

# **COUNTY GOVERNMENT OF KIRINYAGA**



## **COUNTY PUBLIC SERVICE BOARD**

### **JOB ADVERTISEMENT**

The Kirinyaga County Public Service Board is pleased to invite applications from suitably qualified, motivated and Pro-active individuals to fill up the following vacant positions;

#### **1. DIRECTOR WATER AND IRRIGATION SERVICES - JOB GROUP CPSB '03' ONE (1) POST**

**Job Ref: KCPSB/ENV/DIR/W/01/07/02/25**

**Terms of Service: Contract**

#### **DUTIES AND RESPONSIBILITIES**

- Coordinating and management of water and irrigation projects in the county.
- Carrying out feasibility studies and research activities for various aspects of water, sewerages, and hydraulic systems.
- Supervising the construction of water and sewerage works undertaken directly or by contract.
- Formulating standards for irrigation and water management.
- Interpreting and guiding the implementation of policies and programmes for irrigation and water management.
- Establishing Irrigation and Water Management Information Systems for effective decision-making, organizing and facilitating irrigation and water management training programmes.
- Participating in all budget-making processes and implementation regarding water and irrigation.
- Overseeing the preparation of work plans, BQs, development plans, and their implementation.
- Performing any other departmental-related duties signed by the supervisor.

#### **REQUIREMENTS FOR APPOINTMENT:**

- Be a Kenyan citizen.
- Possess a Bachelor's degree in any of the following disciplines: - Irrigation Engineering, Soil, Water and Environmental Engineering, Hydrology & Water Resources Management, Civil Engineering, Agricultural Engineering or any other related field.

- Master's degree in the relevant discipline from a recognized institution is an added advantage.
- Relevant working experience in water and irrigation for a minimum of ten (10) years in the private sector or served in a comparable and relevant position in the Public Service.
- Demonstrate a high degree of administrative capability, technical and professional competence as reflected in work performance and results.
- Be registered with Engineers Board of Kenya (EBK) or Kenya Engineering Technology Registration Board (KETRB)
- Good public relations and resource mobilization skills.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

## **2. DIRECTOR EARLY CHILDHOOD DEVELOPMENT AND EDUCATION (ECDE) - JOB GROUP CPSB '03' ONE (1) POST**

**Job Ref: KCPSB/EDU/DIR/ECDE/02/07/02/25**

**Terms of Service: Contract**

### **DUTIES AND RESPONSIBILITIES**

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

- Coordinate human resource management and development for the technical and support staff in the section.
- Coordinate performance management for technical and support cadres in the department.
- Conduct training, mentoring, and evaluating ECDE officers in the County.
- Work with other agencies, bodies, government to improve the ECDE facilities and enhance the use of the facilities
- Develop and manage departmental budgets.

### **REQUIREMENTS FOR APPOINTMENT**

- For appointment to this position, a candidate must:-
- Be a Kenyan citizen;
- Have a Bachelor's degree in either Education, Early Childhood Education, Technical Education, Bachelor's degree in Science/Arts with a Post Graduate Diploma in Education from a recognized institution;
- Have clear understanding of ECDE policies, framework, goals and objectives;
- Have excellent interpersonal communication and report writing skills;
- Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent from a recognized institution will be an added advantage;
- Demonstrate professional competence in work performance and be result oriented in execution of duties and responsibilities;
- Have relevant knowledge and experience of not less than seven (7) years in a related area within the public service or private Sector three (3) of which should be at supervisory or managerial level;
- Have exposure in curriculum development and child health monitoring;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.
- Must be registered with Teachers Service Commission (TSC)

### **3. CONSULTANT SPECIALIST (PAEDIATRICIAN) - JOB GROUP CPSB '04'** **ONE (1) POST**

**Job Ref: KCPSB/MOH/MSP/03/07/02/25**

**Terms of Service: Permanent & Pensionable**

#### **DUTIES AND RESPONSIBILITIES**

- Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- Implement hospital programmes within their respective specialities
- Champion continuous quality healthcare standards and patient safety guidelines
- Assist in mentoring and coaching of staff in the respective specialities;
- Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities
- Implementing clinical review protocols procedures and work instructions for the practice of specialized care
- Coordinating and managing referral care within the framework of the hospital and national referral policies
- Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital
- Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- Performing emergency medical procedures
- Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
- Providing high standards of specialized clinical services to patients in the wards and specialized clinics
- Performing regular rounds with the registrars and other officers to assist in patient management.
- Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
- Carryout specialized diagnostic, therapeutic medical or surgical procedures
- Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties
- Participating in community diagnosis, preventive & promotive care and treatment;
- Utilizing patient data to benefit the customer and service provider;

- Undertake medical research & clinical audits and implementing the findings.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a candidate must: -

- Masters of Medicine degree in Paediatric or equivalent qualification from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
- Bachelor in Medicine and Surgery (MBChB.) degree or its equivalent qualification from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
- Specialist recognition certificate in Paediatrics from the Kenya Medical Practitioners' and Dentist Council;
- Registration Certificate by the Kenya Medical Practitioners and Dentists Council;
- Valid practicing license in Paediatric from Kenya Medical Practitioners and Dentists Council;
- Professional Indemnity Cover.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

### **4. MEDICAL OFFICERS - JOB GROUP CPSB '07' TWO (2) POST**

**Job Ref: KCPSB/MOH/MO/04/07/02/25**

**Terms of Service: Contract**

### **DUTIES AND RESPONSIBILITIES**

- Diagnosing, caring and treating diseases;
- Performing medical and surgical procedures;
- Preparing and responding to emergencies and disasters;
- Participating in management of medicines, medical instruments and equipment;
- Providing health education;
- Maintaining medical records, health information and data;
- Counseling patients and their relatives on diagnosis and bereavement;
- Teaching and coaching medical students, nursing students and clinical officer interns and
- Preparing requisite documents for registration

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a candidate must: -

- Have Bachelor of medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- Have successfully completed one (1) year internship from a recognized institution;
- Have Registration license from the Medical Practitioners and Dentists Board and
- Have Certificate in Computer application Skills from a recognized institution.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

## **5. PHARMACISTS - JOB GROUP CPSB '07' TWO (2) POST**

**Job Ref: KCPSB/MOH/P/05/07/02/25**

**Terms of Service: Contract**

### **DUTIES AND RESPONSIBILITIES**

- Screening prescriptions for legal validity, drug contraindications, drug interactions, and appropriateness of dose, frequency and duration of dosing and patient convenience;
- Preparation and dispensing of medicines according to good dispensing practices and counseling patients on use of medicines;
- Making extemporaneous preparations;
- Participating in ward rounds;
- Identifying medicinal gaps and challenges;
- Maintaining a daily activity log book for recording all activities undertaken;
- Recommending over the counter (OTC) Medicine to patients/clients with simple medical conditions and making necessary referrals and
- Making entries into the relevant inventory management records and registers.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a candidate must: -

- Be a Kenyan Citizen;
- Have Bachelor of pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board;
- Have successfully completed one (1) year internship from a recognized institution;
- Have Registration Certificate by the Pharmacy and Poisons Board;

- Have Certificate in Computer application Skills from a recognized institution and Have a valid practicing license.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

## **6. SENIOR YOUTH POLYTECHNIC INSTRUCTOR (BUILDING AND CONSTRUCTION) - JOB GROUP CPSB '08' ONE (1) POST**

**Job Ref: KCPSB/EDU/INST/B&C/06/07/02/25**

**Terms of Service: Permanent & Pensionable**

### **DUTIES AND RESPONSIBILITIES**

The instructor will report to the Director Technical Vocational Education and Training and will be responsible for;

- Developing schemes of work, lesson plans and give lecture notes;
- Strict adherence to curriculum in instructing learners in the course/trade area;
- Preparing internal exams and carrying out continuous assessment;
- Supervising and assessing trainee(s) in the learning area;
- Preparing trainees for external exams by providing practical technical skills as required for effective competency acquisition;
- Carrying out examination and competency-based assessment;
- Ensuring learners participate in co-curricular activities;
- Maintaining tools and equipment;
- Perform any other duties as may be assigned from time to time.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, a candidate must:

- Be a Kenyan citizen;
- Have a Bachelor's degree from a university recognized in Kenya and a minimum diploma in the relevant technical area from a recognized institution.
- Minimum teaching experience of at least three (3) years;
- Demonstrate professional competence in the technical area;
- Demonstrate managerial and leadership skills;
- Knowledge in ICT;
- Be registered by Technical and Vocational Education and Training Authority (TVETA) as a trainer.

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

**7. SENIOR YOUTH POLYTECHNIC INSTRUCTOR (WELDING & FABRICATION) - JOB GROUP CPSB '08' ONE (1) POST**

**Job Ref: KCPSB/EDU/INST/FD/07/07/02/25**

**Terms of Service: Permanent & Pensionable**

**DUTIES AND RESPONSIBILITIES**

The instructor will report to the Director Technical Vocational Education and Training and will be responsible for;

- Developing schemes of work, lesson plans and give lecture notes;
- Strict adherence to curriculum in instructing learners in the course/trade area;
- Preparing internal exams and carrying out continuous assessment;
- Supervising and assessing trainee(s) in the learning area;
- Preparing trainees for external exams by providing practical technical skills as required for effective competency acquisition;
- Carrying out examination and competency-based assessment;
- Ensuring learners participate in co-curricular activities;
- Maintaining tools and equipment;
- Perform any other duties as may be assigned from time to time.

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, a candidate must:

- Be a Kenyan citizen;
- Have a minimum diploma in relevant Technical Education and Diploma in teaching in relevant technical area from a recognized institution;
- Minimum teaching experience of at least three (3) years;
- A Bachelor's degree in relevant field is an added advantage;
- Demonstrate professional competence in the technical area;
- Demonstrate managerial and leadership skills;
- Knowledge in ICT;
- Be registered by Technical and Vocational Education and Training Authority (TVETA) as a trainer.



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

## **8. ENVIRONMENT MANAGEMENT OFFICER - JOB GROUP CPSB '09' ONE (1) POST**

**Job Ref: KCPSB/ENV/EMO/08/07/02/25**

**Terms of Service: Permanent & Pensionable**

### **DUTIES AND RESPONSIBILITIES**

Reporting to the Director in charge Environment, The Environment Management Officer I shall be responsible for:

- Implementing environmental management plans;
- Participating in Environmental Audits and following up implementation of the recommendations;
- Supervising environment, natural resources, and agroforestry programs and services.
- Maintaining register on compliance to environmental legislation,
- Propose corrective actions and follow up on implementation;
- Coordinating and Supervising urban cleansing;
- Inspection of public sanitation and exhaustion services;
- Inspecting waste generation and disposal.
- Ensuring compliance with noise and public nuisance regulations.
- Enforcing environmental orders and its credentials.
- Coordinating public participation on environmental activities.

### **REQUIREMENTS FOR APPOINTMENT**

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

- Bachelor's degree in any of the following disciplines:- Environmental Studies, Natural Resource Management, Climate Change Science or any other relevant equivalent qualification from a recognized institution;
- Certificate in computer application skills; and
- Two years relevant working experience.
- Registration with NEMA is an added advantage.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**9. COMMUNITY DEVELOPMENT OFFICER I - JOB GROUP CPSB '09' SIX (6) POSTS**

**Job Ref: KCPSB/GEN/CDO/09/07/02/25**

**Terms of Service: Permanent & Pensionable**

**DUTIES AND RESPONSIBILITIES**

- Conflict resolution among communities.
- Linking groups to other development partners
- Training community groups according to current trends.
- Mobilizing community to form and register groups
- Cash transfer to older persons and people with disabilities.
- Raise public awareness and increase access to devolved funds for economic development.
- Coordinating community sports and social activities.
- Any other duties as may be assigned.

**REQUIREMENTS FOR APPOINTMENT**

- Bachelor's degree in any of the following; Sociology, social Work, Psychology, International Relations, Mental Health or equivalent qualification from a recognized institution.
- Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**10. OFFICE ADMINISTRATOR II - JOB GROUP CPSB '10' SIX (2) POSTS**

**Job Ref: KCPSB/FIN/OA/10/07/02/25**

**Terms of Service: Permanent & Pensionable**

**DUTIES AND RESPONSIBILITIES**

- Prepare and manage correspondences, reports and documents
- Organize and coordinating meetings, conferences and travel arrangements
- Set up and maintain file systems
- Recording of proceedings and minutes
- Typing from drafts, manuscripts, processing data
- Operating office equipment
- Attending to visitors/ clients

- Handling telephone calls and appointments
- Ensuring security of office records, equipment and documents including classified material
- Preparing responses to simple routine correspondences
- Undertaking any secretarial duties that may be assigned

### **REQUIREMENTS FOR APPOINTMENT**

- Have a Diploma in Office Administration, Human Resource Management or Secretarial Course
- Familiarity with office organization and optimization techniques
- High degree of multitasking and time management capability
- Excellent written and verbal skills
- Integrity and professionalism
- Proficiency in Ms Office
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

## **11. SUPERINTENDENT WATER SERVICES - JOB GROUP CPSB '10' FOUR (4) POSTS**

**Job Ref: KCPSB/ENV/SWS/11/07/02/25**

**Terms of Service: Permanent & Pensionable**

### **DUTIES AND RESPONSIBILITIES**

- Assist in coordinating water supplies and irrigation works;
- Assist in ensuring availability of requirements for the operation and maintenance of water and irrigation supplies;
- Assist in compiling reports;
- Assist in undertaking technical evaluation of tenders for water chemicals, stores and services;
- Assist in projects planning;
- Assist in design of project for all sub counties;
- Assist in preparation of bill of quantities
- Assist in supervision of projects implementation
- Assist in repairing water supply programmes and ensuring that work is progressing on schedule.
- Assist in carrying feasibility studies to identify viable projects in the county

- Other duties including supervision, training and development of staff under him/her.

**REQUIREMENTS FOR APPOINTMENT:**

- Must have a Diploma in either water supply technology or water engineering from a recognized institution
- Must have completed at least three (3) years of satisfactory service in the grade of Senior Inspector (Water) in public service or in private sector; and
- Demonstrate ability and competence to plan, organize direct and co – ordinate direct specialized water supplies work at this level.
- Registration with Kenya Engineering Technology Registration Board (KETRB) will be an added advantage.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**12. ENGINEERING TECHNOLOGIST I - JOB GROUP CPSB '10' TWO (2) POSTS**

**Job Ref: KCPSB/ENV/ET/12/07/02/25**

**Terms of Service: Permanent & Pensionable**

**DUTIES AND RESPONSIBILITIES**

- Inspecting the development of irrigation infrastructure;
- Collecting baseline data for irrigation planning;
- Organizing farmers' meetings for irrigation participatory development;
- Training irrigation farmers on sustainable scheme management and resource mobilization;
- Setting up of demonstration plots on irrigation technologies;
- Identifying irrigation schemes for development;
- Carrying out preliminary surveys;
- Implementing irrigation action plans;
- Training farmers on scheme operations, maintenance and environmental management; and
- Implementing irrigation action plans.

**REQUIREMENTS FOR APPOINTMENT:**

- Served in grade of Engineering Technologist II (Irrigation) in wider public service or private sector, for a minimum period of three (3) years;
- Diploma in any of the following disciplines: - Irrigation, Irrigation and Drainage, Soil and Water Engineering, Agricultural Engineering, Farm

Power and Machinery or its equivalent qualification from a recognized institution;

- Registration with Kenya Engineering Technology Registration Board (KETRB) or Engineers Board of Kenya (EBK) as a technician;
- Certificate in computer application skills; and
- Shown merit and ability as reflected in work performance and results.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**13. ASSISTANT PUBLIC HEALTH OFFICER III - JOB GROUP CPSB '11' TWO (2 POSTS)**

**Job Ref: KCPSB/MOH/APHO/13/07/02/25**

**Terms of Service: Contract**

**DUTIES AND RESPONSIBILITIES**

- mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities;
- carrying out immunization; identifying environmental health issues at community level;
- organizing community health days to advise communities on common public health issues;
- collecting and maintaining up to date records of services rendered;
- assessing health needs of the community;
- implementing vector, vermin and rodent control measures; and
- Implementing integrated mosquito control strategies.

**REQUIREMENTS FOR APPOINTMENT:**

For appointment to this grade, an officer must:

- Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution; and
- Certificate in Computer application skills from a recognized institution.
- Registered by the regulation body.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

#### **14. REGISTERED NURSE III - JOB GROUP CPSB '11' NINE (9 POSTS)**

**Job Ref: KCPSB/MOH/RN/14/07/02/25**

**Terms of Service: Contract**

##### **DUTIES AND RESPONSIBILITIES**

- Assessing, planning, implementing nursing interventions and evaluating patient outcome, providing appropriate health care service including integrated.
- Management of childhood illness (IMCI) Immunization, PMTC, Antenatal care and delivery, providing health education and counseling to patients and clients
- Facilitate patients' admission and initiating discharge plans, maintaining records on patient's/clients' health education and care. Ensuring a tidy and safe clinical environment, collecting and compiling
- Any other duty that may be delegated

##### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, an officer must: -

- Diploma in any of the following, Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya registered midwife, Kenya registered nursing/midwifery
- Kenya Registered Nursing /Mental Health and Psychiatry from a recognized institution.
- Registration certificate issued by nursing council of Kenya
- Valid practicing license from nursing counsel of Kenya
- Must have good inter-personal and communication skills.
- Proficiency in Computer Skills.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**15. PHYSICAL PLANNER (COUNTY VALUATION OFFICER) - JOB GROUP**  
**CPSB '09' ONE (1 POST)**

**Job Ref: KCPSB/LAND/CVO/15/07/02/25**

**Terms of Service: Permanent & Pensionable**

**DUTIES AND RESPONSIBILITIES**

Duties and responsibilities will include:

- Initiating, reviewing and supervising preparation of valuation roles and supplementary valuation roles.
- Coordinating, monitoring and evaluating valuation projects and programs.
- Coordinating investigation on valuation disputes and appeals
- Preparing project on valuation
- Collecting and analyzing market data for valuation purpose
- Undertaking stamp duty valuation
- Inspecting land and properties for rating, purchase, sale and leasing purpose
- Undertaking searches on titles in land registration for various purpose
- Preparing plans
- Process of gazettements notices for compulsory acquisitions and reservations

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, an officer must: -

- A bachelor's degree in any of the following fields: land economics, real estate, land management, property studies, land administration, survey and Physical Planning or equivalent qualification from a recognized university.
- A master degree in any of the fields will be an added advantage.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**Skills and Competence**

Must be an excellent communicator at all levels. A visionary, transformative and inspirational Leader; Customer oriented and sensitive to the needs of the communities. An action driven team player.

**Professional Qualifications**

Be a member of the institution of Surveyors of Kenya (valuation chapter) or registered with recognized professional bodies in Kenya.

**Knowledge and Results**

1. Wide knowledge of land matters as espoused in relevant statutes and regulation
2. Demonstrated merit and ability as referred in work performance results
3. Demonstrated managerial and professional Competence in work performances and results

**16. CLEANING SUPERVISORS - JOB GROUP CPSB '11' FIVE (5 POSTS)**

**Job Ref: KCPSB/ENV/CS/16/07/02/25**

**Terms of Service: Permanent & Pensionable**

**DUTIES AND RESPONSIBILITIES**

- Supervising urban centres and public markets cleaning services.
- Supervising environment, natural resources, and agroforestry programs and services.
- Custodian of environmental assets and inventory deployed to area of jurisdiction
- Collaborate with the public on matters of urban cleaning and encourage responsible waste management among the citizens
- Enhance compliance with environmental laws and regulations
- Offer environmental education to communities and subordinate staff.
- Development and submission of monthly environmental reports within area of jurisdiction.
- Implementation and evaluation of department's strategic plans, programs, and activities.
- Any other duty as may be assigned.

**REQUIREMENTS FOR APPOINTMENT**

- A Diploma in Environmental Studies, Forestry, community development, or any diploma from a recognized institution
- Certificate in computer applications.

**17. YOUTH POLYTECHNIC INSTRUCTOR III - JOB GROUP CPSB '11' (7 POSTS)**

**Job Ref: KCPSB/EDU/INST/YP/17/07/02/25**

**Terms of Service: Permanent & Pensionable**

- A. BUILDING AND CONSTRUCTION (2 POSTS)**
- B. CARPENTRY AND JOINERY (1 POST)**
- C. MOTOR VEHICLE MECHANICS (1 POST)**
- D. PLUMBING (1 POST)**
- E. HAIRDRESSING & BEAUTY THERAPY (2 POSTS)**



### **DUTIES AND RESPONSIBILITIES**

The instructors will report to the Principal of the Vocational Training Centre and be responsible for;

- Developing schemes of work, lesson plans and give lecture notes;
- Strict adherence to curriculum in instructing learners in the course/trade area;
- Preparing internal exams and carrying out continuous assessment;
- Supervising and assessing trainee(s) in the learning area;
- Preparing trainees for external exams by providing practical technical skills as required for effective competency acquisition;
- Carrying out examination and competency-based assessment;
- Ensuring learners participate in co-curricular activities;
- Maintaining tools and equipment;
- Perform any other duties as may be assigned from time to time.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, a candidate must:-

- Be a Kenyan citizen;
- Minimum Diploma in the relevant technical area from a recognized institution;
- Have a Certificate in Pedagogy (Teaching Strategies);
- Those with relevant teaching experience of at least one (1) year will have an added advantage;
- Demonstrate professional competence in the technical area;
- Knowledge in ICT will be an added advantage;
- Be registered by Technical and Vocational Education and Training Authority (TVETA) as a trainer.

### **18. EARLY CHILDHOOD DEVELOPMENT AND EDUCATION (ECDE) - (9 POSTS)**

**Job Ref: KCPSB/EDU/ECDE/T/18/07/02/25**

**Terms of Service: Permanent & Pensionable**

### **DUTIES AND RESPONSIBILITIES**

- Ensure admission of children and enroll them in the attendance register on daily basis;
- Prepare schemes of work and lesson plans for teaching/learning process;
- Organize and participate in field visits for ECDE children;
- Identify children with special needs in learning;
- Prepare assessment reports for individual children in their class;
- Organize co-curricular activities for ECDE children;

- Prepare and develop adequate teaching/learning materials;
- Mobilize parents, community members and stakeholders to support and provide for health and nutritional needs of children such as feeding programs and immunization;
- Enhance a safe and conducive learning environment for children;
- Implement ECDE policies and procedures at the ECDE Centre;
- Prepare learners' portfolio; and
- Any other duties that may be assigned by the teacher in charge from time to time.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, a candidate must:-

- Be a Kenyan citizen and a resident of Kirinyaga County;
- Minimum certificate in Early Childhood Development and Education (ECDE) preferably examined by the Kenya National Examinations Council (KNEC) or its equivalent from a recognized institution;
- Be registered with the Teachers Service Commission (TSC) and provide the registration number;
- Knowledge in ICT will be an added advantage;
- Knowledge about the functions of the County Government of Kirinyaga with a focus on ECDEs;
- Be Knowledgeable about the new trends in Competency Based Curriculum(CBC);

### **19. OFFICE ADMINISTRATIVE ASSISTANT III - JOB GROUP CPSB '12'** **ONE (1 POST)**

**Job Ref: KCPSB/GEN/OAA/19/07/02/25**

**Terms of Service: Permanent & Pensionable**

### **DUTIES AND RESPONSIBILITIES**

- Prepare and manage correspondences, reports and documents.
- Organize and coordinating meetings, conference and travel arrangements
- Set up and maintain file systems.
- Recording of proceedings and minutes.
- Typing from drafts, manuscripts, processing data.
- Operating office equipment.
- Attending to visitors / clients.
- Handling telephone calls and appointments.
- Ensuring security of office records, equipment and documents including classified material.
- Preparing responses to simple routine correspondences.
- Undertaking any secretarial duties that may be assigned.

### **REQUIREMENTS FOR APPOINTMENT**

- Have Business Education Single and Group Certificates, or any Secretarial Course (KNEC Certification).
- Kenya Certificate of Secondary Education, grade C-
- Familiarity with office organization and optimization techniques.
- High degree of multitasking and time management capability.
- Excellent written and verbal skills.
- Integrity and professionalism.
- Computer Proficiency.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

## **20. REVENUE CLERKS - JOB GROUP CPSB '12' THIRTY (30 POSTS)**

**Job Ref: KCPSB/FIN/RC/20/07/02/25**

**Terms of Service: Permanent & Pensionable**

### **DUTIES AND RESPONSIBILITIES**

- To collect and issue receipts on various revenue sources as deployed or instructed.
- To bank the total daily cash collected in the county in the specified bank account.
- To ensure that the cash banked has corresponding receipt issued and entered in control sheets by the supervisor.
- To keep personal record on daily collections and banking details.
- To maximize revenue collections by surpassing the set targets.
- To account for all official receipt books issued.
- To ensure that only genuine and authorized county issued receipts and documents are in use in all revenue collection related activities.

### **REQUIREMENTS FOR APPOINTMENT**

- KCSE Certificate C-
- Two (2) years working experience.
- Computer proficiency is an added advantage.
- Certificate of good conduct.
- Diploma in Business related course will be an added advantage.

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

### **How to Apply**

Applicants should submit their applications together with copies of their detailed

- Curriculum Vitae,
- Academic and Professional certificates,
- Testimonials,
- PIN Certificate,
- National Identity Card or Passport and
- Any other supporting documents.

### **The Secretary**

#### **County Public Service Board**

**P O Box 260 - 10304**

#### **KUTUS**

Prospective candidates are encouraged to apply online using the County Public Service Board website: **[cpsb.kirinyaga.go.ke](http://cpsb.kirinyaga.go.ke)**

Hand delivered applications should be dropped at the **County Headquarters 4<sup>TH</sup> floor, KUTUS** (Office of County Public Service Board between **8.00 a.m. and 5.00 p.m.** on weekdays), on or before **FRIDAY 21<sup>ST</sup> FEBRUARY 2025.**

Successful candidates shall be required to provide clearances and attach copies or evidence thereof of the updated documents below.

- Kenya Revenue Authority
- Ethics and Anti-corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their applications.

### **NOTE**

Women and persons living with disabilities who meet the specified requirements are encouraged to apply.

Salary and benefits attached to these posts are as per the guidelines by Salaries and Remuneration Commission (SRC).

**The Kirinyaga County Government is an equal opportunity employer.**