



THE COUNTY GOVERNMENT OF WEST POKOT

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Our Ref: WPC/CPSB/ADV/2/23

P.O. BOX 577 - 30600
KAPENGURIA

COUNTY PUBLIC SERVICE BOARD

28th September, 2023

DECLARATION OF VACANCIES

Pursuant to the provision of County Government Act , No. 17 of 2012 section 45, 59 (1) (b) the West Pokot County Public Service Board wishes to consider applications from highly qualified results-oriented and self-motivated Kenyan citizens for appointments to the following positions:-

DEPARTMENT OF LANDS, PHYSICAL PLANNING, HOUSING AND URBAN DEVELOPMENT

1. MUNICIPAL MANAGER, JG “R” (2 POSTS) (Kapenguria and Chapareria Municipalities)

Duties and Responsibilities

- The Municipal Manager shall implement the decisions and functions of the Board and shall be answerable to the Board;
- Manage administration in accordance to the Urban Areas and Cities Act, 2011 and applicable legislations;
- Formulation and implementation of Policies, Strategies, Plans and Programs;
- Develop, implement an integrated Development plan and Monitor its progress;
- Be principally responsible for building and maintaining a strong alliance and effective working relationships between the board and the civil society, private sector and community based organizations;
- Controlling land use, land sub-division for various development purposes as may be delegated.
- Coordinating and facilitating citizen participation in the development of policies, plans and delivery of services;
- Prepare and submit to the board an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the Municipality;
- Implementing policies for fire and disaster management;
- Promote a safe and healthy environment;
- Prepare and administer the annual Municipality budget;
- Encourage and support regional and inter-governmental corporations;
- Act as Board Secretary and as ex-officio member of all committees of the Board;
- Perform other duties as may be directed by the Board of the Municipality.

Requirements for Appointment

- Have a Bachelor's degree in Business Administration, Business Management, Public Administration, Urban Planning and Management or any other related field from a recognized University, a Master's degree will be an added advantage;
- Must be a member of a relevant professional body;
- Excellent communication and interpersonal skills, demonstrate a thorough understanding of Socio-Economic dynamics in the County;
- Be a strategic thinker and result oriented with wide knowledge in Urban Development Policies and Financial Management;
- Must have proven experience of not less than five years in Administration or Management either in Public or Private sector;
- Must be a Computer literate; and
- Must be result good in report writing, analytical and problem solving skills
- Fulfill the requirements of Chapter 6 of the Constitution.

Terms of Service:

- **3 years Contract renewable subject to performance.**
- **Salary as prescribed by SRC.**

5. DEPUTY MUNICIPAL MANAGER JG "P" (2 POSTS) (Kapenguria and Chapareria Municipalities)

Duties and Responsibilities

- Assist the Municipal Manager in ensuring effective service delivery in the Municipality;
- Coordinating development activities to empower the residents;
- Assist the Municipal Manager in facilitating and coordinating Citizen participation in development of policies and delivery of services;
- Assist the Municipal Manager in promoting a safe and healthy environment;
- Assist the Municipal Manager in Controlling land use, land sub-division for various development purposes as may be delegated;
- Assist the Municipal Manager in plans, develops, implements and evaluates related programs and activities of major functions;
- Supervise the preparation of budget for departmental functions including revenue plans and analysis of work programs and budget request;
- Any other relevant duties that may be assigned from time to time.

Requirements for Appointment

- Have a Bachelor's degree in Business Administration, Business Management, Public Administration, Urban Planning and Management or any other related field from a recognized University, a Master's degree will be an added advantage;
- Master's degree is an added advantage;
- Must have proven experience of NOT less than three (3) years in Administration or Management either in Public or Private sector;
- Be a member of relevant Professional body;
- Must be a Computer literate;

- Fulfill the requirements of Chapter 6 of the Constitution.

Terms of Service:

- **3 years Contract renewable subject to performance.**
- **Salary as prescribed by SRC.**

3. PRINCIPAL PHYSICAL PLANNER, JG “N” (1 POST)

Duties and Responsibilities

- Initiating, preparing and monitoring the implementation of county and local physical development plans;
- Preparing action plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities;
- Providing advice to County government and agencies on development proposals and plans;
- Implementing and providing feedback on physical planning guidelines and standards;
- undertaking thematic regional studies on matters relating to physical planning; keeping up-to-date physical planning data;
- Setting agenda and convening physical planning liaison committee meetings;
- keeping record of deliberations and communicating decisions of the physical planning liaison committees;
- Providing advice on development control;
- carrying out public education on physical planning matters;
- Preparing annual state of physical planning reports on county and local physical development plans.

Requirements for Appointment

- Served in the grade of Chief Physical Planner for a minimum period of three (3) years;
- Bachelor’s degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning, Physical Planning or any related courses from a recognized institution;
- Membership to the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- Be Registered by the Physical Planners Registration Board;
- Certificate in computer application skills;
- Demonstrated merit and shown ability as reflected in work performance and results.
- Fulfill the requirements of Chapter 6 of the Constitution

Terms of Service:

- **3 years Contract renewable subject to performance.**
- **Salary as prescribed by SRC.**

4. CIVIL ENGINEER (REGISTERED), JG “N” (1 POST)

Duties and Responsibilities

- Developing designs for projects;
- Conducting site inspections and feasibility assessments;
- Preparing project plans and overseeing its implementation;
- Calculating estimated costs for projects;
- Adhering to all relevant government regulations and codes;
- Ensuring regulatory compliance and safety for the projects.

Requirements for Appointment

- Bachelors of Science Degree in Civil Engineering from a recognized institution and accredited by EBK
- Master’s degree in Civil Engineering or its equivalent and relevant qualification from a university recognized in Kenya will be an added advantage;
- Registered Graduate Engineer with Engineers Board of Kenya in good standing
- Served for a minimum period of three (3) years in the grade of Chief Principal Superintending Engineer (Structural) CSG 6 or in comparable and relevant positions in the wider public service or in the private sector;
- Proficiency in computer applications
- Fulfilled the requirements of Chapter Six (6) of the Constitution

Terms of Service:

- **3 years Contract renewable subject to performance.**
- **Salary as prescribed by SRC.**

5. PRINCIPAL ENVIRONMENTAL OFFICER, JG “N” (1 POST)

Duties and responsibilities

- Coordination of County Environment Committee;
- Secretary to County Environment Committee;
- Conducting environmental inspections;
- Creating public awareness on Environmental issues through environmental education and mobilizing the public to participate in environmental conservation and management;
- In charge of Environmental planning at County level;
- In charge of identification, rehabilitation and monitoring of degraded sites at the county level;
- Monitoring and evaluating Education for Sustainable Development (ESD) programmes and setting up of Regional Centers of Excellences (RCEs);
- Coordinating lead agencies involved in conservation and management of environment within the area of jurisdiction;
- Inventory and mapping of pollution sources within the County;
- Documenting and promoting best environmental practices;
- Assisting lead agencies in planning environmental training in the County;

- Coordinating preparation of County State of Environment;
- Coordinating preparation and implementation of County Environmental Action Plans;
- Assisting in prosecution of environmental offenders within the area of Jurisdiction;
- Creating and updating environmental data base; collecting and collating information for development of integrated management plans; compiling progress reports; implementing relevant multi-lateral environmental agreements (MEAs) and donor funded projects; liaising with lead agencies, NGOs and the public in environmental management of terrestrial ecosystems;
- Supervising, guiding, developing and training staff working under him/her
- Coordinate monitoring of the state of terrestrial ecosystems on a regular basis;
- Implementing programmes to address climate change, air quality and desertification; and
- Identifying and verifying appropriate measures to prevent pollution and Environmental degradation.

Requirements for appointment

- Bachelor's degree in any of the following field; Environmental Management, Chemistry, Biology, Chemical Engineering, Environmental Engineering, Environmental Studies, Environmental Science; Biochemistry, Natural Science, Community Development or any other relevant field from a recognized institution;
- Master's degree from a recognized institution will be an added advantage;
- A minimum period of three (3) years relevant work experience
- Proficiency in Computer Applications
- Registered with the professional body
- Good Communication skills
- Shown merit and ability as reflected in the work performance and results; and
- Fulfilled the requirements of Chapter 6 of the Constitution.

Terms of Service:

- **3 years Contract renewable subject to performance.**
- **Salary as prescribed by SRC.**

6. SENIOR GIS OFFICER, JG "L" (1 POST)

Duties and responsibilities

- Coordinating GIS activities in the departments to promote and maximize on the use of GIS technology;
- Providing progress reports to the department head;
- Ensuring the dissemination of the GIS data to other departments, other government agencies and the public;
- Directing and participating in the analysis and design of new and or revised GIS applications;
- Monitoring and supervising implementation of the systems by staff working under him/her;
- Developing and implementing short and long term strategic goals and objectives for the GIS division;

- Developing and implementing appropriate policies, procedures, standards, and work program for the GIS division;
- Participating in regional Spatial Data Infrastructure (SDI) development and sharing effort;
- Coordinating preparation of Work plans, Performance Contract and Progress Reports for the GIS Division;
- Coordinating implementation of the division's strategic plan and realization of its objectives;
- Ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity;
- Developing, training, supervising and appraising staff in the GIS division.

Requirements for appointment:

- Bachelor's degree in Cartography, Photogrammetry and Remote Sensing, Geo-informatics or any other related field from a recognized institution;
- Master's degree from a relevant field, from a recognized institution will be an added advantage;
- Demonstrated ability to use GIS technology for mapping to generate geospatial products;
- Expertise in geospatial technology applications, specifically in the areas of remote sensing, GIS, cartography and other related spatial information related field;
- Technical knowledge of industry-standard GIS software, Spatial Data Infrastructure (SDI), and creation of geospatial data products in developing country environments;
- Experience implementing geospatial meta-data standards, workflows, data-sharing protocols, and GIS best practices;
- Ability to collect, manage and analyze remotely sensed and aerial data sets from disparate sources and in different formats;
- Ability to establish geospatially-based management information systems (Geo-MIS);
- Proficiency in Computer Applications;
- Shown merit and ability as reflected in work performance and results;
- Fulfill the requirements of Chapter 6 of the Constitution

Terms of Service:

- **3 years Contract renewable subject to performance.**
- **Salary as prescribed by SRC.**

7. GIS OFFICER JG "K" (1 POST)

Duties and Responsibilities

- Supporting in the development and management of GIS applications that are based on growing and improving departmental demands.
- Building and maintaining GIS databases and utilizing the GIS software to analyze the spatial and non-spatial information in the databases.
- Developing and managing control quality standards for system application.
- Performing data capture and analysis for GIS product.
- Overseeing data flow, management, and distribution activities that are aimed at supporting GIS

- Maintaining up-to-date and accurate geospatial documentation for reference purposes
- Efficiently managing geospatial database and developing effective maps and aerial photography.

Requirements for Appointment

- Bachelor's degree in Cartography, Photogrammetry and Remote Sensing, Geoinformatics or any other related field from a recognized institution;
- High analytical thinking to effectively analyze information and databases
- Good oral and written communication and interpersonal skills to effectively communicate and work with departmental staff and the management
- Profound GIS knowledge, as a GIS specialist is expected to work with various GIS tools
- Ability to pay particular attention to details to work with databases and also analyze information
- Fulfill the requirements of Chapter 6 of the Constitution

Terms of Service:

- **3 years Contract renewable subject to performance.**
- **Salary as prescribed by SRC.**

NOTE

Applicants should submit their applications together with copies of their detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and Clearance Certificates indicating the positions applied for on top of the envelope and addressed to ;

Secretary/CEO County Public Service Board

County Government of West Pokot

P.O Box 577 – 30600

KAPENGURIA

Applications should be received on or before **Friday, 13th October, 2023 at 5.00pm.**

- The County Government of West Pokot is an equal opportunity employer. Youth, Women, person living with Disabilities, Marginalized and Minority Communities are encouraged to apply.
- Canvassing in any form will lead to automatic disqualification
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