

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 Trade, Industrialization, Cooperative Development, Tourism and Wildlife

1. Director of Trade and Tourism J/G 'R' (1 Post) REF: CG/KLF/CPSB/ADVRT/25/04/18

Duties and responsibilities

- Implementation of the County and National Trade policy.
- Promotion of existing investments and potential investment opportunities within Kilifi County.
- Provision of Business Development Services.
- Coordination and development of the Micro, Small and Medium Enterprises (MSMEs) engaged in trade
- Capacity building of MSMEs and linkages with other training institutions
- Development of wholesale and retail trade
- Management of credit schemes for micro, small and medium enterprises (MSMEs)
- Collection, analysis and dissemination of business information and management of county business information centers.
- Promotion of export businesses and domesticating Inter-County, bilateral, Regional and International Trade and the County level.
- Advocacy and promotion of establishment of market infrastructure within the county
- Promotion and facilitation of the Intra-County, inter-county, bilateral, regional and international trade and county wide trade.
- Management of county physical markets and regulation of hawking activities.
- Promotion of use E-Commerce
- Organizing and conducting of trade fairs/exhibitions and facilitating trade missions in and out of the county.
- Develops products for the various tourist destinations countywide.

- Market various destinations as tourism sites once they have been discovered and explored.

Requirements for Appointment

- Be a Kenyan citizen
- Bachelors degree in any of the following disciplines;- Commerce, Marketing, Business Administration, Business management, Entrepreneurship, Economics, International Trade/Business/Relations or its equivalent from a recognized institution;
- Masters degree in any of the following disciplines:- Commerce, Marketing, Business Administration, Business Management, Business and Information Technology, Entrepreneurship, Trade Law, Economics or International Trade/Business/Relations from a recognized institution.
- Must have relevant knowledge and experience of not less than ten (10) years in a related area within the Public Service or Private Sector.
- Must satisfy the requirements of chapter six of the Constitution of Kenya, 2010.

Terms of service: Permanent

Salary Scale: 115,290 – 153,170 p.m.

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

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

1. Assistant Director – Urban Development J/G ‘P’ (1 Post) REF: CG/KLF/CPSB/ADVRT/26/04/18

Duties and Responsibilities

- Responsible to the Chief Officer of Physical Planning and Urban Development and Management on all matters related to Urban Development, Urban Policy formulation and implementation
- Responsible for advising urban stakeholders on all matters related to urban development and services, investment partners and development control
- Responsible for advising on operationalisation and coordination of the Urban Areas and Cities Act
- Coordinate and oversee the urban public space design and management.
- Any other duty as may be assigned from time to time

Requirements for Appointment

- Bachelor degree in any of the following disciplines: Urban and Regional planning, Urban management and Architecture from recognized institution
- Have demonstrated technical and professional competence as reflected in work performance and results

- Must have relevant knowledge and experience of not less than Eight (8) years in a related area within the Public Service or Private Sector.

Terms of Service: - Permanent

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

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

2. Senior Housing Officer J/G 'L' (1 Post) REF: CG/KLF/CPSB/ADVRT/27/04/18

Duties and Responsibilities

- Carrying out surveys on housing and human settlement issues.
- Analyzing data to inform policy and decision making
- Generating project reports.
- Preparing designs
- Cost estimates for developing appropriate building technology centers and low-cost house type plans and construction manuals; undertaking assessments of housing needs

Requirements for Appointment

- Bachelor's in any of the following: valuation, property management, Architecture, Landscape Architecture, Interior Design, Civil/Electrical/Mechanical Engineering, Land Economics, Real Estate and Land Administration, Building Economics, Urban/Regional Planning, Construction and/or Project management, Economics, Estate Management, Sociology, Community Development, Statistics, Environmental studies, Geography or equivalent qualification from a recognized university
- Post graduate diploma in Housing or related field from a recognized institution (applicable to non professional degree holders)
- Must have relevant knowledge and experience of not less than Eight (5) years in a related area within the Public Service or Private Sector.
- Shown merit and ability as reflected in work performance and results

Terms of service: Permanent

Salary Scale: 39,110 – 49,180 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, Tuskys 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 May, 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.