laws and other related statutes in the department in line with the County goals and objectives.
- Developing appropriate County departmental policies, legal and institutional frameworks for implementation.
- Overseeing preparation of annual work plan and financial budgets. Ensuring strict compliance with all financial, budgetary and procurement procedures.
- Coordinating production, documentation, and insemination of the relevant information.
- Performing other duties that may be assigned from time to time by the Chief Officer.

## **Requirements for Appointment**

For appointment to this grade, an officer must;

- Be a holder of at least a Bachelor's Degree in Water Engineering, Civil Engineering or any other relevant field from a recognized university in Kenya
  - Be a holder of a Master's degree in the relevant field.
  - Be registered by Engineers Registration Board of Kenya as an Engineer.
  - Have current valid annual Practicing License from the Engineers Registration Board of Kenya.
  - Be a member of the Institution of Engineers of Kenya (IEK)
  - Have relevant knowledge and experience of not less than ten (10) years in a senior Public Service or the Private sector.
- 
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
  - Demonstrate a high degree in professional and technical competence as reflected in work performance and results.
  - Demonstrate general administrative ability required for direction, control, and implementation of water and sewerage engineering programs and projects;
  - Be conversant with Policy formulation and implementation
  - Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

## **SENIOR ASSISTANT DIRECTOR OF AGRICULTURE JG 'Q' (1 POST)**

**TERMS: Contract 3 Years**

### **Requirements for appointment**

For appointment to this grade, an officer must have;

- Served in the grade of assistant director of agriculture or in a comparable and relevant position in the public service for at least three years
- A master's degree in any of the following field; food science, home economics, agriculture, horticulture, agriculture economics, natural resource management, agribusiness, agriculture extension, agriculture education or any other relevant and equivalent qualification from recognized institution and;
- Have shown outstanding administrative capability and professional competence as reflected in work performance and results
- Certificate in computer application from recognized institution

## **SENIOR ASSISTANT DIRECTOR OF LIVESTOCK PRODUCTION JG 'Q' (1 POST)**

**TERMS: Contract 3 Years**

## **Requirements for Appointment**

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

- Served in the grade of assistant director of livestock production for a minimum period of three years
- Bachelor's degree in any of the following disciplines; animal science, animal production, agriculture, apiculture, food science and technology, agribusiness, range management, natural resources management, livestock/agricultural economics, dairy technology or agriculture education from recognized institution.
- Masters in the following disciplines; animal science, animal production, agriculture, apiculture, food science and technology, agribusiness, range management, natural resources management, livestock/agricultural economics, dairy technology or agriculture education from recognized institution.
- Certificate in management course lasting not less than four (4) weeks from recognized institution
- Certificate in computer application from recognized institution
- Demonstrated a thorough understanding of national /county goals policies and development objectives and ability to translate them in to trade development projects.

## **DEPUTY DIRECTOR WATER AND SANITATION J/G Q (1 POST)**

**TERMS: Contract 3 Years**

### **Duties and Responsibilities**

- Developing, Implementing and Evaluating strategic plans, programs and projects in collaboration with other Departments and stakeholders.
- Preparing professional and quality standards for construction of Water supply and sewerage infrastructure.
- Overseeing the construction of Water and Sewerage works undertaken directly or by contractors.
- Planning and supervising the programs and activities.
- Organizing, directing, controlling and the co-coordinating the functions of the department.
- Interpreting and applying National and County laws and other related statutes in the department in line with the County goals and objectives.
- Developing appropriate County departmental policies, legal and institutional frameworks for implementation.
- Overseeing preparation of annual work plan and financial budgets. Ensuring strict compliance with all financial, budgetary and procurement procedures.
- Coordinating production, documentation, and insemination of the relevant information.

- Performing other duties that may be assigned from time to time by the Chief Officer.

### **Requirements for Appointment**

- Be a holder of at least a Bachelor's Degree in Water Engineering, Civil Engineering or any other relevant field from a recognized university in Kenya
- Be a holder of a Master's degree in the relevant field.
- Be registered by Engineers Registration Board of Kenya as an Engineer.
- Have current valid annual Practicing License from the Engineers Registration Board of Kenya.
- Be a member of the Institution of Engineers of Kenya (IEK)
- Have relevant knowledge and experience of not less than ten (10) years in a senior Public Service or the Private sector.
- Certificate in Management course not lasting less than four (4) weeks from a recognized institution;
- Demonstrate a high degree in professional and technical competence as reflected in work performance and results.
- Demonstrate general administrative ability required for direction, control, and implementation of water and sewerage engineering programs and projects;
- Be conversant with Policy formulation and implementation
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

### **HEAD ACCOUNTING SERVICES JG 'Q' (1 POST)**

#### **TERMS: Contract 3 Years**

#### **Duties and Responsibilities**

- Advice county government on all county public financial/Accounting matters
- Implementing approved government accounting standards
- Design and develop county accounting system
- Provide advice to county government on the best appropriate financial reporting formats
- Provide a link between the county and the national accounting standards bodies on matters relating to public sector financial reporting
- Develop guidelines for optimal staffing levels for the accounting department and facilitate training to ensure technical competence.
- Participate in county financial policy committees
- Oversee the implementation of the approved accounting standards, policies and concepts to ensure compliance



- Undertake capacity building for staff at county level
- Direct and control operations of the county exchequer account, and
- Participate in the relevant committees of the county assembly as advisor to the members and follow up on recommendations thereof including county treasury, treasury memorandum and oversee the accounting operations of the sub counties.

### **Requirements for appointment**

- Bachelor's Degree in either finance, Accounting, Business Administration, Commerce or any other relevant field.
- Be a holder of CPA K or its recognized equivalent
- Relevant working experience of not less than Ten (10) years
- Be a member of ICPAK in good standing
- Certificate in strategic leadership development program lasting not less than six (6) weeks from recognized institution.
- Certificate in computer application.
- Demonstrated professional competency & manageable capability as reflected in work performance & result

### **SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES MEDICAL SPECIALIST I "JG Q" (PSYCHIATRIC) (1 POST)**

#### **TERMS: Contract 3 Years**

#### Requirements for appointment

- Served as an assistant director of medical services /medical services specialist for a minimum period of 3 years
- Bachelor of medicine and bachelor of surgery (M.B.Ch.B)degree from an institution recognized by medical practitioners & dentist board.
- Master's degree in Psychiatry or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- Certificate of registration by the medical practitioners & dentist board.
- Valid practicing license from medical practitioners & dentist board.
- Certificate in strategic leadership development program lasting not less than six (6) weeks from recognized institution.
- Certificate in computer application.
- Demonstrated professional competency & manageable capability as reflected in work performance & result

### **SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES MEDICAL SPECIALIST I "JG Q" (ORTHOPEDIC SURGEON) (1 POST)**

#### **TERMS: Contract 3 Years**

#### Requirements for appointment

- Served as an assistant director of medical services /medical services specialist for a minimum period of 3 years
- Bachelor of medicine and bachelor of surgery (M.B.Ch.B)degree from an institution recognized by medical practitioners & dentist board.
- Master’s degree in Orthopedic surgeon or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- Certificate of registration by the medical practitioners & dentist board.
- Valid practicing license from medical practitioners & dentist board.
- Certificate in strategic leadership development program lasting not less than six (6) weeks from recognized institution.
- Certificate in computer application.
- Demonstrated professional competency & manageable capability as reflected in work performance & result

### **DEPUTY SUB COUNTY ADMINISTRATOR, JOB GROUP ‘P’ (3 POST)**

**TERMS: Contract 3 Years**

#### **Duties and Responsibilities**

- Initiating and implementing, reviewing and interpreting administrative policies, strategies, procedures and programme;
- Managing and serving the general administration services;
- Implementing public service reforms;
- Facilitating maintenance of infrastructure and facilities;
- Planning coordinating office accommodation;
- Managing county government assets;
- Ensuring services delivering in the area of jurisdiction;
- Facilitating mobilization and ensuring prudent utilization of resources;
- Developing programme and project to empower community;
- Facilitating citizen participation in the development of policies, plans and delivery of services in the area of jurisdiction;
- Facilitating intra and inter-governmental relations and conflicts resolutions;
- Overseeing safe custody of government assets in the area of jurisdiction;
- Ensuring compliance with legal, statutory and regulatory requirements in the area of jurisdiction.

#### **Requirements for Appointment**

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

- Served in the grade of Principal Administration officer/ principal ward Administrator, for a minimum period of three (3) years or in a comparable and relevant position in the Public Service or Private Sector;
- Bachelor's degree in any of the following disciplines: -Public Administration; Business Administration /Management, Community Development or any other Social Science from a recognized institution;
- Master's degree in any of the following disciplines: Public Administration; Business Administration/ Management, Community Development or any other Social Science from a recognized institution;
- Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- Certificate in Management course not lasting less than four (4) weeks from a recognized institution;
- Certificate in computer applications skills from a recognized institution; and
- Demonstrated managerial, administrative and professional competence .in work performance and result.

## **ASSISTANT DIRECTOR WATER AND SANITATION J/G P (1 POST)**

**TERMS: Contract 3 Years**

### **Duties and Responsibilities**

- Developing, Implementing and Evaluating strategic plans, programs and projects in collaboration with other Departments and stakeholders.
- Preparing professional and quality standards for construction of Water supply and sewerage infrastructure.
- Overseeing the construction of Water and Sewerage works undertaken directly or by contractors.
- Planning and supervising the programs and activities.
- Organizing, directing, controlling and the co-coordinating the functions of the department.
- Interpreting and applying National and County laws and other related statutes in the department in line with the County goals and objectives.
- Developing appropriate County departmental policies, legal and institutional frameworks for implementation.
- Overseeing preparation of annual work plan and financial budgets. Ensuring strict compliance with all financial, budgetary and procurement procedures.

- Coordinating production, documentation, and dissemination of the relevant information.
- Performing other duties that may be assigned from time to time by the Chief Officer.

### **Requirements for Appointment**

- Be a holder of at least a Bachelor's Degree in Water Engineering, Civil Engineering or any other relevant field from a recognized university in Kenya
- Be a holder of a Master's degree in the relevant field.
- Be registered by Engineers Registration Board of Kenya as an Engineer.
- Have current valid annual Practicing License from the Engineers Registration Board of Kenya.
- Be a member of the Institution of Engineers of Kenya (IEK)
- Have relevant knowledge and experience of not less than ten (10) years in a senior Public Service or the Private sector.
- Demonstrate a high degree in professional and technical competence as reflected in work performance and results.
- Demonstrate general administrative ability required for direction, control, and implementation of water and sewerage engineering programs and projects;
- Be conversant with Policy formulation and implementation
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

### **ASSISTANT DIRECTOR ENVIRONMENT AND ENERGY JG P (1POST)**

**TERMS: Contract 3 Years**

#### **Requirement for appointment**

- Served at least ten (5) years at a senior management level in the relevant field
- Bachelor's degree in Environmental science, Energy, Chemistry, Biochemistry, Agriculture, Natural resource management, Forestry, or any other relevant environment related degree from a recognized institution.
- Master's degree in environmental science, Natural resources management, Project planning, strategic management or any other related field is an added advantage
- Certificate in senior management course not less than four (4) weeks from a recognized institution.
- Have EIA certificate from NEMA
- Have certificate in computer.
- Certificate in strategic leadership development programme lasting not less than six (6) weeks from recognized institution

## **ASSISTANT DIRECTOR OF INDUSTRIES JG “P” (1 POST)**

**TERMS: Contract 3 Years**

### **Duties and responsibilities**

An officer at this level may be deployed either in industrial development or industrial registration. Duties and responsibilities at this level will involve Planning, organizing, controlling and effectively coordinating a wide range of industrial/investment activities.

### **Requirement for appointment**

- Served in the grade of assistant director of industries or in a comparable and relevant position in the public service for a minimum period of three (3) years
- Master’s degree or post graduate diploma in any of the following engineering (Mechanical, Electrical, Chemical, Civil or Structural industrial, Electronics, Architecture, Building, Economics, Land Economics, Food Science and technology, Agriculture, Food science and technology, Biochemistry, Geology, Statistics, Commerce, Business administration, chemistry, biological science, Physics, Mathematics, Computer Science or any other field related to industrial development.
- Certificate in senior management course not less than four (4) weeks from a recognized institution
- Demonstrated a high degree of professional competence and administrative capability in the management and promotion of industrial development/registration activities.

## **ASSISTANT DIRECTOR GENDER JG P (1 POST)**

**TERMS: Contract 3 Years**

### **Duties and responsibilities.**

- Responsible for overall management of the department and to enlighten the community socially, economically and politically ensuring gender balance and equality.
- Develop, implement and evaluate the relevant divisions strategic plans, programmes and projects in collaboration with other department and stakeholders.
- Interpret and apply national and county laws and their related statutes in the relevant division in line with the county goals and objectives.
- Organize, direct, control and coordinate functions of the division for effective running of the department.
- Develop appropriate county department policies, legal and institutional frameworks for implementation of the mandate of the division.
- Oversee preparation of annual work plans and financial budget to ensure proper utilization of resources.

- Coordination of production, documentation and dissemination of the relevant divisions department.
- Oversee public awareness on issues relevant to the community gender and social themes e.g. affirmative actions, gender balance and diversity.
- Work with other agencies and bodies to develop social services and initiatives that relate to promotion and preservation of gender equality and social equity.
- Handle administrative, human resource and assets management issues.
- Ensure strict compliance with all financial budgetary and procurement procedures.

### **Requirements for appointment**

- Bachelor's degree in any of the following disciplines: - Gender Studies, Gender and Development, Sociology, Business Administration (Finance/Entrepreneurship), Anthropology, Counselling and Psychology, Economics, Law or any other relevant Social Science from a university recognized in Kenya;
- Demonstrated managerial, administrative and professional competence on matters relating to gender and social development.
- Certificate in senior management course not less than four (4) weeks from a recognized institution.
- At least 10 years of work experience
- Computer literacy

### **ASSISTANT DIRECTOR FOR CO-OPERATIVE DEVELOPMENT, JOB GROUP "P" (1 POST)**

**TERMS: Contract 3 Years**

### **Duties and Responsibilities**

An officer at this level may be deployed to head specialized Unit. Duties and responsibilities will entail: -

- providing technical advice in area of specialization
- advising on co-operative investment
- analyzing data for policy formulation
- Enforcing compliance with co-operative legislation
- Carry out market research and disseminating research findings
- Promoting value addition and processing
- Conducting co-operative banking inspections
- Undertaking co-operative risk assessment and preparing and evaluating co-operative activities - and trends for promoting the co-operative movement.

### **Requirement for appointment**

For appointment to this grade an officer must have

- Served in the grade of Principal Co-operative Officer for a minimum period of three (3) years;
- Bachelor's degree in any of the following disciplines; -Commerce, Business Administration, Agriculture, Economics, Sociology, law, Agricultural Economics, Co-operative management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- Master's degree in any of the following disciplines; -commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Management and Organizational Development, Finance of Agri-business from a recognized institution.
- Certificate in Senior Management course lasting not less than four (4) weeks from a recognized institution;
- Certificate in computer application from a recognized institution; and
- Demonstrated administrative ability and professional competence in work performance.

### **ASSISTANT DIRECTOR OF WEIGHTS AND MEASURES, JG" P" (1 POST)**

**TERMS: Contract 3 Years**

#### **Duties and responsibility**

- supervising and coordinating verification activities at stamping stations; testing automatic weighing machines, bulk weighs and totalizing machines, bulk meters at oil depot ; carrying out verification of weigh and measuring equipment used by local authorities and other government institutions to ensure accuracy ; maintaining records of seized and forfeited goods; instituting criminal proceeding in court; advising on the needs for tools and verification materials; and carry out research in specific areas of legal metrology and consumer protection.
- The officer will also be required to test samples for research analysis , and articles submitted by stakeholders ; conducting inspection and investigation on mis-descriptions of goods, services facilities and on the use of weighing and measuring equipment for trade; and coordinating on –job training for in-service trainees, mentoring, guiding and counselling of staff working under

him/her.

#### **Requirements for Appointment**

For appointment for this grade, an officer must have:

- Served in the grade of principal weights and measures officer for a minimum period of three (3) years;
- Bachelor's degree in any of the following disciplines: physics, mathematics, chemistry, computer science, law, metrology information communication technology, instrumentation, engineering (mechanical/Electrical/Electronics) Micro-processors, or equivalent qualification from a recognized institution;
- Master's degree in any of the following disciplines: instrumentation, computer science, physics, mathematics, chemistry, computer, law, engineering (mechanical/Electrical/Electronics) Micro-processors, business administration or equivalent qualification from a recognized institution.
- Advanced certificate of the institute of trade standard administration (Kenya)
- Be a member of the institute of trade standard administration (Kenya)
- Certificate in computer application from recognized institution; and
- Demonstrated professional competence in administration of weights and measures activities

### **ASSISTANT DIRECTOR TRADE JG 'P'(1POST)**

**TERMS: Contract 3 Years**

#### **Requirements for Appointment**

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

- Served in the grade of Principal trade development officer for a minimum period of three years
- Bachelor's degree in any of the following field; commerce, marketing, business administration, business management, entrepreneurship, economics, international trade/business/relations or its equivalent from recognized institution;
- Master's degree in any of the following disciplines; commerce, marketing, business administration, business management, entrepreneurship, economics, international trade/business/relations or its equivalent from recognized institution;
- Certificate in computer application from recognized institution
- Demonstrated a thorough understanding of national /county goals policies and development objectives and ability to translate them in to trade development projects.

### **ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT JG P (PAYROLL) (1) POST**

**TERMS: Contract 3 Years**

#### **Duties and responsibilities**



An officer of this level will be deployed at the payroll unit within the department of public service management. Specific duties and responsibilities.

- Oversee and direct payroll procedures.
- Ensure compliance with applicable laws and payroll tax obligations.
- Supervise and coach payroll team.
- Develop systems to process payroll account transactions eg salaries, benefits, deductions, taxes and third party payment.
- Coordinate timekeeping and payroll systems.
- Oversee processing of payroll changes e.g. (new hires, terminations) and system upgrades
- Ensure compliance with relevant laws and internal policies
- Liaise with auditors and manage payroll tax audit
- Maintain accurate records and prepare reports
- Resolve issues and answer payroll related questions

### **Requirements for Appointment**

For appointment to this grade, an officer must have:

- Be in possession of Bachelor's degree in human resource management or in any of social science with a higher diploma in human resource management from recognized institution.
- Master's degree in human resource management.
- Served for a minimum period of five (5) years in payroll management or in a comparable and relevant position in the public service.
- Management course lasting not less than four (4) weeks.
- Be a member of the institute of human resource management in good standing
- Experience in integrated payroll and personnel database (IPPD) system is a must.

### **ASSISTANT DIRECTOR TOURISM J/G "P" (1 POST)**

**TERMS: Contract 3 Years**

#### **Duties and Responsibilities**

- Formulate policies and strategies necessary for effective management of the national reserves.
- Securing the integrity of National Reserves ecosystems Cost control measures
- Effective management and conservation of wildlife inside and outside the reserves.
- Timely and accurate reports.
- Formulating and interpreting policies on the reserves management
- Ensuring effective handling of administration issues arising from the national reserves and sanctuaries.

- Ensuring effective revenue collection
- Supervising, appraising and ensuring appropriate training of personnel.
- Ensuring preparation of accurate and timely reports.
- Ensuring visitor statistics are appropriately maintained.
- Ensuring enforcement of the National reserve's rules and regulations.
- Preparing annual work plans and budgets.
- Maintaining appropriate linkages with relevant stakeholders.
- Initiating resource mobilization.
- Performing any other duties as may be assigned from time to time

### **Requirements for appointment**

- Bachelors' degree in any of the following fields: - Tourism, Environmental Science, Wildlife management, Economics, Commerce, Sociology, Geography, International Relations or any other equivalent qualification in a related field from a recognized Institution.
- Masters' degree in related field from recognized institution is an added advantage
- Demonstrated professional competence in Tourism Management and gained managerial and administrative capability.
- Member of recognized professional Marketing or Tourism body
- Must satisfy requirement of Chapter six of the constitution of Kenya 2010

### **ASSISTANT DIRECTOR SOCIAL SERVICES JG P (1 POST)**

#### **Requirements for appointment**

- Minimum of a Bachelor's degree in Social Sciences or any related field from a recognized university
- Minimum 8 years' experience as a Senior Community Development Officer
- Extensive Knowledge in Community Development Activities
- Must have attended Senior Management Course lasting at least 4 weeks
- Computer Literate
- Satisfy requirement of chapter six of constitution of Kenya

### **MEDICAL OFFICERS JG "M" (10 POSTS)**

**TERMS: Contract 3 Years**

#### **Duties and responsibilities**

- Apply the principles and procedures of modern medicine in preventing, diagnosing,
- caring for and treating illnesses, diseases and injuries;
- Supervise the implementation of care and treatment plans by other medical personnel,
- Conduct medical education and research activities in clinical area of work
- Participate in the development of procedures for the department
- Make decisions regarding work processes based on established guidelines
- Prioritize and organize work to meet changing conditions and any other roles and
- responsibilities that may be assigned from time to time

**Requirements for Appointment.**

- Must have Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution.
- Must have successfully completed a one-year internship from a recognized institution.
- Must possess a valid practicing license from the Medical Practitioners and Dentist Board.
- Certificate in computer application skills from a recognized institution.
- Must meet the requirement of the Chapter Six of the Constitution of Kenya

**SENIOR LEGAL OFFICER JOB GROUP (M) (1 POST)**

**TERMS: Contract 5 Years**

**Requirements for Appointment**

- Be a citizen of Kenya;
- A Bachelor's Degree in Law degree (LLB) from a recognized institution;
- A post graduate Diploma from the Kenya School of Law;
- Experience in legislative drafting from a reputable institution;
- Proficiency in computer applications; and
- Possess legal research skills;

**Duties and Responsibilities:**

- Coordinating and facilitating research on legal issue to inform the advice provided by the legal department
- Co-ordinating and organizing appointments and meetings including meeting rooms.
- Coordinating and facilitating research on legal issue to inform the advice provided by the legal department.
- Ensuring implementation and realization of strategic plans and objectives in respect of the legal function.

- Assisting in implementation and realization of strategic plans and objectives in respect of the legal function
- Assisting in keeping and managing documentations on approved projects for the County Government to track and monitor progress of the said projects and prepare reports
- Assisting in complex litigation on behalf of the County Government
- Diligently executing the functions and exercise the authority provided for in the County Attorney's Act
- Supporting the County Attorney in discharge of duties as assigned in respective technical unit
- Attending court and/or monitoring external counsel case management
- Maintaining accurate filling and recording system and track file movement for efficient record management and record keeping
- Generating office reports
- Supporting the designated county departments and agencies on legal matters
- Drafting contracts, lease agreements and memorandum of understanding between the county government and its collaborators.
- Drafting legislative proposals
- Articulating county attorney's position in meetings, seminars, negotiations and conventions.
- Initiating and undertaking research on complex and emerging issues
- Preparing legal opinions and briefs on behalf of the County government
- Attending all monthly departmental and county meetings to ensure efficiency of the County functions
- Performing any other duties as may be assigned by the County Attorney

## **REGISTERED CLINICAL OFFICER (ENT) JG "J" (3 POST)**

**TERMS: Contract 3 Years**

### **Requirements for Appointment**

- Diploma in clinical medicine and surgery Plus specialist training (higher national diploma) in Ear, Nose and Throat medicine.
- At least 3 years of post-training work experience
- Be registered with clinical officers' council
- Certificate in computer application
- Ability to show results in work performance

## **CULTURAL AND HERITAGE OFFICERS JG K (1 POST)**

**TERMS: Contract 3 Years**

### **Duties and responsibilities**

- Identifying and preparing reports on Culture and Heritage products
- Identifying Small and Medium Culture and Heritage Enterprises (SMCHE's) and community-based Culture and Heritage projects;
- Inspecting and preparing reports on Culture and Heritage facilities and service providers;
- Collecting data and information for development of Culture and Heritage guide books and statistics; and identifying suitable locations for mounting Culture and Heritage signs and symbols.

### **Requirements for Appointment**

- Bachelor's degree in any of the following fields: - Social Sciences, Anthropology, Culture and heritage Management, Information Studies, Culture and Hospitality Management, Leisure Culture and Environment, Environmental Studies, Culture and Environment, Business Administration OR any other related field
- Member of a recognized professional body relevant to the above requirements
- Must have relevant knowledge and experience of not less than 5 years in a related area
- Demonstrate professional competency in work performance and result
- Must satisfy requirement of Chapter six of the constitution of Kenya 2010.

### **PUBLIC HEALTH OFFICER JG 'K' (8 POST)**

**TERMS: Contract 3 Years**

#### **Requirements for appointment**

For appointment to this grade a candidate must have;

- Bachelors' degree in environmental health or public health from recognized institution
- Certificate of competence from the association of public health officers
- Valid practicing license public health officers and technicians' council
- Certificate in computer application skills from recognized institution

### **KENYA REGISTERED NURSE (RENAL) JG "J" (4 POST)**

**TERMS: Contract 3 Years**

#### **Requirement for appointment**

- Diploma in KRN/KRM/KRCHN from a credited school of nursing
- post basic training in Renal nursing
- Previous renal nursing experience
- Certificate in computer application skills from recognized institution
- Valid practice license from nursing council

## **ENVIROMENTAL OFFICERS JG “K” (8 POST)**

**TERMS: Contract 3 Years**

### **Duties and responsibilities**

- To support environmental conservation programs in the county
- Preparation of quality periodic
- Liaison with various stakeholders on environmental issues
- Review environmental impact assessment report
- Monitor and conduct regular environmental policies
- Prepare sub-county environment action plan
- Interpret, implement and review environmental policies/guidelines
- Promote environmental public awareness

### **Requirements for appointment**

- Hold a Bachelors in Environmental Science or Natural Resource Management
- Have a certificate in computer application skills from a recognized institution

## **LEGAL OFFICER II JOB GROUP (K) (2 POST)**

**TERMS: Contract 5 Years**

### **Requirements for Appointment**

- Be a citizen of Kenya;
- A Bachelor’s Degree in Law degree (LLB) from a recognized institution;
- A post graduate Diploma from the Kenya School of Law;
- Experience in legislative drafting from a reputable institution;
- Proficiency in computer applications; and
- Possess legal research skills;

### **Duties and Responsibilities:**

- Coordinating and facilitating research on legal issue to inform the advice provided by the legal department
- Co–ordinating and organizing appointments and meetings including meeting rooms.
- Coordinating and facilitating research on legal issue to inform the advice provided by the legal department.
- Ensuring implementation and realization of strategic plans and objectives in respect of the legal function.
- Assisting in implementation and realization of strategic plans and objectives in respect of the legal function

- Assisting in keeping and managing documentations on approved projects for the County Government to track and monitor progress of the said projects and prepare reports
- Assisting in complex litigation on behalf of the County Government
- Diligently executing the functions and exercise the authority provided for in the County Attorney's Act
- Supporting the County Attorney in discharge of duties as assigned in respective technical unit
- Attending court and/or monitoring external counsel case management
- Maintaining accurate filing and recording system and track file movement for efficient record management and record keeping
- Generating office reports
- Supporting the designated county departments and agencies on legal matters
- Drafting contracts, lease agreements and memorandum of understanding between the county government and its collaborators.
- Drafting legislative proposals
- Articulating county attorney's position in meetings, seminars, negotiations and conventions.
- Initiating and undertaking research on complex and emerging issues
- Preparing legal opinions and briefs on behalf of the County government
- Attending all monthly departmental and county meetings to ensure efficiency of the County functions
- Performing any other duties as may be assigned by the County Attorney

## **LEGAL CLERK/PARALEGAL JG 'J' (1 POST)**

**TERMS: Contract 5 Years**

### **Requirements for Appointment**

- Be a citizen of Kenya;
- A diploma in Law from a recognized institution;
- Knowledge in paralegal for not less than three (3) years;
- Be proficient in the use of basic computer applications; and
- Possess a current Process Server's Certificate.

### **Duties and Responsibilities:**

- Filing of court documents and any other legal documents;
- Service and facilitating service of Legal Documents or any other documents
- taking hearing dates in Litigation matters;
- Drafting Legal Documents under the supervision of the Legal Counsel; and
- Providing any other Clerical services that may be required by the Office of the County Attorney;

- Attending government registries, lodging documents and applications;
- Undertaking routine errands to public registries, courts, and other relevant offices;
- Assisting with management of filing, archiving and retrieval system at the legal registry;
- Managing the court/litigation diary.
- Attending court to obtain the necessary documents or court proceedings;

## **LAND SURVEY ASSISTANT II JG ‘J’ (3 POST)**

**TERMS: Contract 3 Years**

### **Duties and responsibilities**

Carrying out angular and distance measurements and computation for small density topographical, site engineering, general boundary and photo control surveys.

### **Requirements for appointment**

For appointment to this grade, an officer must have;

- Served in the grade of land survey assistant III or in a comparable and relevant position in the public service for a minimum period of three years
- Diploma in land surveying from recognized institution
- Certificate in computer application
- Shown merit and ability as reflected in the work performance and results

## **PHYSIOTHERAPIST JG ‘H’ (8 POST)**

**TERMS: Contract 3 Years**

### **Requirements for Appointment**

- Kenya certificate of secondary education (KCSE) mean grade C plain with at least C plain in English, Kiswahili and C plain in physical sciences, Biology or mathematics.
- Diploma in physiotherapy or its equivalent from a recognized institution
- Certificate in computer application

## **REGISTERED CLINICAL OFFICER II JG “H” (20 POSTS)**

**TERMS: Contract 3 Years**

### **Roles and responsibilities**

- To apply advanced clinical procedures for treating and preventing diseases, injuries, and
- other physical or mental impairments.



- To carry out clinical and/or surgical procedures, patient care procedures, medical protocols and testing procedures
- Participate in the development of clinical procedures for the department
- Make clinical decisions regarding work processes based on established guidelines
- Prioritize and organize clinical work to meet changing conditions and any other roles and responsibilities assigned from time to time Minimum

**Requirements.**

- diploma in Clinical Medicine and Surgery from KMTC or other recognized training institutions.
- Must have undergone an internship program.
- Must be registered by the Clinical Officers Council of Kenya.
- Must possess a valid practicing license from Clinical Officers' Council of Kenya.
- Training in computer application skills will be an added advantage.
- Must meet the requirements of Chapter Six of the Constitution of Kenya

**ASSISTANT OFFICE ADMINISTRATOR III, JOB GROUP 'H' (5 POST)**

**TERMS: Contract 3 Years**

**TERMS: Contract 3 Years**

**Duties and Responsibilities**

- word and data processing from manuscript;
- operating office equipment;
- ensuring security of office equipment, documents and records;
- attending to visitors/clients;
- handling telephone calls and appointments;
- maintaining an up-to-date filing system in the office;
- supervision of office cleanliness;
  - managing petty cash; and
- undertake any other office administrative services duties that may be assigned. The officer may be required to work for more than one officer or may be deployed in a typing pool.

**(b) Requirements for Appointment**

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

- Kenya certificate of secondary education mean grade C- (Minus) with at least C(plain) in English or Kiswahili language or its equivalent qualification from recognized institution.
- Diploma in secretarial studies from Kenya National examination council (KNEC)

## **OR**

Business Education Single and Group Certificates (BES & GC) from the Kenya national Examination Council in the following subjects: -

Typewriting III (minimum 50 w.p.m)/Computerized Document Processing III;

Shorthand II (80 w.p.m)

Business English II/Communications I;

Commerce II

Office Practice II;

Secretarial Duties II;

Office management III/ Office administration and management III

- A certificate in computer studies
- Shown merit and ability

### **MEDICAL ENGINEERING TECHNOLOGIST II, JOB GROUP “H” (3 POST)**

**TERMS: Contract 3 Years**

#### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:- undertaking preventive maintenance and repairs of basic medical equipment, general plants and instruments; ordering for spare parts and consumables; taking/maintaining inventory of medical/hospital equipment, furniture and plants; collating information on medical engineering services for input into the integrated Health Information Management system; carrying out minor repairs of health facilities and utilities; and implementing medical engineering programmes and projects.

#### **Requirement for Appointment**

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

- Diploma in Medical Engineering or any other equivalent qualification from a recognized institution; and
- Certificate in computer application skills from a recognized institution

### **KENYA REGISTERED COMMUNITY HEALTH NURSE J/G “H” (15) POSTS**

**TERMS: Contract 3 Years**

#### **Duties and Responsibilities**

Assessing, planning, implementing nursing interventions and evaluating patient's outcomes. Providing appropriate healthcare services including Integrated Management of Childhood illness (IMCI), immunization, PMTCT, ante-natal care and delivery Providing health education and counselling to patients/clients and community on identified health needs. Referring patients and clients appropriately. Facilitating patients' admission and initiating discharge plans. Maintaining records on patients/client's health condition and care. Ensuring a tidy and safe clinical environment and collecting and compiling data.

### **Requirements for Appointment**

- Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution:
- Registration Certificate issued by the Nursing Council of Kenya;
- Valid practicing license from the Nursing Council of Kenya;
- Certificate in Computer Application Skills from a recognized institution; and
- Valid Certificate of Good Conduct

### **PHARMACEUTICAL TECHNOLOGIST III J/G "H" (3 POSTS)**

**TERMS: Contract 3 Years**

#### **Duties and Responsibilities**

- Receiving prescriptions for medicinal products from medical doctors and other health professionals and dispensing the drugs to patients;
- Storing and preserving drugs subject to deterioration;
- Conferring with the doctor or his assistants regarding the ordering, stocking and the pricing of the drugs.
- Ensure order and cleanliness at the pharmacy
- Perform other duties as assigned and as per the profession demands.

#### **Requirements for appointments**

- Must be a Kenyan citizen.
- Must possess at least a Diploma in Pharmaceutical Technology from KMTCOR or other recognized training institutions.
- At least a certificate in computer application skills.

- Must meet the requirements of Chapter Six of the Constitution of Kenya.
- Registered by the appropriate body.

### **LABORATORY TECHNOLOGIST III JG “H” (4 POSTS)**

**TERMS: Contract 3 Years**

#### **Roles and responsibilities**

- Conduct routine and complex hematological, clinical chemistry, histological and serological tests
- Conduct laboratory procedures involving manual or automated techniques
- Prioritize and organize work to meet changing and multiple demands and any other roles and responsibilities assigned from time to time

#### **Requirements for appointment**

- Must possess a diploma in Medical Laboratory Technology/Sciences from a recognized institution.
- Must be registered with Kenya Medical Laboratory technician and technology Board (KMLTTB).
- Must possess a valid practicing license from KMLTTB.
- Must meet the requirements of Chapter Six of the Constitution of Kenya

### **ASSISTANTS PUBLIC HEALTH OFFICER III J/G “H” (6 POSTS)**

**TERMS: Contract 3 Years**

#### **Requirements for appointment**

- A Diploma in either Environmental Health Science or public health inspection from recognized institution
- Registered with Public Health Body, PHOTEC
- Certificate in computer application skills from recognized institution

### **RADIOGRAPHER III, JOB GROUP ‘H’ (6 POST)**

**TERMS: Contract 3 Years**

#### **Duties and Responsibilities**

This will be the entry and training grade for Radiographers cadre. An officer at this level will work under the supervision and guidance of an experienced officer. Specific duties will include:

providing radiographic services to the patients; processing, verifying and maintaining information relating to patients; ordering and maintaining records of radiographic and photographic supplies.

### **Requirements for Appointment**

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

- Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics; and
- Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution.
- Computer knowledge
- Satisfy requirement of chapter six of constitution of Kenya

## **SONOGRAPHER III, JOB GROUP 'H' (2 POST)**

**TERMS: Contract 3 Years**

### **Duties and Responsibilities**

This will be the entry and training grade for Radiographers cadre. An officer at this level will work under the supervision and guidance of an experienced officer. Specific duties will include: providing radiographic services to the patients; processing, verifying and maintaining information relating to patients; ordering and maintaining records of radiographic and photographic supplies.

### **Requirements for Appointment**

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

- Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics; and
- Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution.
- Computer knowledge
- Satisfy requirement of chapter six of constitution of Kenya

## **LAND VALUER JG 'H' (1 POST)**

**TERMS: Contract 3 Years**

### **Duties and Responsibilities**

- Developed automated and updated valuation database throughout the county
- Conducting research on market trends to inform land valuation policy formulation and review
- Keeping an asset register of values of all properties owned by government
- Monitoring and evaluation of valuation activities
- Preparation of valuation rolls and reports
- Attending court and tribunals on matters relating to land valuation

### **Requirements for Appointment**

- Be in possession of Diploma in land economics (Real Estate) or its equivalent and relevant qualification from a recognized institution
- Be registered with a professional body
- 3 years' experience in land valuation
- Shown merit and ability as reflected in work performance and results
  - Be computer literate

### **CIVIL ENGINEER JG 'H' (3 POST)**

**TERMS: Contract 3 Years**

### **Requirements for Appointment**

- Diploma in Civil engineering or its equivalent and relevant qualification from a recognized institution.
- Be a registered member of IET, KETR.B.
- 3 years' experience in relevant field
- Be computer literate

### **ECDE WARD COORDINATORS JG 'H' (10 POST)**

**TERMS: Contract 3 Years**

### **Duties and Responsibilities**

- Develop, implement supervise and monitor ECDE programs at the ward level
- Supervise ECDE teachers and centres within the ward

- Provision of professional ECDE staff development and monitoring for ECDE teachers
- Provide timely and periodic data on enrolment, syllabus coverage and attendance of ECDE teachers
- Complete classroom observations as scheduled and provide project coordination
- Serve as resource for ECDE research and assessment of and use of curriculum materials
- Collect, maintain and submit ECDE statistical data to the assistant director ECDE

### **Requirements for Appointment**

- Diploma in early childhood development or related field from a recognized institution
- Professional certificate in relevant field from recognized institution
- Computer knowledge
- Three years relevant work experience

### **KENYA ENROLLED COMMUNITY HEALTH NURSE J/G “G” (10POSTS)**

#### **TERMS: Contract 3 Years**

#### **Duties and Responsibilities**

- Assessing, planning, implementing nursing interventions and evaluating patient’s outcomes.
- Providing appropriate healthcare services including Integrated Management of Childhood illness (IMCI), immunization, PMTCT, ante-natal care and delivery Providing health education and counselling to patients/clients and community on identified health needs.
- Referring patients and clients appropriately.
- Facilitating patients’ admission and initiating discharge plans.
- Maintaining records on patients/clients health condition and care.
- Ensuring a tidy and safe clinical environment and collecting and compiling data.

### **Requirements for Appointment**

- Certificate in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution:
- Registration Certificate issued by the Nursing Council of Kenya;
- Valid practicing license from the Nursing Council of Kenya;
- Certificate in Computer Application Skills from a recognized institution; and
- Valid Certificate of Good Conduct

## **MEDICAL ENGINEERING TECHNICIAN III, JOB GROUP “G” (4 POST)**

**TERMS: Contract 3 Years**

### **Duties and Responsibilities**

This is the entry and on-the-job training grade for Certificate holders. An officer at this level will work under guidance of senior officer. Specific duties and responsibilities will entail: undertaking routine maintenance and repairs of basic medical equipment. Plants, Instruments and utilities in a health facility; collecting information for research: collecting information on medical engineering services for input into the integrated Health Information Management System; and implementing medical engineering programmes and projects.

### **Requirement for Appointment**

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

- (i) Certificate in Medical Engineering or any other equivalent qualification from a recognized institution; and
- (ii) Certificate in computer application skills from a recognized institution.

## **ARTISAN III JG E (3 POST)**

**TERMS: Contract 3 Years**

### **Duties and Responsibilities**

This will be the entry grade for this cadre. An officer at this level will be on job training and will be assigned simple duties in repair and maintenance works under close supervision of a more experienced officer in line with the area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing).

### **(b) Requirements for Appointment**

For appointment to this grade, a candidate must have a Government Trade Test Certificate Grade III in the relevant trade area (Carpentry, Masonry, Welding, Painting and Plumbing.)

### **Application Criteria**

Applicants must furnish the Board with their applications copies of the following documents.

1. Copy of the national identify card.
2. Certified Copies of academic and professional certificates.
3. Detailed Curriculum Vitae.
4. Registration and Clearance from relevant regulatory Professional bodies.



5. Fulfill the requirement of chapter (6) six of the constitution of Kenya

Applications clearly marked should reach the undersigned by close of the business on or before **19TH January, 2023.**

**THE SECRETARY/CEO  
COUNTY PUBLIC SERVICE BOARD,  
P. O. Box 224 - 60300.  
ISIOLO**

**OR**

Hand delivered to the **County Public Service Board Offices along Isiolo Law courts road  
opposite Al Ansar playground**