



THE COUNTY GOVERNMENT OF WEST POKOT

When replying please quote
Our Ref: **WPC/CPSB/ADV/24**

P.O. BOX 577 - 30600
KAPENGURIA.

COUNTY PUBLIC SERVICE BOARD

7th FEBRUARY, 2024.

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 AGRICULTURE, IRRIGATION AND FISHERIES.

1. COUNTY IRRIGATION ENGINEER JG “K” (1 POST)

Duties and responsibilities:

- To plan and organize the activities irrigation unit
- Control the water flow and irrigations system pressure
- Plan, apply and control fustigation and chlorination activities
- Determine daily water demand per cluster
- Supervise and control the drainage system
- Control budget of irrigation operation unit

Requirements for Appointment.

- Bachelors in Engineering/BSC Irrigation/ Hydraulic Engineering
- 3 years relevant experience
- MSC or specialist postgraduate qualifications will be an added advantage

Terms of Service:

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

2. COUNTY ENGINEER- MACHINERY JG “K” (1 POST)

Duties and Responsibilities

- Develop and maintain agricultural machinery, structures and equipment that complete basic farming tasks like harvesting, spraying and seeding
- design agricultural machinery and equipment whilst preparing drawings that specify the required materials and the method of manufacturing and construction
- perform research on farms and in laboratories to conceptualize ideas for safe, efficient and environmentally friendly food production

- stay up-to-date on industry news concerning technological advancements in the industry
- plan and develop designs for drainage, irrigation and flood and water control systems
- gather agricultural samples for experiments and analysis
- inspect and perform tests on their farm equipment designs to ensure they comply with local, state and federal agricultural safety standards and regulations
- oversee the entire agricultural product creation process from production to delivery
- present technical reports and provide regular updates on farming processes to stakeholders
- communicate with employers, colleagues or clients on agricultural engineering matters
- consult with other engineering professionals on specific projects
- design and then supervise the construction of agricultural-related infrastructures like farms, warehouses, dams and water reservoirs
- perform environmental impact evaluations
- Analyze and develop strategies for effective soil conservation
- Prepare and present reports on research findings

Requirements for Appointment

- Bachelor's degree in any of the following disciplines:- Agricultural Engineering; Agricultural and Bio Systems Engineering or an equivalent qualification from a recognized institution;
- Registered with the Engineers Board of Kenya; and
- Certificate in computer application skills.

Terms of Service:

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

3. AGRICULTURAL OFFICER I JG "K" (11 POSTS)

Duties and Responsibilities

- Plan and Oversee Production and Multiplication of Potato Seeds in the County's Aeroponics, Hydroponics and Field Units;
- Supervision of Casuals / Staff in the Seed Production Aeroponics, Hydroponic and Field Units;
- Supervise Irrigation / Fertigation and Seeding, Hardening, Transplanting and Crop Husbandry;
- Maintain high levels of Sanitation and Hygiene in the Seed Unit as per the requirements of KEPHIS and other National and International Certification Standards, the Facility has subscribed to;
- Crop Pest and Disease Management;
- Operate and Maintain Seed Unit Equipment;
- Contribute to a Safe and Orderly Working Environment;
- Maintain Proper Operations Records in the Unit;
- Training and Linkage of Seed Unit with Seed Multipliers;
- Participate in Seed Data Collection and Surveys;
- Compilation of Period Reports;
- Perform any other Lawful Duties assigned by the Supervisor.

Requirements for Appointment

- A Bachelor of Science degree in any of the following fields: Horticulture, Agriculture, Agronomy or Seed Science and Technology from a recognized Institution;
- Worked in a busy registered Commercial Seed Production Seed Production Farm/Unit, Plant Propagation Unit or Institution with emphasis on Hydroponic / Aeroponics Production Technologies for at least 2 years;
- Must have experience in managing Aeroponics and Hydroponic Greenhouses;
- Must have knowledge in Computerized Fertigation Systems; and
- Good Record Keeping Skills.

Terms of Service:

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

4. AGRICULTURAL EXTENSION OFFICER III JG “H” (15 POSTS)

Duties and Responsibilities;

- Implement Agricultural policies and strategies
- Harmonization of Extension approaches and methodologies of various agricultural activities in liaison with all stake holders in the Ward.
- Training and advising farmers on matters related to crop production, Land Development, planning and Management of demonstration plots.
- Coordinate collection and dissemination of agricultural information within the Ward.
- Coordination of work and reporting on all agricultural activities.

Requirements for Appointment

- Diploma in Agriculture, agricultural economics, horticulture, Agriculture & Home Economics ,agricultural Education & extension and any other relevant Course from a recognized Institution.
- Have a certificate on computer applications from a recognized institution

Terms of Service:

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

5. ASSISTANT AGRICULTURAL EXTENSION III JG “G” (10 POSTS)

Duties and Responsibilities

- Planning and management of demonstration plots
- Participating in collecting marketing data and value addition.
- Coordination of crop related extension activities
- Mobilizing, training and advising farmers on matters relating to agricultural extension services in a working unit on matters related to Crop Production, horticultural production, Land Development and Planning
- Any other duty as assigned from time to time

Requirements for Appointment

- Kenyan citizenship
- Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent; and
- A diploma in any of the following fields: Agriculture, Horticulture, Food Technology, Agriculture & Home Economics, Agriculture Education and Extension, Agriculture Economics, Farm Management, Natural Resource Management, Agribusiness or any other relevant and equivalent qualification from a recognized institution.
- Certificate in computer applications from a recognized institution

Terms of Service:

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

DEPARTMENT OF LIVESTOCK

1. COUNTY DIRECTOR OF LIVESTOCK PRODUCTION JG “R” (1 POST)

Duties and Responsibilities:

- Resourcing in technical workshops, seminars and agricultural shows.
- Preparing technical papers and reports for professional forums.
- Providing technical advice and information in animal production, livestock marketing, range management, apiculture and ranching.
- Promoting economic livestock farming.
- Coordinating extension activities which include field days, field demonstrations, farmer field schools and farm visits.
- Researching, inventing and adverting on livestock production technologies and techniques.
- Initiating livestock production programmes/projects.
- Overseeing effective and efficient management of sheep and goat stations, livestock farms, mobile pastoral training units, pastoral training centres or livestock improvement and multiplication farms.
- Organizing the preparation of agribusiness, ranch and farm plans.
- Monitoring and evaluation of livestock programmes.
- Collaborating with research institutions and other stakeholders on livestock production matters.
- Planning for conservation and utilization of range resources.
- Coordinating extension activities.
- Developing livestock information management systems.

Requirements for Appointment.

- Served in the grade of Senior Assistant director of livestock production for a minimum period of three (3) years.
- Bachelor’s degree in any of the following disciplines;-animal science, animal production , agriculture, apiculture, food science and technology, agribusiness, range management,

natural resource management, livestock/agricultural economics, dairy technology or agricultural education and extension from a recognized institution.

- Master's degree in any of the following disciplines;-animal science, animal production, agriculture, apiculture, agribusiness, food science and technology agriculture and home economics, range management, natural resource management, livestock/agricultural economics, dairy technology, agricultural extension, animal breeding and genetics or animal nutrition from a recognized institution.
- Have a certificate in strategic leadership development programme lasting not less than six (6) Weeks from a recognized institution.
- Have a certificate in computer applications from a recognized institution.
- Shown outstanding administrative capability and professional competence required in managing livestock production services.

2. LIVESTOCK PRODUCTION OFFICER I JG "K" (6 POSTS)

Duties and Responsibilities

- Reporting to the Sub County Livestock Production Officer the duties and responsibilities will entail;-
- Preparing livestock technical information
- Providing technical advice in animal production, livestock marketing, range management, apiculture, and ranching; promoting economic livestock farming
- Participating in organizing extension activities which include field days, agricultural shows, field demonstrations, farmer field schools and farm visits
- Participating in collaborative research activities
- Disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis, on-farm feed formulation
- Implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, Poultry, rabbits, camels, donkeys breeding programmes, fodder Production and conservation, value addition to livestock Products, apiculture, emerging livestock and other animal Husbandry interventions
- Capturing, maintaining and storing livestock data.

Requirements for Appointment

- Bachelor's degree in any of the following disciplines: - Animal Science, Animal Production, Livestock Production or Dairy Technology from a recognized Institution;
- Certificate in computer applications.
- Terms of Service: Permanent and Pensionable.

Terms of Service:

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

3. LIVESTOCK ASSISTANT OFFICER III JG “H” (20 POSTS)

Duties and Responsibilities

- Carrying out practical demonstrations relating to livestock production; Accompanying extension teams during farm visits and farmer training;
- Participating in field days and Agricultural shows to disseminate livestock production technologies and information;
- Collecting and collating livestock data and information for gross margins, market access and planning;
- Participating in collaborative research activities;
- Collecting livestock inputs and product samples for analysis; and advising farmers on group formation, construction of farm structures and equipment.

Requirements for Appointment

- Diploma in any of the following disciplines: – Animal Health and Production, Animal Husbandry; Dairy Science and Technology, Agribusiness, Animal Production, Farm Management, Apiculture, Range Management or Natural Resource Management from a recognized institution.
- Certificate in Computer Applications from a recognized institution.

Terms of Service:

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

4. ASSISTANT LIVESTOCK OFFICER III JG “G” (5 POSTS)

Duties and responsibilities

- Carrying out practical demonstration relating to livestock production
- Accompanying extension teams during farm visits and farmer training
- Participating in field days and agricultural shows to disseminate livestock production technologies and information
- Collecting and collating Livestock data and information for gross margins, market access and planning
- Participating in collaborative research activities
- Collecting livestock inputs and products samples for analysis; and,
- Advising farmers on group formation, construction of farm structures and equipment.

Requirements for Appointment

- Be a Kenyan Citizen;
- Diploma or Certificate in any of the following fields: – Animal Production, Dairy Science and Technology, Animal Science, Farm management, General Agriculture, Apiculture or Range/ Natural Management from a recognized Training Institution;
- Specialization in Dairy Technology or Apiculture is an added advantage; and,
- Certificate of Computer applications from a recognized institution

Terms of Service:

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

DEPARTMENT OF VETERINARY

1. VETREERINARY OFFICER I JG “K” (4 POSTS)

Duties and Responsibilities

- Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations
- Participate in training of stakeholders in vector control programmes
- Treating sick animals
- Advising on good Animal Health practices
- Collecting data and preparing reports on animal health, products and markets
- Providing advice on animal breeding/welfare
- Undertaking post mortem examination and other diagnostic tests

Requirements for Appointment

- Kenyan citizen
- Degree in Animal Health from a recognized institution
- Registered by the Kenya Veterinary Board

Terms of Service:

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

2. ANIMAL HEALTH ASSISTANT I JG “H” (6 POSTS)

Duties and Responsibilities

- Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations
- Participate in training of stakeholders in vector control programmes
- Treating sick animals
- Advising on good Animal Health practices
- Collecting data and preparing reports on animal health, products and markets
- Providing advice on animal breeding/welfare
- Undertaking post mortem examination and other diagnostic tests

Requirements for Appointment

- Kenyan citizen
- Diploma in Animal Health from a recognized institution
- Registered by the Kenya Veterinary Board

Terms of Service:

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

3. LABORATORY TECHNOLOGIST JG “H” (1 POST)

Duties and Responsibilities

- Preparing media, stains and dyes;
- Receiving, recording, packaging, dispatching, analyzing and preserving test samples;
- Maintaining biological cultures;
- Undertaking disease surveillance activities;
- Performing quality assurance tests for vaccine, animal products, inputs, and byproducts;
- Maintaining laboratory records and equipment and caring for laboratory animals.

Requirements for Appointment

- Be a Kenyan citizen;
- Have a diploma in Medical Laboratory Technology from a recognized institution; and
- Have a certificate on computer applications from a recognized institution

Terms of Service:

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

4. ASSISTANT ANIMAL HEALTH III JG “G” (5 POSTS)

Duties and Responsibilities

- Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations
- Treating sick animals
- Collecting data and preparing reports on animal health, products and markets
- Providing advice on animal breeding/welfare

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- Kenyan citizen
- Certificate in Animal Health from a recognized institution
- Registered by the Kenya Veterinary Board

Terms of Service:

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

5. LABORATORY TECHNICIAN JG “G” (1 POST)

Duties and Responsibilities

- Preparing media, stains and dyes;
- Receiving, recording, packaging, dispatching, analyzing and preserving test samples;
- Maintaining biological cultures;
- Undertaking disease surveillance activities;
- Performing quality assurance tests for vaccine, animal products, inputs, and byproducts;
- Maintaining laboratory records and equipment and caring for laboratory animals.

Requirements for Appointment

- Be a Kenyan citizen;
- Have a diploma in Medical Laboratory Technology from a recognized institution; and
- Have a certificate on computer applications from a recognized institution

Terms of Service:

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

DEPARTMENT OF PUBLIC SERVICE, ICT AND DEVOLVED UNITS.

1. DEPUTY COUNTY SECRETARY JG “S” (1 POST)

Duties and Responsibilities

- To deputize the County Secretary
- Assist the County Secretary in providing strategic leadership and policy direction;
- Formulation and dissemination of policies, programmes and strategic plans;
- Representing the County Secretary in various meetings and in stakeholder fora;
- Assist the County Secretary in the Supervision, management and development of the County Public Service.
- Co-ordination and mobilization of resources for effective public service delivery;
- Supervise implementation, monitoring and evaluation, of County Government policies, programmes and strategic plans.
- In-Charge of performance contracting.
- Preparation of County functions, briefs, statements, reports and programmes;
- Ensuring integrity and ethical conduct within the sectoral area;
- Any other duties that may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan Citizen
- Be in possession of Bachelor’s degree from a university recognized in Kenya

- Possession of a master’s degree or higher academic qualification from a university recognized in Kenya will be an added advantage.
- Have 10 years’ experience in senior administration and management
- Possess knowledge of organization and functions of government
- Have thorough knowledge of the structural, legislative and regulatory framework of the public service.
- Membership to a professional association body will be an added advantage.
- Satisfy the requirements of chapter six of the constitution of Kenya

Terms of Service:

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

2. DIRECTOR- GOVERNORS’ DELIVERY UNIT JG “R” (1 POST)

Duties and Responsibilities

- Coordinating the day to day activities relating to the prioritized operations in the County.
- To build capacities for project and service managers within the County.
- To conduct feasibility studies on projects in order to inform decision making to be undertaken by H.E the Governor and County Executive Committee members.
- Working with the County Executive Committee members to fast-track the delivery of Governor’s Flagship projects in the County.
- Working hand in hand with the Monitoring and Evaluation team domiciled at County
- Treasury to ensure HE the Governor gets briefs for M&E reports regularly and ensure impact and value for money in all projects.
- Coordinate efficiency in monitoring unit at the Office of the Governor to enhance efficiency and effectiveness of project implementation.
- Ensure that the Governor receive timely progress reports of all donor funded projects as well as ensuring that project execution is timely as per donor condition.
- Ensuring that the County Executive Committee Members adhere to the provisions of the County Integrated Development Plan while implementing projects in their Departments.
- In-charge of County Policy Development in line with the relevant Departments.
- Ensure to follow up action on Executive decisions and directives with relevant departments.
- Provide linkage between County Departments and External Stakeholders.
- Performing any other duties that may be assigned from time to time by the Governor.

Requirements for Appointment

- Be a Kenyan citizen.
- Be in possession of a Bachelor’s degree from a recognized University in Kenya,
- Have a vast knowledge and experience in the related field,
- Be conversant with the Constitution of Kenya and all the devolution laws;
- Demonstrate thorough understanding of County development objectives and vision 2030;
- Be a strategic thinker and result oriented;

- Have excellent communication, organizational and interpersonal skills;
- Have capacity to work under pressure to meet strict deadlines;
- Demonstrate understanding and commitment to the values and principles espoused in Article 10 and 232 of the Constitution of Kenya;
- Have a working experience and knowledge of using computers; and
- Satisfy the requirements of chapter six of the constitution of Kenya 2010.
- Possession of a Master’s degree in a related field will be an added advantage.

Terms of Service:

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

3. ASSISTANT DIRECTOR SECURITY SERVICES JG “P” (1 POST)

Duties and Responsibilities

- Develop and implement strategies, policies, guidelines, and programs related to security and enforcement within the County.
- Coordinate operations, drills, training, parade and welfare of the enforcement unit.
- Ensure compliance with County laws, by laws, rules and regulations established in respect to VIP protection, property protection, construction, waste disposal and
- Management, revenue collection, disasters and traffic control among others.
- Promote National Values, Principles of good governance as espoused in Article 10 and 232 of the constitution.
- Supervise, coach and mentor enforcement officers.
- Assess Security System, risks intelligence reports and give timely appropriate recommendations.
- Prosecute individuals who are non-compliant to the County laws, by laws, rules and regulations.
- Plan, monitor and evaluate performance of staff against the set targets

Requirements for Appointment

- Bachelor’s Degree in Security Management or any other relevant and equivalent qualification from a recognized institution;
- Master’s degree in the relevant field will be added advantage
- Paramilitary training from a recognized institution;
- Knowledge and work experience of not less than five (5) years, three (3) of which must have been at management level in the Public Service or Private Sector;
- Successful candidates should meet the requirements of leadership and integrity set out in Chapter Six of the Constitution of Kenya

Terms of Service:

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

4. PRINCIPAL HUMAN RESOURCE MANGEMENT OFFICER I JG “N” (1 POST)

Duties and Responsibilities

- Coordinating human resource services in more than one section in the areas of recruitment, promotion, discipline, training and development, placement and staff welfare;
- Interpreting and applying human resource management policies, rules and regulations, procedures and systems;
- Analyzing data on human resource management for decision making;
- Validating information relating to recruitment, appointment, transfer, human resource management information systems;
- Maintaining staff establishment and complement control;
- Undertaking research in human resource matters;
- Implementing human resource decisions within the existing rules, regulations and procedures; recommending an appropriate human resource system (both manual and electronics);
- Carrying out training needs assessment and training projections 18 of staff;
- Training staff on target setting and participating in staff appraisals systems;
- Compiling agenda items for the county human resource management advisory committee meetings and implementing decisions made;
- processing various claims relating to training, medical and any other as may arise; preparing budget estimates for human resource emoluments; administering welfare matters as required; participating in grievance and industrial relation matters;
- Maintaining an up-to-date human resource information database as per set procedures and policies;
- Preparing human resource periodic reports.

Requirements for Appointment

- Served in the grade of Chief Human Resource Management Officer for a minimum period of three (3) years;
- Bachelor’s Degree in any of the following disciplines: Sociology, Public/ Business Administration, or its equivalent qualification from a recognized institution Plus a Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;
- Bachelor’s Degree in Human Resource Management or its equivalent qualification from a recognized institution;
- Membership to the Institute of Human Resource Management in good standing;
- Certificate in Senior Management Course lasting not less than four (4) weeks from a recognizes institution;
- Certificate in computer application skills;

- Demonstrated merit and ability as reflected in work performance and results.

Terms of Service:

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

5. LEGAL OFFICER I JG “K” (1 POSTS)

Duties and Responsibilities

- Implementing strategic plans and objectives in respect to the legal function;
- Preparing and reviewing legal documents/instruments;
- Handling pre-litigation legal disputes and inquiries; preparing legal opinions and legal briefs; drafting leases and contracts;
- Undertaking research on specific legal areas; ensuring compliance with statutory and other legal requirements;
- Ensuring safe custody of legal documents and records;
- Providing legal risk reviews.

Requirements for Appointment

- Bachelors of Laws (LL.B) degree from a recognized institution;
- Post graduate Diploma in Legal Studies (Advocates Training Programme) from the Council of Legal Education;
- Membership to the Law Society of Kenya (LSK) and the Institute of Certified Public Secretaries of Kenya (ICPS (K));
- Been admitted as an Advocate of the High Court of Kenya;
- Current Advocates Practicing Certificate;
- Certificate in computer application skills.

Terms of Service:

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

6. WARD ADMINISTRATORS JG “J/K” (14 POSTS)

- | | |
|--------------------|------------------|
| 1. CHEPARERIA WARD | 8. KODICH WARD |
| 2. LELAN WARD | 9. KIWAWA WARD |
| 3. TAPACH WARD | 10. SOOK WARD |
| 4. MASOL WARD | 11. MNAGEI WARD |
| 5. LOMUT WARD | 12. BATEI WARD |
| 6. KASEI WARD | 13. ALALE WARD |
| 7. WEIWEI WARD | 14. KAPCHOK WARD |

Duties and Responsibilities

- Ensure the Village Councils the county government forms in the Wards have proper management;
- Articulate implementation of Articles 10 (on national values and principles of governance) and 232 (on values and principles of public service) of the Constitution to the citizens;
- Mobilize revenue collection and play a critical role in building personal accounts and business register of ratepayers and business people in the ward;
- Facilitating inter-governmental relations and conflict resolutions;
- Overseeing safe custody of county government assets in the ward;
- Coordinating and liaising with other directorates and departments in the ward;
- Ensuring compliance with legal, statutory and regulatory requirements;
- Enhancing administrative capacity for effective functions and governance at the local level; identifying development projects; disseminating information to the public; and
- Providing linkage between the office and the community.

Requirements for Appointment

- Being a Kenyan citizen.
- Academic requirements – Hold a Bachelors ‘Degree or Diploma in Administration, Management or any other related field.
- Satisfy the requirements of Chapter Six of the Constitution – these requirements deal with leadership and integrity.
- Have knowledge of certain key areas – For example, the applicant may need to demonstrate a thorough understanding of devolution, the county development plans and objectives and Vision 2030;
- Work experience – the work experience may range from as low as 2 years to as high as 10 years. Again, this depends on the county government.
- Familiarity with County – The County Government will require a person to demonstrate a thorough understanding of the Sub-County and its Wards. Also, the person may be required to be a resident of the ward they are applying for.
- Technology use – for example, the person may be required to be computer literate.

Terms of Service:

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

7. ADMINISTRATIVE OFFICE ASSISTANT JG “H” (10 POSTS)

Duties and Responsibilities

- Taking oral dictation; word and data processing from manuscripts;
- Operating office equipment; ensuring security of office equipment, documents and records;
- Attending to visitors/clients
- Handling of telephone calls and appointments
- Keeping an up-to-date filing system in the office;
- Data entry and
- Undertaking any other office administrative duties that may be assigned.

Requirements for appointment

- Have 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 Examination Council.
- Business Education Single and Group Certificates (BES & GC) the Kenya National Examinations Council in the following subjects: Typewriting II (minimum 40 w.p.m)/Computerized Document Processing III Business English I/ Communications I Office Practice XI Commerce II Office Practice II Office Management III and Office administration and Management III
- Certificate in computer application skills from a recognized institution.

Terms of Service:

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

DEPARTMENT OF EDUCATION AND TECHNICAL TRAINING

1. ASSISTANT DIRECTOR TECHNICAL TRAINING JG “P” (1 POST)

Duties and Responsibilities:–

- Coordinate planning and implementation of County Polytechnics programmes
- Conduct research on County Polytechnics;
- Participate in the preparation, implementation and review of Polytechnic policies;
- Implement the strategic objectives of the Polytechnic directorate;
- Organize professional development and capacity-building for Polytechnic Instructors and Board of Governors;
- Implement the annual work plan for the Polytechnic directorate;
- Analyze and advice on monthly, quarterly and annual reports on the Polytechnic directorate;
- Coordinate and manage Inter-County Polytechnic co-curriculum activities;
- Facilitate and strengthen development of e-learning strategies in County polytechnics;
- Monitor gender mainstreaming and special needs initiatives in County polytechnics;

- Perform any other duty assigned from time to time.

Requirement for Appointment

- Bachelor's degree in any of the following disciplines: Education, Technology Education or BSc. in engineering from a recognized university;
- Master's degree in Education (Institution management, Home Economics, Technology Education) from a recognized university will be an added advantage
- Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent from a recognized institution;
- Have shown merit and ability in work performance and results;
- Registered by Technical Vocational Education and Training Authority (TVETA); and
- Attended industrial attachment for a Minimum of Eight (8) weeks in the relevant field.

Terms of Service:

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

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING.

1. PRINCIPAL STATISTICIAN/ECONOMIST JG "P" (1 POST)

Duties and Responsibilities:

- Coordinate development, production, and dissemination of statistics emanating from the various departments and agencies of County Government.
- Collection, collating, processing, analysis, publication and dissemination of statistics with respect to areas set out in Schedule IV of the Constitution.
- Liaising with Kenya National Bureau of Statistics (KNBS) through KNBS County Statistics Office on statistical matters.
- Adopting and promoting the use of national standards as guided by KNBS or internationally accepted standards and best practices in production and dissemination of statistics within the County.
- Establish and maintain comprehensive and quality statistical databases and registers.
- Responding to data requests, feedback and reports to users.
- Any other duty as may be assigned by the director Economic Planning

Requirements for Appointment

- Bachelor's degree in any of the following fields: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution;
- Served in the grade of Senior Statistician II for a minimum period of three (3) years;
- Certificate in computer application skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.
- Professional certification in Monitoring and Evaluation will be an added advantage.
- A Senior Management Course lasting not less than 4 weeks from a recognized institution will be added advantage.

- Satisfy the requirements of Chapter Six of the Kenyan Constitution.

Terms of Service:

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

2. ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT II JG “P” (1 POST)

Duties and Responsibilities

- consolidating annual procurement plans;
- sourcing for bids and carrying out market surveys;
- providing secretariat services to the Tender Opening and Evaluation Committees; carrying out due diligence in the procurement process;
- taking part in prequalifying suppliers; updating inventory of equipment and assets; recording goods, works and services received;
- identifying and recording unserviceable, obsolete, obsolescent or surplus stores;
- maintaining and updating the assets register; supervising reception, inspection and acceptance of goods, works and services; preparing statutory reports;
- monitoring and evaluating implementation of e-procurement system, inventory management and assets disposal processes and procedures;
- Monitoring and evaluating implementation of the Preference and Reservation Scheme; and guiding the user departments in the preparation of procurement plans; and coaching and mentoring staff.

Requirements for Appointment

- Served in the grade of Principal Supply Chain Management Officer for a minimum period of three (3) years;
- Bachelor’s degree in any of the following disciplines: Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;
- Bachelor’s degree in any of the following disciplines: - Commerce, Marketing, Economics, Business Management or Law with a Diploma in either purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;
- Certified Procurement and Supply Professional of Kenya (CPSP-K) **or** Advanced Diploma in Supplies Management Final Stage (FIS) **or** Chartered Institute of Procurement and Supply (CIPS);
- Membership of the Kenya Institute of Supplies Management (KISM);
- Certificate in Strategic Leadership Development Programme lasting not less than six weeks from a recognized Institution;
- Certificate in computer application skills; and
- Shown merit and ability as reflected in work performance and results.

Terms of Service:

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

3. REVENUES OFFICER IJG “K” (5 POSTS)

Duties and Responsibilities

- Ensuring planning, directing, coordinating, supervising the Unit’s areas of control;
- Managing the training and development function of the Unit;
- Undertaking adhoc assignments relating to revenue services;
- Preparing activity-based budgeting, procurement plan, management reports and final Revenue collections on timely basis;
- Ensuring safe custody of assets and records; Banking revenue cheques.
- Supervising revenue staff/interns performance in line with set policies and procedures;
- Providing professional leadership and guidance to revenue collectors; and
- Performing any other lawful duties that may be assigned from time to time.

Requirements for appointment

- Have a Bachelor’s Degree in Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) from a recognized institution or any other relevant qualification Adjudged to be its equivalent from an approved institution;
- Have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.
- Have relevant working experience of at least three (3) years in a comparable position in Public or private sector;
- Certificate in Computer Applications;
- Shown merit and ability as reflected in work performance and results; and
- Be able to work under pressure with minimal supervision.

Terms of Service:

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

4. ACCOUNTANT JG “K” (4 POSTS)

Reporting to Senior Accountant Finance Department, an officer at this level will be responsible for performing variety of accounting work;

Duties and Responsibilities

- Preparing and verification of vouchers.
- Primary data entry.
- Writing and balancing of cashbook.
- Maintain imprest and advances ledger.
- Maintain vote book.
- Any other duty as may be assigned by senior accountant.

Requirement for Appointment

- Be a Kenyan citizen.
- Be a holder of Bachelor of commerce (Accounting or Finance option).
- Have knowledge in computerized accounting.
- CPA part II qualification.
- Shown merit and ability as reflected in work performance and results.
- Satisfy the requirements of Chapter six of the Constitution.

Terms of Service:

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

DEPARTMENT OF ROADS, PUBLIC WORKS, TRANSPORT AND INFRASTRUCTURE.

1. CHIEF SUPERINTENDING QUANTITY SURVEYOR JG “P” (1 POST)

Duties and Responsibilities

- Preparation of cost estimates, Bills of Quantities, monthly valuation on site, site measurements;
- preparation of variation orders and final accounts involving the implementations of development projects for various departments and agencies;
- Counter checking of site measurements and valuations, variation orders, calculation of fluctuations and preparation of final accounts;
- Cost Analysis and cost planning from already completed projects;
- Contract documentation;
- Handling contract/project management issues;
- Administration and supervision of all staff under him/her;
- Supervise Quantity Surveying services in the County;
- Progress reporting/performance appraisals; and
- Any other duties assigned.

Requirements for Appointment.

- Kenyan citizenship;
- A Bachelor’s Degree in Quantity Surveying or its equivalent from a recognized University in Kenya. Master’s degree in the relevant field will be an added advantage;
- Nine (9) years relevant working experience as a Quantity Surveyor;
- Been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya (BORAQS) as a professional Quantity Surveyor;
- Corporate membership of the Institute of Quantity Surveyors of Kenya (IQSK) OR Architectural Association of Kenya (AAK);
- Advanced Computer Skills (MS Project, MS Word, MS Excel, MS PowerPoint and MS Access); and

- Demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of quantity surveying function.

Terms of Service:

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

2. CHIEF SUPERINTENDING STRUCTURAL ENGINEER JG “P” (1 POST)

Duties and Responsibilities

- Ensuring implementation of road construction works and policies in the roads section are done to the standards
- Planning annual roads construction
- Direct preparation of and implementation of policies, procedures and standards relating County
- Roads and infrastructure
- Direct, control and coordinate road works and oversee roads engineering services
- Preparing and modification of reports, specification, plans construction schedules, environmental impact studies and design of the projects.
- Review and formulate road policies, planning, and construction of county roads.
- Assist in preparing authorization for charge orders regarding construction revision
- Implementing the county plans and strategies on road construction.
- Developing standards for designs, construction in road services
- Use computer assisted engineering and design software and equipment to prepare engineering and design documents.
- Monitoring construction progress and ensure conformance to engineering plans, specifications and construction safety standards.
- Overall supervision training and developing of staff
- Any other duty assigned by the supervisor

Requirements for Appointments

- Served for a minimum period of three (3) years in the grade of Senior Superintending Engineer(Structural), CSG 8 or in a comparable and relevant position in the Public service
- Bachelor’s degree in Civil Engineering or equivalent and relevant qualification from a university recognized in Kenya;
- Registered with the Engineers Registration Board of Kenya (ERB);
- Current valid annual Practicing license from the Engineers Registration Board of Kenya; Corporate membership with the Institution of Engineers of Kenya (IEK);
- Demonstrated general administrative ability required for direction, control and implementation of structural programmes including supervision of professional and technical staff; and
- Shown merit and ability as reflected in work performance and results.

Terms of Service:

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

3. ARCHITECTURAL ASSISTANT I JG “K” (1 POST)

Duties and Responsibilities

- Management and co-ordination of work in the preparation of the scheme of designs;
- Controlling of activities on site;
- Supervision of project during construction and maintenance;
- Monitoring of expenditure and liaising with client department on matters relating to design briefs and expenditure.

Requirements for Appointment.

- A Bachelor’s Degree in Architecture or its equivalent and relevant qualifications from a recognized institution;
- Been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya as a Quantity Surveyor;
- Corporate membership of Architectural Association of Kenya (AAK);
- Demonstrated general administrative ability required for direction, control and implementation of structural programmes including supervision of professional and technical staff; and shown merit and ability as reflected in work performance and results Computer literacy;
- Must meet the requirement of Chapter Six of Kenyan Constitution

Terms of Service:

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

4. INSPECTOR (BUILDING) JG “H” (2 POSTS)

Duties and Responsibilities

- Responsible for advising developers and clients on all technical matters related to the Building designs and development control within the county.
- Receiving and vetting applications for building; Reading and interpreting Architectural and Engineering drawings, comparing their details with work on site and compiling site weekly reports
- Assisting in planning a building programme for simple or complex buildings
- Ensuring that construction work in progress is in accordance with specifications and taking details of provisional items.
- Supervision of artisans carrying out repairs and alteration of existing buildings
- Preparation of cost estimates and schedule of materials
- Perform any other duties as may be assigned by the supervisor

Requirements for Appointment

- Be a Kenyan citizen;
- Served as a senior inspector (Buildings) or in a comparable and relevant position in the public service or private sector for a minimum three (3) years.
- Possess a Diploma in Building and Civil Engineering or Construction Technician Certificate Part III, or its equivalent and relevant qualification from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.
- Meet the requirements of Chapter Six of the Constitution of Kenya;

Terms of Service:

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

5. ASSISTANT QUANTITY SURVEYOR III JG “H” (1 POST)

Duties and Responsibilities

- Assisting in bills of quantities preparation and providing project implementation material requirements to manage flow and cost;
- Draw bills of quantities for building constructions
- Liaise with architects and the Resident Engineer contracted to other selected consultants and contractors in construction works
- Reviewing construction plans and preparing quantity
- Providing cost report during and post project implementation;
- Managing the estimation of the project costs;
- Analyze completed projects

Requirements for Appointment.

- Have a Diploma in any of the following: Quantity Surveying, Building /Civil Engineering or its equivalent and relevant qualification from a recognized Institution;
- Minimum of 3 years' experience
- Have Registration with relevant Professional Body
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards
- Communication and project management skills
- Good computer command

Terms of Service:

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

DEPARTMENT OF YOUTH, SPORTS, TOURISM, GENDER AND SOCIAL SERVICES.

1. CULTURAL OFFICER I JG “K” (1 POST)

Duties and Responsibilities

- Oversee identification, preservation and conservation of historical sites;
- Participate in the development of creative and cultural industries and the arts for economic development and promotion of cultural and identity value;
- Assist in establishment of community cultural centres and galleries;
- Identify and vet cultural groups and individual requesting assistance with cultural grants when available;
- Identify and vet cultural and entertainment groups for public functions;
- Visit and monitor all cultural facilities within the respective sub county to ensure that they have the required facilities in terms of equipment;
- Monitor and evaluate all community cultural heritage projects and report on progress;
- Prepare timely periodic reports on the cultural programmes and activities for review by senior officers

Requirements for Appointment.

- Be a Kenyan citizen;
- Bachelor’s degree in Anthropology, Social Sciences or any other related field from a recognized institution;
- Computer literacy;
- Must meet the requirement of Chapter Six of Kenyan Constitution

Terms of Service:

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

2. CULTURAL OFFICER II JG “H” (3 POSTS)

Duties and Responsibilities

- Assist in organizing community cultural festivals, art exhibitions, symposia, seminars, art and traditional competitions at the sub county level;
- Oversee identification, preservation and conservation of historical sites;
- Participate in the development of creative and cultural industries and the arts for economic development and promotion of cultural and identity value;
- Assist in establishment of community cultural centres and galleries;
- Identify and vet cultural groups and individual requesting assistance with cultural grants when available;
- Identify and vet cultural and entertainment groups for public functions;
- Visit and monitor all cultural facilities within the respective sub county to ensure that they have the required facilities in terms of equipment;
- Monitor and evaluate all community cultural heritage projects and report on progress;
- Prepare timely periodic reports on the cultural programmes and activities for review by senior officers.

Requirements for Appointment.

- Be a Kenyan citizen;
- Diploma in Anthropology, Social Sciences or any other related field from a recognized institution;
- Computer literacy;
- Must meet the requirement of Chapter Six of Kenyan Constitution

Terms of Service:

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

DEPARTMENT OF WATER, CLIMATE CHANGE, ENVIRONMENT AND NATURAL RESOURCES.

1. CHIEF GEOLOGIST JG “M” (1 POST)

Duties and Responsibilities

- Supporting in the development and management of GIS applications that are based on growing and improving business demands
- Building and maintaining GIS databases and utilizing the GIS software to analyze the spatial and non-spatial information in the databases.
- Overseeing the planning and coordination of GIS activities to meet the outlined goals
- 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
- Supporting and participating in the designing and development of the geospatial database
- Maintaining up-to-date and accurate geospatial documentation for reference purposes
- Staying up to date or abreast with the latest developments in the GIS field
- Giving support in the development of a work plan for complex projects
- Efficiently managing geospatial database and developing effective maps and aerial photography.

Requirements for Appointment

- A Bachelor’s degree in a discipline such as Computer Science, Geography, or Engineering.
- 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
- Several years of proven work experience either professionally or through an internship

Terms of Service:

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

2. DRILLING SUPERINTENDENT JG “M” (IPOST)

Duties and Responsibilities

- Provision of Technical advice to the leadership
- General coordination of the drilling tea
- Assisting the hydrologist in ground water survey
- Borehole test pumping and installation
- Borehole designing, construction and development ensure the aquiver are rhyming with casing
- Report writing and preparation of borehole completion report
- Maintenance of drilling equipment
- Site management of day to day operations
- Site investigation
- Sample collection for borehole logging and water analysis
- Supervision active work location
- Assess and incorporate quality control
- Foresee borehole drilling across the count
- Assist geologist in report interpretation and hydrological survey
- Advise on the relevant regulations and laws in line with ground water
- Collect and analyze data, report findings
- Work hand in hand with the geologist to be responsible for presenting geological findings at county – related conferences or workshops
- Perform any other duties as may be assigned by the immediate supervisor

Requirements for Appointment

- Be a Kenyan citizen
- Degree in water Engineering (Ground water option) Geology
- Higher Diploma in Relevant fields will be an added advantage
- At least 3 years’ experience in drilling
- A training in various geo – engineering design soft wares will be an added advantage
- Management skill
- Knowledge of relevant regulations and laws, and communication and writing skills.
- Ability to analyze data, report findings, and have familiarity with analysis software
- Certificate in Computer application skills from a recognized institution
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010.

Terms of Service:

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

3. ASSISTANT ENGINEER II (WATER AND SEWERAGE) JG “K” (4 POSTS)

Duties and responsibilities

- General coordination of all water activities/projects at the sub-county
- Producing designs, both initial outlines and full plans, of sewerage, water treatment and water structures such as pump systems and pipe networks
- Managing and maintaining water and sewerage infrastructure operations
- Presenting project details and technical information to the Chief officer
- Writing reports
- Preparation of project proposals
- Liaison with staff from other departments working at the sub county
- Preparation of bills of quantities
- Interpretation of bills of quantities and drawings to the residents
- Measurements of work done and Preparation of payment certificates
- Writing and preparation of tender documents and managing contracts in liaison with the Chief Officer
- Liaising with contractors, government agencies and suppliers
- Supervising contractors and site workers
- Using a variety of specialist computer applications/simulation software to design projects
- Coordinate with the Chief Officer to ensure that projects keep to budgets and timescales
- Maintaining an awareness of current environmental issues
- Streamlining the water agenda with the community and other interested parties
- Perform any other duties as may be assigned by the immediate supervisor

Requirements for Appointment

- Be a Kenyan citizen
- Bsc Civil Engineering/Bachelor of Engineering (Water) or Equivalent
- A postgraduate qualification in the engineering field for graduates without relevant first degrees
- Registration with relevant bodies
- At least 1 years' experience in related fields
- A training in various engineering design soft wares will be an added advantage
- Ability to learn/use of survey equipment such as GPS, Theodolite, Total Station/Real time kinematic
- Ability to demonstrate a genuine knowledge and interest of the water industry and environmental issue
- Certificate in Computer application skills from a recognized institution
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010.

Terms of Service:

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

4. ENVIRONMENTAL OFFICERS JG “K” (2 POSTS)

Duties and responsibilities

- Identifying areas of Environmental concerns at the ward level and ensuring they are sufficiently addressed and incorporated in Environmental Management Plans;
- Preparation of Ward Work Plans for all environmental activities and supervision of their implementation;
- Collaborating with community and other stakeholders in environmental conservation activities at Ward level;
- Documenting and promoting best environmental practices at Ward level;
- Periodic preparation and submission of Environmental Progress Report at Ward level;
- Facilitation and promotion of Citizen Participation in management of environmental affairs at Ward level;
- Assisting the Sub-County Environment Officer and liaising with other county government officers in developing strategies for better environmental service delivery at Ward level.
- Ensuring compliance and enforcement of Environmental Regulations within the Ward;
- Assisting the Sub-County Environment Officer and liaising with other county government officers in developing strategies for better environmental service delivery;
- Developing and updating Ward Environmental Databases;
- Mobilizing the public to participate in environmental conservation, landscaping and management activities within the Ward including liaising with NGOs;
- Conducting environmental education and public awareness on environmental issues at Ward level;
- Any other duties that may be assigned to you from time to time by your supervisor.

Requirements for Appointment

- A Bachelor’s Degree in Environmental Planning and Management, Environmental Science Studies or any other related Degree from a recognized University in Kenya;
- Demonstrate outstanding professional competence and integrity in work performance and results;
- Thorough understanding of Environmental laws and regulations;
- Ability to conduct research, organize and present information, write and compile analytical reports for presentation;
- Associate Expert with relevant bodies will be added advantage;
- Must satisfy the requirement of chapter 6 of the Constitution of Kenya.

Terms of Service:

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

5. MINING OFFICER JG “K” (1 POST)

Duties and responsibilities

- Develop, implement and maintain strategies to deliver profitable mining and geology services within the county;
- Promote innovation and the use of leading edge technology in the mining and geological prospects undertaken by the miners;
- Ensure that the mine and its related surface and underground operations remain safe and efficient;
- Provide technical knowledge and management skills at all stages of mining, and to assess the impact these structures have on their surrounding environment;
- Assist miners develop new technology for extraction of materials from nature and processing them for additional value;
- Ensure proper operation in mines;
- Plan, operate, manage the extraction of valuable rocks/mineral and reclaim mines and mining facilities for both surface and underground mineral deposits to provide raw materials and energy resources needed to sustain modern civilization, at a maximum efficiency, least cost and under the safest condition and environmentally conscientious manner.
- Assist miners know what the mine is going to be like in short-mid and long term, and of course, look for new ways to optimize processes using engineering,
- Develop strategies, business plans/budgets and business development to establish and grow the mining and geology sub sector into a profitable and successful business with a diverse capability profile, a depth of skills and professional personnel and an enduring level of client and partner/associate loyalty that fits in with the County’s overall strategy;
- Create technical solutions for mine design, scheduling, costing and tracking problems. Typically working on a particular time or scale setting i.e. day to day schedule vs life of mine or the next blast vs. the whole mine design;
- Ensure that miners extract minerals of interest from the ground following Mining regulations, optimizing economics and dealing with social and environmental implications.

Requirements for Appointment.

- Be a Kenyan citizen;
- Be in possession of Bachelor of Applied Science, Mining Engineering, Civil Engineering from a University recognized in Kenya,
- Minimum 2 years combined experience in mining production and engineering with knowledge of metallurgical processes of which one year of experience at a supervisory level;
- Previous experience in a head office environment including evaluation of mineral properties, and financial, taxation is an asset,
- Proven track record of leading and managing teams;
- Ability to think strategically;
- Highly developed interpersonal skills’
- Motivation and organization skills
- Team player

- A strong network of mining industry contacts in Kenya
- Satisfy the requirements of Chapter six of the Constitution of Kenya 2010

Terms of Service:

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

6. INSPECTOR (WATER AND SEWARAGE) JG “H” (1 POST)

Duties and responsibilities

- Plan, supervise and construct water supplies and sewerage schemes
- Compile and maintain data
- Supervise water supply operators and artisan

Requirements for Appointment.

- Be a Kenyan citizen;
- Have three (3) year Certificate in Technical Training from a recognized institution
- Diploma in either Water supply technology or water engineering from a recognized institution
- Have Certificate in computer application from a recognized institution.
- Shown merit and ability as reflected in work performance and results.
- Must meet the requirement of Chapter Six of Kenyan Constitution

Terms of Service:

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

7. DRILLING INSPECTOR JG “H” (1 POST)

Duties and responsibilities

- Drilling inspector will work under guidance of senior officers;
- The officer will be exposed to all aspect of drilling and inspection of drilling rigs, borehole, pump, welding and cementing operations and preparing detailed drilling inspection

Requirements for Appointment.

- Be a Kenyan citizen;
- Diploma in Water Resource Management Technology (WRMT) from a recognized Institution;
- Five (5) years“ experience in drilling of water boreholes;
- Certificate in computer applications; and
- Knowledge in Environmental Conservation and Management.
- Shown merit and ability as reflected in work performance and results.
- Must meet the requirement of Chapter Six of Kenyan Constitution

Terms of Service:

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

DEPARTMENT OF LANDS, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT.

1. ASSISTANT FIRE OFFICER II JG “H” (6 POSTS)

Duties and responsibilities

- Preparation of drawings for siting of fire appliances;
- Inspection of buildings for assessing fire hazards and risks and ensuring availability of emergency exits and adequacy of means of escape in public buildings;
- Repair and maintenance for firefighting equipment.

Requirements for Appointment.

- Diploma in any of the following disciplines: Occupational Health and Safety, Electrical Engineering, Mechanical Engineering, Chemical Engineering, Mechatronics Engineering or its equivalent qualification from a recognized institution
- a valid First Aid Certificate from St. John’s Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution
- Shown merit and ability as reflected in work performance and results.
- Computer literacy;
- Must meet the requirement of Chapter Six of Kenyan Constitution

Terms of Service:

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

2. ASSISTANT FIRE OFFICER III JG “G” (6 POSTS)

- Duties and responsibilities
- Preparation of drawings for siting of fire appliances;
- Inspection of buildings for assessing fire hazards and risks and ensuring availability of emergency exits and adequacy of means of escape in public buildings;
- Repair and maintenance for firefighting equipment

Requirements for Appointment.

- Be a Kenyan citizen;
- Certificate in any of the following disciplines: Occupational Health and Safety, Electrical Engineering, Mechanical Engineering, Chemical Engineering, Mechatronics Engineering or its equivalent qualification from a recognized institution
- a valid First Aid Certificate from St. John’s Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution
- Shown merit and ability as reflected in work performance and results.
- Computer literacy;
- Must meet the requirement of Chapter Six of Kenyan Constitution

Terms of Service:

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

You can access the advertisement details on our website www.westpokot.go.ke and submit online applications through our email myjobs@westpokot.go.ke

All application should be submitted on or before **Wednesday 28th February, 2024 at 5.00 pm** to the;

Secretary/CEO

West Pokot County Public Service Board

P.O Box 577 – 30600

KAPENGURIA

- 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
- Only shortlisted candidates will be contact

□