

**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF KAKAMEGA**



**COUNTY PUBLIC SERVICE BOARD**

**DECLARATION OF V A C A N C I E S**

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the County Public Service Board of Kakamega invites applications from suitably qualified persons to fill the following vacant positions:

**1). DEPARTMENT OF WATER, ENVIRONMENT AND NATURAL RESOURCES**

**a) Position: Deputy Director (Water and Sewerage Services), Job Group CPSB 04 (1 Post)**

Basic Salary: Kshs. 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,550 -115,650 x 5,780 – 121,430 x 6,070 – 127,500 x 6,370 – 133,870p.m.

**Terms of Service:** Three (3) year contract renewable subject to satisfactory performance.

**Duties and Responsibilities**

The Officer will report to the Director, Water and Sewerage Services and be responsible for assisting in the co-ordination of the department, as well as, offering technical advice to the Chief Officer, Water on all aspects of water services. He/she will assist in providing appropriate policy direction in the County Water Sector. Specific duties and responsibilities will include:

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

**Requirements for Appointment**

For appointment to this grade, an officer must:

- i. Be a Kenyan citizen;
- ii. Have served in the grade of Assistant Director, Water Services, Job Group CPSB 05 ('P') for a minimum period of three (3) years or in a comparable and relevant position in the Private Sector, for a minimum period of three (3) years;

- iii. Have a Masters' degree in Civil Engineering, Water Resources, Hydrology or its equivalent qualification from a university recognized in Kenya;
- iv. Have a Bachelor's degree in Civil Engineering, Water Resources, Hydrology or its equivalent qualification from a university recognized in Kenya;
- v. Certificate in Strategic Leadership Development Program (SLDP) lasting six (6) weeks from a recognized institution will be an added advantage;
- vi. Be registered with a relevant professional body;
- vii. Demonstrate managerial, administrative and professional competence in work performance; and
- viii. Exhibit a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of environment and natural resource function.

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**b) Position: Superintendent (Water and Sewerage), Job Group CPSB 10 (6 Posts)**

Basic Salary Scale: Kshs. 31,270 x 1,300 – 32,570 x 1,380 – 33,950 x 1,390 – 35,340 x 1,460 – 36,800 x 1,470 – 38,270 x 1,470 – 39,740 x 1,520 – 41,260 p.m.

**Terms of Service:** Permanent and Pensionable

**Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- i. Coordinating water supply, sewerage works and pollution control;
- ii. Ensure availability of water supply and provision of sewerage services;
- iii. Prepare technical reports; and
- iv. Any other duties that may be assigned from time to time.

**Requirements for Appointment**

For appointment to this grade, an officer must:

- i. Be a Kenyan citizen;
- ii. Have served in the grade of Inspector (Water and Sewerage) Job Group CPSB 11 ('H') for a minimum period of three (3) years;
- iii. Diploma in Water Supply Technology or Water Engineering from a recognized institution;
- iv. Have a Certificate in Computer Applications from a recognized institution; and
- v. Demonstrate merit and ability reflected in work performance and results.

**c) Position: Assistant Engineer II (Water and Sewerage), Job Group CPSB 09 (2 Posts)**

Basic Salary Scale: Kshs. 38,270 x 1,470 – 39,740 x 1,520 – 41,260x 1,710 – 42,970 x 1,920 - 44,890 x 2,000 – 46,890 x 2,110 – 49,000 x 2,170 – 51,170 p.m.

**Terms of Service:** Permanent and Pensionable

**Duties and Responsibilities:**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Specific duties and responsibilities will include: -

- i. Carrying out feasibility studies;
- ii. Planning and designing water supply and sewerage infrastructures;

- iii. Carrying out research activities in various aspects of water, sewerage and hydraulic systems; and
- iv. Any other duties that may be assigned from time to time.

**Requirements for Appointment**

For appointment to this grade, an officer must:

- i. Be a Kenyan citizen;
- ii. Have a Bachelor's Degree in Civil engineering from a recognized institution;
- iii. Be registered by the Engineers Board of Kenya as a Graduate Engineer; and
- iv. Have a Certificate in computer applications from a recognized institution.

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**d) Position: Surveyor, Job Group CPSB 09 (1 post)**

Basic Salary Scale: Kshs. 38,270 x 1,470 – 39,740 x 1,520 – 41,260x 1,710 – 42,970 x 1,920 - 44,890 x 2,000 – 46,890 x 2,110 – 49,000 x 2,170 – 51,170 p.m.

**Terms of Service:** Permanent and Pensionable

**Duties and Responsibilities**

The Officer will conduct of all topographical surveys for the water and waste water infrastructure.

Specific duties will entail:

- i. Surveying for production of small scale topographic maps;
- ii. Approval all mutation surveys;
- iii. Resolve boundary disputes using measuring tapes for general boundaries and total station for fixed boundaries;
- iv. Mapping of infrastructure, utilities, and natural resources;
- v. Implementation of court orders;
- vi. Maintenance and storage of survey records;
- vii. Provision of grid control for cadastral survey;
- viii. Survey of new grant surveys and establishment of survey beacons;
- v. Determination of property boundaries; and
- vi. Any other duties that may be assigned from time to time.

**Requirements for Appointment**

For appointment to this grade, an officer must:

- i. Be a Kenyan citizen;
- ii. Have a Bachelor's Degree in Surveying or a related field from a recognized institution;
- iii. Be registered by the Institution of Surveyors of Kenya; and
- iv. Have a Certificate in computer applications from a recognized institution.

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**e) Position: Environment Officer, Job Group CPSB 09 (6 Posts)**

Basic Salary Scale: Kshs. 38,270 x 1,470 – 39,740 x 1,520 – 41,260x 1,710 – 42,970 x 1,920 - 44,890 x 2,000 – 46,890 x 2,110 – 49,000 x 2,170 – 51,170 p.m.

**Terms of Service:** Permanent and Pensionable

**Duties and Responsibilities**

The officer will coordinate environmental issues and participate in forums at the sub county level to ensure sustainable management of the environment. Specific duties and responsibilities at this level will entail: -

- i. Implement County Environmental work plans;
- ii. Carry out environmental inspections and promoting environmental quality;
- iii. Ensure compliance and enforcement of environmental regulations;
- iv. Coordinate environmental education and information;
- v. Inventory and mapping of facilities that are sources of pollution;
- vi. Collaborate with NGO's and communities in environmental conservation activities within the Sub-County;
- vii. Propose environmental action plans for the Sub-County; and
- viii. Mainstream environmental screening in development proposals from the Sub-County.

**Requirements for Appointment**

For appointment to this grade, an officer must:

- i. Be a Kenyan citizen;
- ii. Have a Bachelor's degree in Environmental Studies/ Science, Botany, Ecology, Climate Change, Remote Sensing, Natural Resource Management, Environmental Management, Conservation Biology or any other relevant and equivalent qualification from a recognized university;
- iii. Have at least two (2) years relevant working experience;
- iv. Be registered with a relevant professional body;
- v. Have a certificate in computer applications from a recognized institution;
- vi. Experience in GIS will be an added advantage; and
- vii. Demonstrated merit and shown ability as reflected in work performance and results.

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**f) Position: Inspector (Water and Sewerage) Job Group CPSB 11 (4 Posts)**

Basic Salary Scale: Kshs. 25,470 x 1,070 - 26,580 x 1,120 - 27,700 x 1,150 - 28,850 X 1,170 - 30,020 X 1,250 - 31,270 X 1,300 - 32,570 X 1,380 - 33,950 p.m.

**Terms of Service:** Permanent and pensionable

**Duties and Responsibilities**

An officer under this level will work under the supervision of a senior officer.

Duties and responsibilities will entail:

- i. Carry out planning and supervision of construction works for water supplies and sewerage schemes;
- ii. Compile operational and maintenance data;
- iii. Supervise water supply operators and Artisans; and
- iv. Any other duties that may be assigned from time to time.

## Requirements for Appointment

- i. Diploma in Water Supply Technology or Water Engineering from a recognized institution;
  - ii. Certificate in computer applications from a recognized institution.
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## 2). DEPARTMENT OF LANDS, PHYSICAL PLANNING, URBAN AREAS AND HOUSING (RE-ADVERTISEMENT)

### a) Position: Director, Land, Survey and Geo-Informatics, Job Group CPSB 03 (1 post)

Basic Salary: Kshs. 121,430 x 6,070- 127,500 x 6,370- 133,870 x 6,570- 140,440 x 6,770- 147,210 x 6,960- 154,170 x 7,160- 161,330 x 7,810 – 169,140p.m

**Terms of Service:** Three (3) year contract renewable subject to satisfactory performance.

### Duties and responsibilities

The officer will report to the Chief Officer and will be responsible for all matters related to survey and land management. Specific duties and responsibilities include:

- i. Provide leadership in the management and administration of the directorate;
- ii. Preparation and implementation of strategic and annual work plans for the directorate;
- iii. Preparation of budget and procurement plans;
- iv. Coordination of preparation of a database for all public land in the county in collaboration with National Land Commission;
- v. Supervision of control, topographical, cadastral, engineering, re-establishment and general surveys;
- vi. Supervision of work at the GIS Laboratory and digitization of land and survey projects;
- vii. Management of staff in the directorate; and
- viii. Identify and develop training needs for the Directorate.

## Requirements for Appointment

- i. Be a Kenyan citizen;
  - ii. Bachelor's degree from a university recognized in Kenya in any of the following disciplines; Land Surveying and Photogrammetry, Geomatics Engineering, Geospatial Engineering; Technology in Geomatics, Philosophy in Survey Technology;
  - iii. A Master's Degree in a relevant field will be an added advantage;
  - iv. Have ten (10) years working experience, five (5) of which should have been at a Senior Management level in Land surveying and mapping or a related field;
  - v. Be a Full Member of the Institution of Surveyors of Kenya;
  - vi. Certificate in Strategic Leadership Development Program or its equivalent from a recognized institution will be an added advantage;
  - vii. Certificate in Geographical Information System; and
  - viii. Meets the requirements of Chapter Six of the Constitution.
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### 3). DEPARTMENT OF EDUCATION, SCIENCE AND TECHNOLOGY

#### a) Position: Director, Technical and Vocational Training, Job Group CPSB 03 1 Post

Basic Salary: Kshs. 121,430 x 6,070- 127,500 x 6,370- 133,870 x 6,570- 140,440 x 6,770- 147,210 x 6,960- 154,170 x 7,160- 161,330 x 7,810 – 169,140p.m

**Terms of Service:** Three (3) year contract renewable subject to satisfactory performance.

#### **Duties and Responsibilities**

The officer will report to Chief Officer, Education, Science and Technology. Specific duties and responsibilities include:

- i. Provide leadership in the management, development and implementation of County Youth Polytechnics;
- ii. Review and develop policies, strategies and guidelines for development of County Youth Polytechnics;
- iii. Mobilize resources for Technical and Vocational Education Training (TVET) projects and programmes;
- iv. Develop partnership with various stakeholders to improve status and management of Technical and Vocational Training Centers and link the stakeholders to the Ministry;
- v. Promote technical vocational training as an alternative skills process;
- vi. Prepare and implement the strategic plan, annual work plan and periodic reports in the department;
- vii. Supervise and coordinate promotion and implementation of County Youth polytechnic projects, policies and programmes;
- viii. Enhance, improve and upgrade certification of technical vocational training centers in the county;
- ix. Provide technical and coordination support to the stakeholders and partners in mainstreaming the County Youth Polytechnics guidelines for County government; and
- x. Prepare Training needs assessment and planning.

#### **Requirements for Appointment**

For appointment to this grade, an officer must:

- i. Be a Kenyan citizen;
- ii. Have at least ten (10) years relevant working experience, three (3) of which should be in the grade of Deputy Director of Technical or Vocational Training or its equivalent;
- iii. Have Bachelor's degree in Technical or Vocational Training from a recognized university;
- iv. Have a Master's degree in a relevant technical field from recognized university;
- v. Have knowledge of Technical and Vocational Training Policy;
- vi. Have excellent interpersonal communication and report writing skills;
- vii. Demonstrate professional competence in work performance and be result oriented in execution of duties and responsibilities;
- viii. Certificate in Strategic Leadership Development Program or its equivalent from a recognized institution will be an added advantage

- ix. Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010; and
- x. Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

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**b) Position: Director, Early Childhood Development Education Job Group CPSB 03 (1 Post)**

Basic Salary: Kshs. 121,430 x 6,070- 127,500 x 6,370- 133,870 x 6,570- 140,440 x 6,770- 147,210 x 6,960- 154,170 x 7,160- 161,330 x 7,810 – 169,140p.m

**Terms of Service:** Three (3) year contract renewable subject to satisfactory performance.

**Duties and Responsibilities**

The officer will report to Chief Officer, Education, Science and Technology. Specific duties and responsibilities will entail:-

- i. Provide leadership in the management, development and implementation of ECDE Programmes;
- ii. Mobilize resources for ECDE projects and programmes;
- iii. Develop partnership with various stakeholders to improve status and management of ECDE Centers and link the stakeholders to the Ministry;
- iv. Lead in preparation and implementation of the strategic plan, annual work plans and periodic reports of the department;
- v. Provide technical and coordination support to the stakeholders and partners in mainstreaming ECDE;
- vi. Manage and review regular reports from ECDE Program Officers;
- vii. Compile reports and disseminate technical reviews and improvements in project quality and partner support;
- viii. Develop play-based curriculum for ECDE in the county; and
- ix. Supervise the design, development and preparation of ECDE play and learning materials for both normal and special needs children.

**Requirements for Appointment**

For appointment to this grade, an officer must:

- i. Be a Kenyan citizen;
- i. Have a Bachelor's degree in Early Childhood Development & Education (ECDE) from a recognized University;
- ii. Have a Master's degree in ECDE or a related field from a recognized university;
- iii. Have clear understanding of ECDE policies, framework, goals and objectives;
- iv. Have excellent interpersonal communication and report writing skills;
- v. Certificate in Strategic Leadership Development Program or its equivalent from a recognized institution will be an added advantage;
- vi. Demonstrate professional competence in work performance and be result oriented in execution of duties and responsibilities;

- vii. Have ten (10) years working experience, three (3) of which should be in the grade of Deputy Director, ECDE or; Served in a comparable and relevant position in the Private Sector for a minimum period of three (3) years;
- viii. Have exposure in curriculum development and child health monitoring;
- ix. Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010; and
- x. Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

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**c) Position: Director, Education Support, Job Group CPSB 03 (1 Post)**

Basic Salary: Kshs. 121,430 x 6,070- 127,500 x 6,370- 133,870 x 6,570- 140,440 x 6,770- 147,210 x 6,960- 154,170 x 7,160- 161,330 x 7,810 – 169,140p.m

**Terms of Service:** Three (3) year contract renewable subject to satisfactory performance.

**Duties and Responsibilities**

The officer will report to the Chief Officer, Education, Science and Technology. Specific duties and responsibilities will entail:-

- i. Provide leadership in the formulation, implementation, monitoring of policies and strategies in development of Education Support;
- ii. Supervise the promotion and implementation of Education Support programmes and policies;
- iii. Prepare and implement the strategic plan and annual work plans in the Department;
- iv. Prepare the budget and procurement plans for the Department;
- v. Coordinate and provide technical support to the stakeholders;
- vi. Mobilize resources for Education support programs in the County;
- vii. Develop partnerships with various stakeholders to improve status and management of Education support programs and link the stakeholders to the County;
- viii. Provide framework for reporting from all education support programmes; and
- ix. Supervise the design, development and preparation of education support programs for both normal and special needs in both primary and secondary schools.

**Requirements for Appointment**

For appointment to this grade, an officer must:

- i. Be a Kenyan citizen;
- ii. Have served in Job Group CPSB 04 ('Q') for at minimum period of three (3) years or; Served in a comparable and relevant position in the Private sector for a minimum period of three (3) years;
- iii. Have a Bachelor's degree in Education from a recognized university;
- iv. Have a Master's degree in Educational Planning Management/Project Management, Strategic Management or its equivalent;
- v. Have ten (10) years relevant working experience, five (5) of which should have been at a Senior Management level;
- vi. Have clear understanding of National Education Framework, Policies Goals and Objectives;



- vii. Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya, 2010; and
- viii. Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

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#### **4). DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION**

##### **a) Position: Ward Administrator, Job Group CPSB 06 (10 Posts)**

Basic Salary Scale: Kshs. 56,370x2,170 – 59,120x2,550 – 62,040x3,080 – 65,120x3,440 – 68,560x3,590 – 72,150x3,790 – 75,940x3,800 – 79,740x3,810 – 83,550x3,810 - 87,360 p.m.

**Terms of Service:** Permanent and Pensionable

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

The Officer will report to the Sub-County Administrator and duties and responsibilities will entail:

- i. Coordinate, manage and supervise the general administrative functions in Ward unit;
- ii. Implement County Government of Kakamega policies and plans;
- iii. Liaise with National Government staff at the Ward level;
- iv. Implement, monitor and evaluate performance management systems;
- v. Coordinate developmental activities to empower the community;
- vi. Provide and maintain infrastructure and facilities for public service;
- vii. Facilitate and coordinate citizen participation in the development of policies and delivery of services; and
- viii. Exercise functions and powers delegated by the Department of Public Service & Administration.

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

- i. Be a Kenyan citizen;
- ii. Have a Bachelor's degree from a University recognized in Kenya preferably in Social Sciences, with a working experience of not less than five (5) years in administration or management;
- iii. Have knowledge in administration or management;
- iv. Demonstrate thorough understanding of County development objectives and Vision 2030;
- v. Demonstrate understanding and commitment to tenets of Articles 10 and 232 of the Constitution of Kenya;
- vi. Demonstrate high integrity, good communication skills, interpersonal relationship and be a team player; and
- vii. Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity.

## 5). DEPARTMENT OF FINANCE, ECONOMIC PLANNING AND ICT

### a) Position: Principal Economist/Principal Statistician, Job Group, CPSB 05, (2 Posts)

Basic Salary Scale: Kshs. 87,360 x 3,190 - 90,550 x 4,490 - 95,040 x 4,860 - 99,900 x 5,010 - 104,910x 5,240 - 110,150 x 5,500 - 115,650 x 5,780 - 121,430 p.m.

**Terms of Service:** Permanent and Pensionable

#### **Duties and Responsibilities**

The officer shall report to the Director of Economic Planning and Investments. The officer shall be in-charge of collecting and analyzing data to inform desired change in the county. Specific duties will entail:-

- i. Prepare economic planning policy;
- ii. Ensure production and compilation of statistical data;
- iii. Initiation of national economic planning policy;
- iv. Collect and present statistical data in the form of survey reports and bulletins;
- v. Design and produce instruments for collecting data on satisfaction aspects;
- vi. Formulate methods and designing instruments for capturing statistical data;
- vii. Producing and administering the instruments to record data;
- viii. Undertake county economic planning;
- ix. Perform any other duties as may be lawfully assigned.

#### **Requirements for Appointment**

For appointment to this grade, an officer must:

- i. Be a Kenyan citizen;
- ii. Have served in the grade of Senior Economist I/Senior Statistician I, Job Group CPSB 06 ('N') for a minimum period of three (3) years or; Served in a comparable and relevant position in the private sector for a minimum period of three (3) years;
- iii. Have a Bachelor's degree in Economics, Statistics or Mathematics from a recognized University;
- iv. Masters of Arts (MA), Masters of Science (MSC) or Masters of Philosophy (MPhil) in Economics, Statistics or Mathematics from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

#### **Kindly Note:**

- i. Candidates should **NOT** attach any documents to the application form. All the details requested in the advertisement should be filled on the form.
- ii. The County Government of Kakamega is an equal opportunity employer.
- iii. Persons living with Disabilities are encouraged to apply.
- iv. Only shortlisted and successful candidates will be contacted.
- v. Canvassing in any form will lead to automatic disqualification.
- vi. Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.

- vii. Successfully selected candidates will be required to fulfill Chapter Six requirements of the constitution of Kenya, 2010 on integrity and leadership before appointment.

**How to Apply**

Applicants should **click on “Our Job Offers”** Option on the County Website [www.kakamega.go.ke](http://www.kakamega.go.ke), fill the application form and submit **ONLINE** on or before **13<sup>th</sup> November, 2020 at 11.59.00 P.M.**

**N/B: No hard copy or emailed applications to the Board’s official email [cpsb@kakamega.go.ke](mailto:cpsb@kakamega.go.ke) will be accepted.**

**PLEASE NOTE:** Kakamega County Public Service Board **DOES NOT** use agents nor charge **ANY FEE** at any stage of the recruitment and selection process. Our official communication channels are email address [cpsb@kakamega.go.ke](mailto:cpsb@kakamega.go.ke) and phone number 0713852573 **ONLY**

**SECRETARY/CEO, CPSB**