

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KILIFI

COUNTY PUBLIC SERVICE BOARD

**INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE DEPARTMENT OF
WATER, ENVIRONMENT, NATURAL RESOURCES & FORESTRY-FINANCE &
ECONOMIC PLANNING-DEVOLUTION, PUBLIC SERVICE & DISASTER
MANAGEMENT- EDUCATION AND ICT**

Applications are invited from suitable qualified serving officers in the Kilifi County Government to fill the following positions

DEPARTMENT OF WATER, ENVIRONMENT AND NATURAL RESOURCES

1. Principal Superintending Engineer J/G 'Q' (1 Post) REF:CG/KLF/CPSB/ADVRT/08/02/18

Duties and Responsibilities

- Answerable to the Chief Officer Water Resources.
- Establishing and maintaining linkage mechanism between the Kilifi County Government and other stake holders in Kilifi County on water and sanitation issues
- Overseeing and coordinating the implementation of policies, strategies and investment plans
- Assisting the Water sector in development water structures in relation to the departmental annual work plans/functions
- Ensuring proper maintenance of departmental assets in Kilifi County
- Coordinating capacity building and technical assistance on water affairs in Kilifi County
- Undertake monitoring & evaluation on water and sanitation activities funded by Kilifi County Government and other stakeholders.
- Supervising Kilifi County water sector staff in Kilifi County.
- Prepare and submitting regular progress reports to the chief officer water resources
- Liaison officer between the Kilifi County Government and other stakeholders on water and sanitation issues
- Any other duties as assigned by the Chief Officer Water and Sanitation.

Requirement for appointment

- Be a Kenyan Citizen
- Be in possession of a Degree in Water Engineering, Environmental Science from a recognized institution.

- Have work experience of not less than (5) years in the relevant field.
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- Have capacity to work under pressure to meet strict timelines
- Have good interpersonal and communication skills.
- Demonstrate thorough understanding of County development objectives and Vision 2030
- Have knowledge of Global Information Systems (GIS) and Global Positioning System (GPS)

Terms of service: Permanent

Salary Scale: 94,850 – 127,110 p.m.

Other Allowances are as issued by SRC from time to time

2. Senior Superintending Engineer(Water Resources and Sanitation Affairs) J/G ‘N’ (1 Post)

REF:CG/KLF/CPSB/ADVRT/09/02/18

Duties and Responsibilities

- Answerable to the Director Water Resources and Sanitation Affairs.
- Assisting in establishing and maintaining linkage mechanisms between the Kilifi County Government and other stake holders in Kilifi County on water and sanitation issues.
- Assisting in overseeing and coordinating the implementation of policies, strategies and investment plans.
- Assisting the water sector in developing water structures in relation to the departmental annual work plans/functions
- Assisting in ensuring proper maintenance of departmental assets in Kilifi County
- Coordinating capacity building and technical assistance on water affairs in Kilifi County as directed by the County Director Water Resources and Sanitation Affairs
- Undertake monitoring & evaluation on water and sanitation activities funded by Kilifi County Government and other stakeholders.
- Assisting supervising Kilifi County Government water sector.
- Any other duties as assigned by the Director Water Resources and sanitation sector.

Requirement for appointment

- Be a Kenyan Citizen
- Be in possession of a Degree in Water Engineering, Environmental Science from a recognized institution.
- Have work experience of not less than (5) years in the relevant field.
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- Have capacity to work under pressure to meet strict timelines
- Have good interpersonal and communication skills.
- Demonstrate thorough understanding of County development objectives and Vision 2030
- Have knowledge of Global Information Systems (GIS) and Global Positioning System (GPS)

Terms of service: Permanent

Salary Scale: 51,660 – 69,990 p.m.

Other Allowances are as issued by SRC from time to time

3. Senior Superintending Engineer (Water Quality) J/G 'N' (1 Post)
REF:CG/KLF/CPSB/ADVRT/10/02/18

Duties and Responsibilities

- Answerable to the Director Water Resources and Sanitation.
- Carry out water quality surveillance at relevant spots.
- Advice on the proper interventions in case of waterborne disease outbreaks.
- Prepare and Submitting regular progress reports to the Director Water Resources.

Requirement for appointment

- Be a Kenyan Citizen
- Be in possession of a Degree in Water Engineering, Environmental Science from a recognized institution.
- Have work experience of not less than (5) years in the relevant field.
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- Have capacity to work under pressure to meet strict timelines
- Have good interpersonal and communication skills.
- Demonstrate thorough understanding of County development objectives and Vision 2030
- Have knowledge of Global Information Systems (GIS) and Global Positioning System (GPS)

Terms of service: Permanent

Salary Scale: 51,660 – 69,990 p.m.

Other Allowances are as issued by SRC from time to time

4. Senior Superintending Engineer (Water Engineering) J/G 'N' (1 Post)
REF:CG/KLF/CPSB/ADVRT/11/02/18

Duties and Responsibilities

- Answerable to the Director of Water Resources and Sanitation Affairs
- Carry out projects' planning.
- Carry out Projects' designs
- Participate in information of projects' contract documents.
- Participate in evaluation of bid documents.
- Participate in Project Monitoring and Evaluation.
- Participate in preparation of departmental work plans
- Prepare and submitting regular progress reports to the director Water Resources and sanitation affairs.
- Any other duties as assigned by the Director Water Resources and Sanitation Affairs.

Requirement for appointment

- Be a Kenyan Citizen

- Be in possession of a Degree in Water Engineering, Environmental Science from a recognized institution.
- Have work experience of not less than (5) years in the relevant field.
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- Have capacity to work under pressure to meet strict timelines
- Have good interpersonal and communication skills.
- Demonstrate thorough understanding of County development objectives and Vision 2030
- Have knowledge of Global Information Systems (GIS) and Global Positioning System (GPS)

Terms of service: Permanent

Salary Scale: 51,660 – 69,990 p.m.

Other Allowances are as issued by SRC from time to time

5. Sub County Water and Sanitation Officers J/G ‘L’ (7 Posts)

REF:CG/KLF/CPSB/ADVRT/12/02/18

Duties and Responsibilities:

- Answerable to the Director Water Resources and Sanitation Affairs
- Establishing and Maintaining linkage mechanisms between the Kilifi County Government and other stake holders in the respective Sub County on Water and Sanitation issues
- Overseeing and coordinating the implementation of departmental policies, strategies and investment plans
- Supervising the development of water and sanitation structures in relation to the departmental annual work plans /functions
- Ensuring proper Maintenance of departmental assets within the Sub County
- Carry out capacity building to the respective water and sanitation project management committees on the relevant project sustainability skills
- Undertake monitoring & Evaluation on water and sanitation activities funded by Kilifi County Government and any other stakeholders at the sub county level.
- Supervising Kilifi County Government water sector staff at the Sub County level
- Prepare and submitting regular progress report to the Director Water Resources and Sanitation affairs
- Liason officer between the Kilifi County Government and other stakeholders on water and sanitation issues at the Sub County level.

Requirement for Appointment:

- Bachelors Degree in Civil Engineering from a recognized institution.
- Be registered by the Engineers Registration Board of Kenya as a graduate Engineer
- Three (3) years work experience
- Certificate in computer applications

Terms of service: Permanent

Salary Scale: 39,110 – 49,180 p.m.

Other Allowances are as issued by SRC from time to time

6. Ward Water and Sanitation Officers J/G 'J' (35 Posts) REF:CG/KLF/CPSB/ADVRT/13/02/18

Duties and Responsibilities:

- Answerable to the respective Sub County water services officer
- Establishing and Maintaining linkage mechanisms between the Kilifi County Government and other stake holders in the respective Ward on Water and Sanitation issues
- Coordinating the implementation of departmental policies, strategies and investment plans
- Supervising the development of water and sanitation structures in relation to the departmental annual work plans /functions
- Ensuring proper Maintenance of departmental assets within the Ward
- Participate in capacity building to the respective water and sanitation project management committees on the relevant project sustainability skills
- Undertake monitoring & Evaluation on water and sanitation activities funded by Kilifi County Government and any other stakeholders at the sub county level.
- Supervising Kilifi County Government water sector staff at the Sub County level
- Prepare and submitting regular progress report to the Director Water Resources and Sanitation affairs
- Liason officer between the Kilifi County Government and other stakeholders on water and sanitation issues at the Ward level
- Can be assigned any other duties by the Sub County Water Resources and Sanitation Officers

Requirement for Appointment:

- Diploma in either Water Supply Technology or Water Engineering from a recognized institution.
- Three (3) years work experience
- Certificate in computer applications

Terms of service: Permanent

Salary Scale: 27,680 – 32,920 p.m.

Other Allowances are as issued by SRC from time to time

7. Sub County Environment Officer J/G 'L' (1 Post) REF:CG/KLF/CPSB/ADVRT/14/02/18

Duties and Responsibilities:

- Implementation of the Sub County environmental work plans
- Ensuring compliance and enforcement of environment regulations within the Sub County
- Developing and updating of Sub County environmental data bases.
- Identifying areas of environmental concerns and ensuring that they are sufficiently addressed and incorporated in the environmental management plans
- Collaborating with community and other stake holders in environmental conservation activities.

- Mobilizing the public to participate in environmental conservation, tree planting and management activities within the Sub County
- Working closely with community forest associations and the Kenya forest service
- Performing any other functions as directed by the County Environment Officer.

Requirement for appointment

- Be in possession of a Degree in environmental science, natural resources, meteorology or earth sciences disciplines from a recognized institution.
- Have work experience of not less than (3) years in the relevant field.
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity.
- Have capacity to work under pressure to meet strict timelines
- Have good interpersonal and communication skills
- Demonstrate thorough understanding of county development objectives and Vision 2030
- Have knowledge of Global Information systems(GIS) and Global Positioning Systems (GPS)
- Skills on data analysis, digital mapping and photographic skills is an added advantage
- Must be computer literate.

Terms of service: Permanent

Salary Scale: 39,110 – 49,180 p.m.

Other Allowances are as issued by SRC from time to time

8. Forest Guards J/G ‘D’ (5 Posts) REF:CG/KLF/CPSB/ADVRT/15/02/18

Duties and Responsibilities

- Enforce all laws and regulations related to forest conservation and management
- Carry out inspections and patrols to identify any other offences.
- Participate fully in all activities of forest offenders.
- Arresting preparing charge sheets for forest offenders
- Carry out any other duties as may be assigned by the directorate

Requirement for Appointment

- Be a Kenyan Citizen
- Have attained a minimum of a D+ (plus) in K.C.S.E or its equivalent
- Have a thorough knowledge of the state of forest and the dynamics affecting.
- Be aged 20 – 35 years
- Be highly responsible and be a person with integrity
- Be healthy and medically fit
- A certificate for NYS training will be an added advantage.

Terms of service: Permanent

Salary Scale: 13,510 – 15,030 p.m.

Other Allowances are as issued by SRC from time to time.

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

1. Principal Accountant J/G 'N' (2 Posts) REF:CG/KLF/CPSB/ADVRT/16/02/18

Duties and Responsibilities

- Providing financial advisory services to the departmental head and other Officer in the department.
- Interpretation and implementation of financial regulation and procedures, circulars, letters and instructions.
- Ensuring expenditure are within the voted allocation.
- Ensuring that management financial reports are accurate and timely submitted.
- Asset and accounting records management in the department.
- Planning, directing, coordinating, supervising areas of control in the department.
- Training and development of accounts staff and setting targets for the department
- Assisting in the preparation of final accounts.
- Liaison person to country treasury and external auditors.
- Ensuring funds requisition schedule is timely submitted.
- Ensuring the department has effective internal control system.

Requirements for Appointment

- A business degree from a reputable University
- CPA (K)
- Proof of computer literacy
- Five years relevant experience

Terms of service: Permanent

Salary Scale: 51,660 – 69,990 p.m.

Other Allowances are as issued by SRC from time to time

2. Principal Procurement Officer J/G 'N' (12 Posts) REF:CG/KLF/CPSB/ADVRT/17/02/18

Duties and Responsibilities

- Submitting quarterly reports to public procurement oversight authority (PPOA)
- Recommendation for the disposal of redundant and obsolete goods and services
- Receiving specification from users departments and giving the correct description and standard to suppliers

- Store management and inventory control
- Public procurement of goods, work and services
- Follow up, expediting and de-expediting of outstanding deliveries
- Receiving purchase requests from user departments
- Procurement process documentation and improvement
- Order processing to success suppliers
- Policy formulation and implementation
- Documentation for auditing purposes
- Inventory management and stock level control
- Total quality management (TQM) and assurance
- Contract design and management
- Records management

Requirement for Appointment

The principal Procurement Officer will Report to the Head of Supply Chain Management Services

- Bachelor degree in Supply Chain management/ or a degree in a business related field
- Master Degree in Purchasing and Logistics or its equivalent will be an added advantage
- Diploma in Procurement or Supply Chain Management (except those with degree in Procurement)
- Five years relevant work experience
- Excellent analytical negotiation, Communication and Interpersonal skills
- Candidate MUST be a Professional member of KISM for the last three consecutive years.
- Candidate MUST have a current Professional Practicing License
- Familiar with the Public Procurement and Asset Disposal act 2015 and any other relevant Procurement Laws
- Familiar with the Supplies Practitioners Management act 2012.

Special Skills and Competence

- Familiar with the Public Procurement and Asset Disposal Act 2015 and any other relevant procurement Laws
- Familiar with the Supplies Practitioners management Act 2012
- Application of the Public Procurement and Disposal Regulation (County Government) Regulations 2013
- Procurement Planning
- Strategic Sourcing and Just In Time (JIT) Arrangements
- Supplier negotiations
- Quality management and assurance

Terms of service: Permanent

Salary Scale: 51,660 – 69,990 p.m.

Other Allowances are as issued by SRC from time to time

3. Information Communication and Technology III J/G ‘H’ (7 Posts)

REF:CG/KLF/CPSB/ADVRT/18/02/18

Duties and Responsibilities:

- Writing and testing simple computer programs according to instructions and specifications
- Assisting in the implementation of the computer systems
- Providing user support and training of users
- Repairs and maintenance of ICT equipment and associated peripherals.
- Monitoring the performance of ICT equipment and reporting any faults for further action

Requirement for Appointment:

- Kenya Certificate of Secondary Education mean grade C plain with at least a C- in mathematics and English /Kiswahili or its approved equivalent
- Diploma in any of the following fields: Computer Science, Electrical/Electronic engineering or its equivalent qualification from a recognized institution.

Terms of service: Permanent

Salary Scale: 22,380 – 27,680 p.m.

Other Allowances are as issued by SRC from time to time

4. Revenue Clerks J/G ‘F’ (7 Posts) REF:CG/KLF/CPSB/ADVRT/19/02/18

Duties and Responsibilities:

- Manage staff posting sheets and time sheets
- Receive record and write receipts for any money collected
- Prepare revenue collection report on a daily basis.
- Reconcile the cash collection report to the back office system
- Other duties as may be assigned

Requirement for Appointment:

- Kenya Certificate of Secondary Education (KCSE) mean grade C Plain or its approved equivalent; and
- Proficiency in computer applications

Terms of service: Permanent

Salary Scale: 15,620 – 19,160 p.m.

Other Allowances are as issued by SRC from time to time

DEPARTMENT OF DEVOLUTION, PUBLIC SERVICE AND DISASTER MANAGEMENT

1. Assistant Director, Human Resource Management J/G 'P' (1 Post)

REF:CG/KLF/CPSB/ADVRT/20/02/18

Duties and Responsibilities:

The Officer will be accountable to the Head of Human Resource Management for the following:-

- Prepare annual budget for Human Resource and oversee their implementation and control.
- Plan and execute effective Human Resource Development programs and build a highly skilled Human Resource.
- Analyzing the Human Resource Management structures and systems.
- Determining and proposing methods/strategies of handling Human Resource Management function.
- Initiating and developing human resource management policies geared towards instilling the right attitude, values and culture in line with the overall service mission and vision.
- Proposing performance improvement strategies that are adaptive to the changing environment and technology.
- Maintaining Human Resource data base for officers whose schemes of service fall under the management of the division.
- Researching on relevant regulations and standards such as industrial relations.
- Co-ordinating development of strategic/action plans for the Human Resource Management Division.

Requirements for Appointment

- Served in the grade of Principal Human Resource Management Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years
- A Masters degree in Human Resource Management/Industrial Relations/ Public or Business Administration/Government or any other relevant qualification from a recognized institution will be an added advantage.
- Shown merit and ability as reflected in work performance and results

Terms of Service: - Permanent

Salary Scale: 81,940 - 109,800 p.m.

Other Allowances are as issued by SRC from time to time.

2. Assistant Director, Human Resource Management (Payroll) J/G 'P' (1 Post)

REF:CG/KLF/CPSB/ADVRT/21/02/18

The County Payroll Manager will be accountable for the following duties and responsibilities:

- Develop and integrated County government payroll management system;
- Monthly payroll processing;
- Assisting in the preparation of the personnel budgets;
- Preparing and maintaining standard and ad hoc reports, queries, and conducting appropriate audits to ensure integrity;
- Preparing and maintaining accurate human resource records; and

- Coordinating with relevant local authorities and government departments whose functions have been devolved to ensure staffs are paid during the transition period.

Requirements for Appointment

- Bachelor Degree in either Business Administration, Commerce, or in a relevant equivalent
- Relevant working experience of not less than five years in Payroll Management
- A Diploma in Human Resources Management will be an added advantage.

Terms of service: Permanent

Salary Scale: 81,940 - 109,800 p.m.

Other Allowances are as issued by SRC from time to time.

3. Assistant Office Administrator III J/G 'H' (2 Posts) REF:CG/KLF/CPSB/ADVRT/22/02/18

The Assistant Office Administrator I will be accountable for the following duties and responsibilities:

- Taking oral dictation; using e-office to research and process data
- Operating office equipment
- Attending to visitors and clients
- Handling telephone calls
- Coordinating schedules of meetings and appointments
- Ensuring security of office records, equipment and documents, including classified materials
- Preparing responses to routine correspondence
- Managing office protocol and etiquette
- Managing petty cash
- Monitoring procedures for record keeping of correspondence and file movements
- Maintaining an up to date filing system in the office,
- Coordinating travel arrangements
- Handling customer inquiries and complaints
- Establishing and undertaking any other office administrative services duties that may be assigned.

Requirement for Appointments

- Kenya Certificate of Secondary Education, mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution
- Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC)

OR

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

- (a) Shorthand II (80 w.p.m.)
- (b) Typewriting III (50 w.p.m.)/ Computerized Document Processing III
- (c) Business English II/ Communications I
- (d) Commerce II
- (e) Office Practice II

- (f) Office Management III/Office Administration and Management III
- (g) Secretarial Duties II

- Certificate in computer applications from a recognized institution
- Shown merit and ability as reflected in work performance and results.

Terms of service for Assistant Office Administrator III:

Terms of service: Permanent

Salary Scale: 22,380 – 27,680 p.m.

Other Allowances are as issued by SRC from time to time.

4. Security Warden II (Enforcement Officers) J/G 'E'(30 Posts)
REF:CG/KLF/CPSB/ADVRT/23/02/18

The Enforcement Officer will be accountable for the following duties and responsibilities:

- Patrol and/or guard of access points
- Detention of unauthorized persons and vehicles from entering and/or protected areas
- Control crowds and collect information and report on matters of security interest

Requirement for Appointments

- Be in possession of the Kenya Certificate of Secondary Education and at least grade D+ or its accepted equivalent
- Be less than 36 years of age
- Be physically and mentally fit

Terms of service for Enforcement Officers:

Terms of service: Permanent

Salary Scale: 14,490 – 16,250 p.m.

Other Allowances are as issued by SRC from time to time.

DEPARTMENT OF EDUCATION AND ICT

1) ECDE Ward Supervisor J/G 'J' (33 Posts) REF:CG/KLF/CPSB/ADVRT/24/02/18

Duties and Responsibilities:

- Administer and manage ECDE programmes at Ward level.
- Teacher and school assessment for advisory and quality assurance
- Monitor and disseminate information on ECDE programmes and projects.
- Professional mentoring and guidance to newly recruited ECDE teachers

- Coordinate pre-school curricular and co-curricular activities in the ward
- Conduct capacity building workshops and seminar for teachers and other stakeholders

Requirement for Appointment:

- Kenya Certificate of Secondary Education(KCSE) minimum grade D+ (plus)/KCE Division IV or proficiency Diploma in ECDE
- Diploma in Early Childhood Development and Education offered by KNEC/Ministry of Education or its equivalent.
- Registered by the Teachers Service Commission
- Must have good interpersonal skills and team player
- Have a certificate of good conduct Degree holders in ECE will have an advantage.

Terms of service: Permanent

Salary Scale: 27,680 – 32,920 p.m.

Other Allowances are as issued by SRC from time to time

For candidates to meet the requirements of Chapter Six of the Constitution of Kenya, all applicants must obtain the following:

- (a) Tax compliance certificate from KRA
- (b) Clearance certificate from HELB
- (c) Clearance certificate from Ethics and Anti- Corruption Commission (EACC)
- (d) Certificate of good conduct
- (e) Credit Reference Bureau clearance

All applicants **MUST** use the Application for Employment Form (KCPSB 001)

The form can either be;

- Obtained from the Kilifi County Public Service Board Offices **OR**
- Downloaded from the Kilifi County website

Applicants can choose to;

- Deliver the form to the Office of the Secretary; County Public Service Board at the Kilifi Complex Centre, Tusky's Building 2nd Floor
- Address it to;-

**THE SECRETARY, COUNTY PUBLIC SERVICE BOARD
KILIFI COUNTY GOVERNMENT
P.O BOX 491-80108
KILIFI**

All applications in hard copy stating the post applied for should be received not later than 5.00pm on 14th Day of March, 2018.

Kilifi County is an equal opportunity employer hence encourages women and physically challenged persons to apply.

Note:

- Only shortlisted and successful candidates will be contacted.
- Canvassing will lead to automatic disqualification.