

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KILIFI

COUNTY PUBLIC SERVICE BOARD

VACANCIES ANNOUNCEMENT

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

Department of Devolution, Public Service and Disaster Management

1. Head of Human Resources J/G 'R' (1 Post) REF: CG/KLF/CPSB/ADVRT/31/06/18- **Re advertisement**

The Officer will be responsible to the relevant Executive Officer for planning, coordinating and administration of human resource activities.

Duties and responsibilities

- Establishing and operationalizing the human resource management function;
- Carrying out staff audits; identifying gaps and purposing optimal staffing level in the County
- Preparing the Budget for the HRM Function;
- Ensuring correct interpretation of human resource policies, rules, regulations, labor laws and other relevant statutes;
- Establishing performance management systems;
- Ensuing compliances with public service values and principle in counties;
- Establishing records, management systems; and organizing for transfer of all human resource record from both national and local authorities;
- Preparation of Human resource transition reports; and
- Performing any other duties as assigned.

Requirements for Appointment

- Have a Bachelor's degree in any of the following: Commerce (Human Resource option), Social Sciences or any other relevant and comparable qualification from a recognized university.

- Masters degree in Human Resource/Human Resource Management, Industrial Relations, Public/Business Administration, Government or any other relevant qualification from a recognized institution.
- Relevant working experience of not less than (10) years.
- Shown merit and ability as reflected in work performance and results.
- Demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of the human resource and a thorough understanding of the human resource issues and emerging human resource management practices/ techniques.
- Must be a member of the Institute of Human Resource Management

Terms of service: Permanent

Salary Scale: 115,290 – 153,170 p.m.

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

2. Assistant Director, Human Resource Management J/G 'P' (1 Post)
REF:CG/KLF/CPSB/ADVRT/32/06/18- **Re advertisement**

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

- Bachelor's Degree in any of the following fields: Human Resource Management, Human Resource Development, Business Administration, Education, Sociology, Political Science/Government and social science.

- A Master's degree in Human Resource Management/Industrial Relations/ Public or Business Administration/Government or any other relevant qualification from a recognized institution.
- Relevant working experience of not less than (10) years.
- Must be a member of the Institute of Human Resource Management
- 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.

3. Assistant Director, Human Resource Management (Payroll) J/G 'P' (1 Post)
REF:CG/KLF/CPSB/ADVRT/33/06/18- **Re advertisement**

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's Degree in any of the following fields: Human Resource Management, Human Resource Development, Business Administration, Education, Sociology, Political Science/Government and Social Science.
- A Master's degree in Human Resource Management/Industrial Relations/ Public or Business Administration/Government or any other relevant qualification from a recognized institution.
- Relevant working experience of not less than (10) years.
- Must be a member of the Institute of Human Resource Management
- 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.

4. Sub County Administrator – Rabai and Kilifi North Sub Counties J/G P (2 Positions)
REF:CG/KLF/CPSB/ADVRT/34/06/18

The Sub County Officer shall be responsible/report to the County Chief Officer in charge of Devolution, Public service Management & Special Programmes (Disaster management).

Duties and Responsibilities

- Coordinating, managing and supervising the general administrative functions in the Sub-County unit;·
- Developing policies and plans;
- Facilitating and coordinating citizen participation in the development of policies and delivery of services;·
- Providing and maintaining infrastructure and facilities of public service;·
- Coordinating developmental activities to empower the local community;
- Ensuring effective service delivery;
- Promotion and coordination of peace building and conflict resolution
- Coordination of disaster management and emergency response activities in the sub-county in collaboration with other government agencies
- Exercising any functions and powers delegated by the County Public Service Board under section 86.

Requirements for Appointment

- Be Kenyan Citizen
- Be a Holder of at least first degree from a recognized University
- Working experience of not less than 10 years in the relevant field

Required skills

- Ability to coordinate
- Management of financial resources
- Interpersonal communication
- Office administration, management
- Supervision
- Project management

Terms of Service: - Permanent

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

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

5. Assistant Office Administrator III J/G 'H' (4 Posts)
REF:CG/KLF/CPSB/ADVRT/35/06/18- **Re advertisement**

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:
 - Shorthand II (80 w.p.m.)
 - Typewriting III (50 w.p.m.)/ Computerized Document Processing III
 - Business English II/ Communications I
 - Commerce II
 - Office Practice II
 - Office Management III/Office Administration and Management III
 - 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.

6. Security Warden II (Enforcement Officers) J/G 'E' (30 Positions)
REF:CG/KLF/CPSB/ADVRT/36/06/18- **Re advertisement**

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 Water, Environment and Natural Resources

1. Principal Superintending Engineer J/G 'Q' (1 Post)
REF:CG/KLF/CPSB/ADVRT/37/06/18- **Re advertisement**

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 (10) 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/38/06/18- **Re advertisement**

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 (7) 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/39/06/18- **Re advertisement**

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 (7) 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/40/06/18- **Re advertisement**

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 (7) 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/41/06/18-
Re advertisement

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
- Five (5) 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/42/06/18- **Re advertisement**

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/43/06/18- **Re advertisement**

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 (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 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. Clerical Officer I (HRM Clerk) J/G G (1 Post) REF: CG/KLF/CPSB/ADVRT/44/06/18

Duties and Responsibilities

- Processing of Human Resource records
- Preparation of agenda for departmental HR committee meetings
- Maintenance of stores, records and equipment inventory.

Requirement for Appointment

- Certificate in any of the following disciplines: Human Resource Management, Records Management, Business Administration.
- Three years relevant work experience.

Terms of service: Permanent

Salary Scale: 19,770 – 24,350 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/45/06/18- **Re advertisement**

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/46/06/18- **Re advertisement**

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/47/06/18- **Re advertisement**

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' (4 Posts) REF:CG/KLF/CPSB/ADVRT/48/06/18- **Re advertisement**

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 Health Services

1. Registered Nurses J/G H (31 Posts) REF:CG/KLF/CPSB/ADVRT/49/06/18

Duties and responsibilities

- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes
- Providing appropriate healthcare service including integrated Management of childhood illness (IMCI), immunization, PMTCT, ante-natal care delivery, providing health education and counseling 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 environment
- 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 recognized institution

- Registered Certificate issued by the Nursing Council of Kenya.
- Valid practicing license from Nursing Council of Kenya
- Certificate in computer application skills 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

2. Public Health Officer JG K (1 Post) REF:CG/KLF/CPSB/ADVRT/50/06/18

Duties and responsibilities

- Identifying environmental health issues at community level, compiling and maintaining up to date records of services rendered
- Assessing health needs of the community
- Implementing sanitation and hygiene standards in the community
- Compiling and maintaining up to date records of services rendered
- Assessing health needs of the community
- Implementing sanitations and hygiene standards in the community
- Sensitizing communities on food and water safety measures
- Compiling data on disease trends

Requirements for appointment

- Bachelor's degree in Environmental Health or Public Health from a recognized institution
- Certificate of competence from the Association of Public Health Officers
- Certificate in Computer application skills from a recognized institution

Terms of service: Permanent

Salary Scale: 34,260 – 44,750 p.m.

Other Allowances are as issued by SRC from time to time

3. Assistant Public Health Officer J/G H (3 Posts) REF:CG/KLF/CPSB/ADVRT/51/06/18

Duties and responsibilities

- Mobilizing, sensitizing and advising communities on matters related to environmental health
- Referring health cases to relevant health facilities
- Carrying out immunization
- Identifying environmental health issues at community level
- Organizing community health days to advise communities on common public health issues

- Collecting and maintaining up to date records of services rendered
- Assessing health needs of the community
- Implementing vector, vermin and rodent control measures
- Implementing integrated mosquito control strategies.

Requirements for appointment

- Diploma in Either Environmental Health Science or Public health Inspection from a recognized institution
- Certificate in computer application skills 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. Public Health Assistant III J/G G (2 Posts) REF:CG/KLF/CPSB/ADVRT/52/06/18

Duties and responsibilities

- Mobilizing, sensitizing and advising communities on matters related to environmental health
- Referring health cases to relevant health facilities
- Identifying environmental health issues at household level
- Organizing community health days to advise communities on common public health issues
- Collecting and maintaining up to date records of service rendered.

Requirements for appointment

- Certificate in Environmental Health Science or Public Health Technology from a recognized institution
- Certificate in computer application skills from a recognized institution.

Terms of service: Permanent

Salary Scale: 19,770 – 24,350 p.m.

Other Allowances are as issued by SRC from time to time

5. Medical Laboratory Technologist J/G H (1 Post) REF:CG/KLF/CPSB/ADVRT/53/06/18

Duties and responsibilities

- Offering general diagnostic or other laboratory services in a medical laboratory services in a medical laboratory.
- Preparation of Laboratory Reagents/Controls

- Keeping records of all patients and their results in the laboratory register
- Collection of patients' samples

Requirements for appointment

- Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- Registration issued by the Kenya Medical Laboratory Technician and Technologist Board;
- Valid practice license from Kenya Medical Laboratory Technicians and Technologists Board;
- Certificate in Computer Applications Skills from a recognized institutions

Terms of Service: Permanent

Salary Scale: 22,380 – 27,680 p.m.

Other Allowances are as issued by SRC from time to time

6. Supply Chain Management Assistant J/G H (2 Posts)
REF:CG/KLF/CPSB/ADVRT/54/06/18

Duties and responsibilities

- Issuing and receiving stores
- Preparation and maintenance of records
- Assist in stock taking

Requirements for appointment

- Kenya Certificate of Secondary Education (KCSE) mean grade C- with a minimum of c- in mathematics and English or Kiswahili or its equivalent from a recognized institution.
- Diploma in Supplies Management 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

7. Assistant Occupational Therapists J/G H (1 Post) REF:CG/KLF/CPSB/ADVRT/55/06/18

Duties and responsibilities

- Assessing and formulating patient's treatment plan
- Maintaining records and data relating to patients
- Collecting data for operational research
- Sensitizing the community on occupational therapy issues
- Preparing periodic reports

Requirements for appointment

- Diploma in Occupational therapy from a recognized institution
- Certificate in Computer Application Skills 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

8. Radiographers J/G H (1 Post) REF:CG/KLF/CPSB/ADVRT/56/06/18

Duties and Responsibilities

- Providing radiographic services to the patients.
- Processing, verifying and maintaining information relating to patients.
- Ordering and maintaining records of radiographic and photographic supplies
- Any other duties assigned to you.

Requirements for appointment

- 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.

Terms of Service: Permanent

Salary Scale: 22,380 – 27,680 p.m.

Other Allowances are as issued by SRC from time to time

Department of Lands, Energy, Housing, Physical Planning and Urban Development

1. Board Members of the Kilifi and Malindi Municipal Boards (4 Positions for each Board)
REF:CG/KLF/CPSB/ADVRT/57/06/18

Duties and Responsibilities

- Oversee the affairs of the Municipality
- Develop and adopt policies, plans, strategies and programmes.
- Formulate and implement an Integrated Development Plan.

- Develop and manage schemes, including sire development, in collaboration with the relevant National and County Agencies
- Implement applicable National and County legislation.
- Prepare and submit annual budget estimates for approval by the County Executives Committee and administer the budget as approved.
- Monitor the impact and effectiveness of any services, policies and programmes or plans
- Establish, implement and monitor performance management systems.
- Promote a safe and healthy environments

Requirement for appointment

- Must be a Kenyan citizen
- Degree in Municipal administration or in a relevant field
- Must be a resident of the Municipality
- Must be carrying on business in the Municipality or
- Must have lived in the municipality for at least Five years

Terms of Service: Part time Contract for Five (5) years.

2. GIS Expert J/G L (1 Post) REF:CG/KLF/CPSB/ADVRT/58/06/18

Duties and Responsibilities

- Developing GIS policies and procedures
- Developing County-wide GIS implementation plan
- Supervising GIS staff and managing GIS resources in the County
- Coordinating the establishment and management of Geo-Spatial Information System database on key indicators of development in the County
- Establishing geo-addressing codes and facilitate the mapping of resources in the County
- Coordinate the utilization of GIS platform to prioritize resources in the County
- Leading and coordinating GIS activities with both user departments and external organizations

Requirement for appointment

- Bachelors degree in Geographic Information Systems or equivalent from a recognized institution of higher learning.
- Acquired GIS certification from the relevant professional body.
- Five years relevant experience

Terms of Service: Permanent

Salary Scale: 39,110 – 49,180 p.m.

Other Allowances are as issued by SRC from time to time

3. Renewable Energy Assistant (III) J/G 'H' (7 Posts)
REF:CG/KLF/CPSB/ADVRT/59/06/18

Duties and Responsibilities:

- Will be deployed to the Sub-Counties to be in charge of the energy matters
- Collection and collation of data of renewable energy technologies
- Assisting in setting up demonstrations for training purposes
- Monitoring the performance of contact persons
- Organizing displays for field days and shows, and
- Supervising the subordinate staff and casual laborers in the field station.

Requirements for Appointment

- Diploma in any of the following disciplines; Applied Science, Forestry, Agriculture, Environmental Sciences and Electrical/Chemical/Mechanical.
- Engineering or its equivalent 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. Principal Renewable Energy Officer Job Group 'N' (1 Post)
REF:CG/KLF/CPSB/ADVRT/60/06/18

Duties and Responsibilities:

An Officer at this level will be in charge of the following fields; Biogas; Biomass conversion technologies (Kiln & gasifiers); Fuel wood and Charcoal; Households and Institutional energy conversation; Buildings and Industrial energy conversation, Solar; Wind/Micro/Mini Hydro; Nuclear/Tidal & Waves.

Requirements for Appointment:

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

- A Bachelor's degree in any of the following disciplines; Chemistry, Biology, Physics, Forestry, Agriculture, Environmental Science, Mechanical/Chemical/Electrical Engineering or any other relevant qualifications from a recognized Institution; and
- Shown merit and ability as reflected in work performance and results.
- 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

3. Senior Physical Planner J/G 'L' (4 Posts) REF:CG/KLF/CPSB/ADVRT/61/06/18

Duties and Responsibilities

- Preparing Physical Development plans for small and medium sized urban areas
- Collecting, collating and analyzing urban regional physical planning data
- Preparing action plans for specific projects such as residential housing schemes and shopping centers
- Providing advice on development applications
- Providing logistical support to physical planning liaison committees and
- Updating and maintaining physical planning records

Requirement for Appointment

- Have a Bachelor's degree in any of the following disciplines:- Urban and Regional Planning, Urban Planning or Town Planning from a recognized institutions
- Be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter)
- Five years relevant experience

Terms of service: Permanent

Salary Scale: 39,110 – 49,180 p.m.

Other Allowances are as issued by SRC from time to time

4. Assistant Planner J/G 'K' (2 Posts) REF:CG/KLF/CPSB/ADVRT/62/06/18

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- Drawing/digitizing Local, County and Regional Physical Development Plans
- Collecting and analyzing geographical data for plan preparation
- Vetting and verifying Physical Development Plans
- Inspecting sites, identifying site characteristics and establishing site suitability for proposed development
- Cataloguing and maintaining plan records and
- Converting analogue data to digital format using Geographical Information System (GIS).

Requirement for appointment

For appointment to this grade, an officer must have

- Diploma/Higher Diploma in any of the following areas: Urban and Regional Planning, Regional Planning, Urban Planning, Building, Civil Engineering, Cartography, Geoinformatics, Geographic Information Systems (GIS) from a recognized institution

Associate Members of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter) Certificate in Computer application skills from a recognized institution;

- Six years relevant work experience
- Demonstrated merit and ability as reflected in work performance and results.

Terms of Service: Permanent

Salary Scale: 34,260 – 44,750 p.m.

Other Allowances are as issued by SRC from time to time

5. Town Managers: Kilifi and Malindi Town J/G Q (2 Positions)
REF:CG/KLF/CPSB/ADVRT/63/06/18

Duties and Responsibilities

The Municipal Manager shall be responsible for implementing the Municipal Board's decision

Requirement for Appointment

- Must be a Kenyan citizen
- Hold a Degree in Social Sciences from a recognized Institution
- Work experience of not less than five years in administration or management.
- Has undertaken management course lasting not less than four weeks
- Has excellent analytical and reporting skills
- Good Communication and mobilizing skills
- Satisfy chapter six of the Constitution of Kenya 2010

Terms of Service: Permanent

Salary Scale: 94,850 – 127,110 p.m.

Other Allowances are as issued by SRC from time to time

Department of Roads, Transport and Public Works

1. Assistant Engineer – Civil (BS) JG K (1Post) REF:CG/KLF/CPSB/ADVRT/64/06/18

An officer at this level will be assigned civil engineering duties under supervision of an experienced officer.

Duties and Responsibilities

Design of civil services in roads and construction works repair and maintenance of civil installations in roads, water works, drainages, bridges, footpaths and other government facilities undertaking projects, preparation of specifications for new equipment's, and processing of tenders for civil installation work

Requirements for Appointment

- Must be a Kenyan citizen
- A Bachelor's degree in Civil engineering or equivalent qualifications from a recognized institution.
- Be registered as a graduate member of engineer's registration Board of Kenya
- Must be computer literate
- At least 3 years' experience
- Satisfy the requirements of chapter six of the constitution

Terms of Service: Permanent

Salary Scale: 34,260 – 44,750 p.m.

Other Allowances are as issued by SRC from time to time

2. Assistant Engineer (Electrical) (Bs) 1 (Post) JG K

REF:CG/KLF/CPSB/ADVRT/65/06/18

Duties and Responsibilities

- Design of electrical/electronic engineering services in public buildings and construction works.
- Repair and maintenance of electrical electronic installations in public buildings and facilities.
- Undertaking projects.
- Preparation of specifications for new equipment
- Processing of tenders for electrical/electronic installation work.

Requirements for Appointment

- Must be a Kenyan citizen
- A Bachelor's degree in electrical engineering or equivalent qualifications from a recognized institution.
- Be registered as a graduate member of engineer's registration Board of Kenya
- Must be computer literate
- At least 3 years' experience
- Satisfy the requirements of chapter six of the constitution

Terms of service: Permanent

Salary Scale: 34,260 – 44,750 p.m.

Other Allowances are as issued by SRC from time to time

3. Clerical Officers JG F (6 Posts) JG K REF:CG/KLF/CPSB/ADVRT/66/06/18

Duties and Responsibilities

Compiling statistical records, sorting out letters and filing, dispatching letters and maintaining efficient filing system, preparing payment vouchers, computation of financial or statistical

records based on routine or special sources of information, compiling data and drafting simple letters.

Requirement for Appointment

For appointment to this grade and officer must;

- 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 Education and ICT

1. Assistant Director, Vocational Training J/G P (1 Post)
EF:CG/KLF/CPSB/ADVRT/67/06/18

The officer will be reporting to the Director Education and Training

Duties and Responsibilities

- Directing the formulation and implementation of County Vocational training policies.
- Coordinate Vocational training education programs in the County
- Develop partnership with various stakeholders to improve status and management of Vocational training centers
- Coordinating equitable distribution of materials, tools and equipment to Vocational training centers
- Monitoring implementation of curricular and co-curricular activities to maintain standards.
- Managing inter Vocational centers exchange programs to enhance learning.
- Promoting of Technical Vocational training as alternative skills process
- Mobilization of resources for technical industrial and entrepreneurship training and programs

Requirement for appointment

- Served for a period of not less than ten (10) years in the directorate of Youth training in the youth polytechnic functions
- Bachelor's degree in any of the following disciplines: Education or Technology Education from a recognized institution

OR

- Bachelor's degree in any of the following disciplines: Engineering, Architecture, Applied Sciences, Information and Communication Technology, Textiles/Clothing Technology,

Catering or hospitality management, Project management, Business Administration and Entrepreneurship from a recognized Institution.

- Knowledge of National Industrial training Authority (NITA) and Technical and Vocational Education and Training (TIVET)
- Masters degree in Sciences/Arts from a recognized Institution.

Terms of Service: - Permanent

Salary Scale: 81,940 - 109,800 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

Interested candidates who meet the set criteria **MUST** use the Application for Employment Form (KCPSB 001) and attach copies of ID, CV, academic/ professional certificates and testimonials. 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 4th day of July, 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.