

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF BOMET

PUBLIC SERVICE BOARD

VACANCIES IN THE DEPARTMENT OF ROADS, PUBLIC WORKS AND TRANSPORT AND THE DEPARTMENT OF ADMINISTRATION, ICT & PUBLIC SERVICE

APRIL, 2020

VACANT POSITIONS AT BOMET COUNTY PUBLIC SERVICE BOARD

The **County Public Service Board** (CPSB) is charged with the responsibility of developing and implementing human resource policies and framework for the **County** Government in line with the relevant laws.

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the Public Service Board of Bomet wishes to recruit competent and qualified persons to fill the following positions in their respective Departments as listed below: -

DEPARTMENT OF ADMINISTRATION, ICT AND PUBLIC SERVICE

1. SUB WARD ADMINISTRATOR – J/G CPSB 011 {V/NO: 24 (180 POSITIONS)}

The County Government of Bomet through the County Public Service Board wishes to recruit competent and qualified persons to fill the position of **Sub Ward Administrators** on contract terms.

Duties and Responsibilities: -

- Facilitating inter-governmental relations and conflict resolutions;
- Overseeing safe custody of county government assets in the Sub Ward;
- Coordinating and liaising with other directorates and departments in the Sub Ward;
- Ensuring compliance with legal, statutory and regulatory requirements;
- Enhancing administrative capacity for effective functions and governance at the Sub Ward level;
- Working with the local committees to identify and implement development projects within the Sub Ward;
- Disseminating information to the public; and providing linkage between the county government and the community.
- Identifying and reporting on areas/cases prone to alcohol, drugs and substance abuse.
- Creating awareness on relevant statutory regulations and other emerging issues.
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment:

For appointment to this position, one must: -

- Be a Kenyan citizen;
- Be in possession of Kenya Certificate of Secondary Education (KCSE) minimum mean grade D plain or its equivalent
- Be Computer literate
- Be a resident of the particular Sub Ward;
- Have high integrity and command respect;
- Have good communication skills;
- Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

TERMS OF SERVICE:

3-Year Renewable Contract subject to performance

DEPARTMENT OF ROADS, PUBLIC WORKS AND TRANSPORT

A. ROADS

1. DIRECTOR ROADS - J/G CPSB 03 {V/NO: 27 (1 POST)}

Duties and Responsibilities: -

The duties and responsibilities will include:

- Prepare construction specifications.
- Supervise road infrastructure works.
- Developing short and long-term construction plans
- Perform engineering duties surrounding the following; roads, public works, drainage, traffic, and environmental management systems.
- Preparation of road work documents.
- Management of project issues, budgets and schedules
- Assist in the review of development plans for compliance with adopted roads engineering standards and good engineering practices.

- Meet with the general public and or developers, landowners and interest groups concerning zoning, subdivision projects, building projects and engineering regulations, standards or policies.
- Road design and coordinating its activities and construction teams.
- Assist in resource mobilization and preparing proposals for funding of Road related works.
- Prepare sectorial Annual Work plan and Procurement Plan
- Carrying out departmental Staff Training needs assessment
- Any other works assigned by the Chief officer

Requirements and Competencies for Appointment:

- BSc Civil Engineering or Equivalent (Minimum 7 years' experience) from a recognized institution.
- Must be Registered with Engineer's Board of Kenya class of Professional Engineers
- Must have served for a minimum of Three (3) years in a relevant field in senior management level in the Private or public sector
- Masters in relevant area will be an added advantage
- Should demonstrate experience and competence in public finance, budgeting and procurement procedures
- Advanced computer skills (MS project, MS Word, MS Excel, MS PowerPoint and MS Access and Engineering design software)
- A course in strategic leadership/senior management will be an added advantage
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

2. SUPERINTENDING ENGINEER ROADS - J/G CPSB 06 {V/NO: 28 (1 POST)}

Duties and Responsibilities: -

The duties and responsibilities will include:

- Perform engineering duties surrounding the following; roads, public works, drainage, traffic, and environmental management systems.

- Assist in Preparation of road work documents.
- Assist in Road design and coordinating its activities and construction teams.
- Assist in Preparing sectorial annual Work plan and Procurement plan
- Oversee Quality Control of County Projects
- Any other works assigned by the Director-Roads

Requirements and Competencies for Appointment:

- BSc Civil Engineering or Equivalent (Minimum 5 years' experience)
- Must be Registered with Engineer's Board of Kenya class of Professional Engineers
- Masters in relevant area will be an added advantage
- Computer skills (MS project, MS Word, MS Excel, MS PowerPoint and MS Access and Engineering design software)
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

3. SUPERINTENDING ENGINEER SURVEY - J/G CPSB 06 {V/NO: 29 (1 POST)}

Duties and Responsibilities: -

- Verify the accuracy of survey data, including measurements and calculations conducted at survey sites.
- Record the results of surveys, including the shape, contour, location, elevation, and dimensions of road projects/Bridges
- Calculate heights, depths, relative positions, property lines, and other characteristics of terrain
- Prepare or supervise preparation of all data, charts, plots, maps, records, and documents related to surveys
- Plan and conduct ground surveys or topographical surveys designed to establish baselines, elevations, and other geodetic measurements.
- Establish fixed points for use in making maps, using geodetic and engineering instruments.

- Conduct research in surveying and mapping methods, using knowledge of techniques of photogrammetric map compilation and electronic data processing

Requirements and Competencies for Appointment:

- BSc Engineering Survey/Geospatial Engineering from a recognized institution or Equivalent (Minimum 5 years' experience)
- Must be Registered with Engineer's Board of Kenya class of Professional Engineers
- Experience in roads surveying an added advantage
- Should be registered with relevant professional body.
- Advanced computer skills (MS project, MS Word, MS Excel, MS PowerPoint and MS Access and Engineering design software)
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

4. ROADS ENGINEER - J/G CPSB 08 {V/NO: 30 (5 POSTS)}

Duties and Responsibilities: -

- Undertake Road Inventory and Condition Survey at Sub - county Level
- Supervise construction works and project management at sub-county level
- Assist in Preparation of road work documents.
- Assist in Road design and coordinating its activities and construction teams
- Promoting road safety in the County
- Prepare Sectorial project progress Reports- monthly, quarterly and annually.
- Assist in M & E of annual budget/targets and strategic plan targets
- Monitoring and coordinating field work activities
- Assist in Quality Control in Construction Projects

Requirements and Competencies for Appointment:

- BSc Civil Engineering or Equivalent from a recognized institution (Minimum 3 years' experience)
- Must be registered with Engineer's Board of Kenya class of Graduate.
- Advanced computer skills (MS project, MS Word, MS Excel, MS PowerPoint and MS Access and Engineering design software)
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

5. ROADS SURVEYOR - J/G CPSB 08 {V/NO: 31 (1 POST)}

Duties and Responsibilities: -

- Assist in verifying the accuracy of survey data, including measurements and calculations conducted at survey sites.
- Assist in Recording the results of surveys, including the shape, contour, location, elevation, and dimensions of road projects/Bridges
- Assist in Calculating heights, depths, relative positions, property lines, and other characteristics of terrain
- Assist in Preparing or supervising preparation of all data, charts, plots, maps, records, and documents related to surveys
- Assist in Planning and conducting ground surveys or topographical surveys designed to establish baselines, elevations, and other geodetic measurements.
- Assist in establishing fixed points for use in making maps, using geodetic and engineering instruments.
- Assist in Conducting research in surveying and mapping methods, using knowledge of techniques of photogrammetric map compilation and electronic data processing

Requirements and Competencies for Appointment:

- BSc Engineering Survey/Geospatial Engineering from a recognized institution or Equivalent
- Experience in roads surveying for a minimum period of 3 years.
- Should be registered with relevant professional body in the class of graduates

- Advanced computer skills (MS project, MS Word, MS Excel, MS PowerPoint and MS Access and Engineering design software)
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya
- A good knowledge in GIS will be an added advantage

6. SUB COUNTY ROADS INSPECTOR - J/G CPSB 11 {V/NO: 32 (5 POSTS)}

Duties and Responsibilities: -

- Assist in undertaking Road Inventory and Condition Survey at Sub - county Level
- Assist in Monitoring and coordinating field work activities
- Assist in Quality Control in Construction Projects
- Assisting in preparation of daily progress reports.
- Assisting in Ensuring site procedures and materials comply with specifications
- Assisting in measurement of works during site operations on a daily basis

Requirements and Competencies for Appointment:

- Diploma in Civil Engineering from a recognized Institution
- Higher Diploma in Highways will be an added advantage
- Advanced computer skills (MS project, MS Word, MS Excel, MS PowerPoint and MS Access and Engineering design software)
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

B. PUBLIC WORKS

7. DIRECTOR PUBLIC WORKS - J/G CPSB 03 {V/NO: 33 (1 POST)}

Duties and Responsibilities: -

The duties and responsibilities will include:

- Preparation and implementation of the strategic and annual work plans for the directorate.
- Preparation of budget and procurement plans.
- Preparation of periodic reports.
- Management of staff working in the Directorate
- Identification and prioritization of public works projects for rehabilitation and new construction.
- Design and construction of County offices, markets, health centers, stadiums, social halls etc.
- Preparation of designs, BoQs, cost estimates and tender documents for proposed building projects.
- Training needs assessment and planning
- Approval and monitoring of all building plans to ensure compliance to the Building Standards.
- Overseeing construction, supervision of works, project management and contract administration.
- M&E of annual budget/targets and strategic plan targets.
- Any other duties as may be assigned by the Chief Officer

Requirements and Competencies for Appointment:

- A Bachelor's degree in Architecture or Quantity Survey or Civil/ Structural Engineering (Minimum 7 years' experience) from a recognized institution
- Must have served for a minimum of three (3) years in a relevant field at management level in the Private or Public sector.
- Must be registered with the relevant professional body in class of professional Engineers
- (Board of Registration of Architects and Quantity Surveyors of Kenya for Architects & Quantity Surveyors, Engineers Board of Kenya for Engineers)
- Demonstrate experience in Public Finance, Budgeting, and Procurement.
- Computer skills in MS Project and Engineering design software.
- Master's degree in a relevant field will be an added advantage
- Advanced computer skills (MS project, MS Word, MS Excel, Archicad, MS PowerPoint and MS Access and Engineering design software)

- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya
- A course in strategic leadership will be an added advantage

8. SUPERINTENDING STRUCTURAL ENGINEER - J/G CPSB 06 {V/NO: 34 (2 POSTS)}

Duties and Responsibilities:

- Assist in developing design ideas using CAD software
- Assist in investigating the properties of materials like glass, steel and concrete, and advising which is most suitable
- Using computer simulations to predict how structures will react under different conditions
- Assist in inspecting unsafe buildings and recommending options for repairs or demolition
- Assist in making sure that projects meet legal guidelines, environmental directives, and health.
- Perform engineering duties surrounding the following; roads, public works, drainage, traffic, and environmental management systems.
- Assist in Preparation of bid documents.
- Assist in structural design of public works and coordinating its activities and construction teams.
- Assist to oversee Quality Control of County Projects

Requirements and Competencies for Appointment:

- BSc Civil/Structural Engineering or Equivalent from a recognized institution.
- Must be registered with Engineer's Board of Kenya class of Professional Engineers with minimum experience of 3 years.
- Knowledge with Design Software will be an added advantage

- Advanced computer skills (MS project, MS Word, MS Excel, MS PowerPoint and MS Access and Engineering design software)
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

9. SUPERINTENDING ARCHITECT - J/G CPSB 06 {V/NO: 35 (1 POST)}

Duties and Responsibilities:

- Assist in reviewing requests from County departments for construction or remodeling;
- Assist in performing architectural design of projects.
- Interpretation of clients' requirements;
- Assist in preparing sketch/scheme designs and producing drawings;
- Assist in preparation of specification notes and schedules for all types of buildings;
- Ensuring that Engineering and other specialists' drawings conform to the Architects' drawings;
- Assist in Measurements and preparation of drawings of existing buildings and sites;

Requirements and Competencies for Appointment:

- Bachelor's Degree in Architecture from a recognized institution and a minimum experience of 3 years;
- Must be registered with Engineer's Board of Kenya class of Professional Engineers.
- Should have knowledge of Drawing software (ArchiCAD)
- Advanced computer skills (MS project, MS Word, MS Excel, MS PowerPoint and MS Access and Engineering design software)
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

10. SUPERINTENDING QUANTITY SURVEYOR - J/G CPSB 06 {V/NO: 36 (1 POST)}

Duties and Responsibilities:

- Preparation of cost estimates and, bills of quantities
- Monthly valuations on site and site re-measurements
- Preparation of variation orders and final accounts
- Cost analysis and Cost planning from already completed projects.
- Contract documentation
- Handling contract management issues

Requirements and Competencies for Appointment:

- Bachelor's degree in Quantity Surveying or its equivalent and relevant qualifications from a recognized institution
- Must have been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya as a professional Quantity Surveyor
- Minimum of five (5) years' working experience
- Advanced computer skills (MS project, MS Word, MS Excel, MS PowerPoint and MS Access)
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with Chapter six of the constitution of Kenya

11. QUANTITY SURVEYOR - J/G CPSB 08 {V/NO: 39 (1 POST)}

Duties and Responsibilities:

- Assist in Preparation of cost estimates and, bills of quantities
- Assist in carrying out Monthly valuations on site and site re-measurements
- Assist in Preparation of variation orders and final accounts
- Assist in Cost analysis and Cost planning from already completed projects.
- Assist in Contract documentation
- Assist in handling contract management issues

Requirements and Competencies for Appointment:

- Bachelor's degree in Quantity Surveying or its equivalent and relevant qualifications from a recognized institution and at least 3 years' experience.
- Must have been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya, class of graduates
- Advanced computer skills (MS project, MS Word, MS Excel, MS PowerPoint and MS Access)
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

12. SUPERINTENDING ENGINEER, ELECTRICAL -J/G CPSB 06 {V/NO: 37 (1 POST)}

Duties and Responsibilities:

- Designs and installations of maintenance & energy efficient systems for building services.
- Ensuring that the electrical aspects of the newly erected buildings are performing up to standard.
- Negotiating & developing project contracts and confirm these with clients, working in consultancy
- Contract documentation
- Working with detailed diagrams, plans & drawings
- Making use of specialist Computer-Aided Design (CAD) software & other resources to design the systems required for the project
- Ensuring that the work is kept to the budget and energy efficient systems are implemented & maintained
- Oversee and supervise the installation of building systems and specify maintenance & operating procedures
- Monitor building systems and processes
- Liaise closely with structural engineers, builders, architects and surveyors and in-house project teams
- Managing the design and maintenance of building systems to meet legislative and health and safety requirements

- Advising clients and architects on energy use and conservation in a range of buildings & sites, with the aim of minimizing the site's environmental impact and reducing its carbon footprint

Requirements and Competencies for Appointment:

- BSc. Electrical Engineering or equivalent from a recognized institution
- Registered as Professional Engineer with Engineers Board of Kenya
- Project Management experience - Managing projects and a project team
- Minimum of five (5) years working experience
- Design and Construction Supervision experience in Electrical and ICT in Building Services, Hotels, Apartments Office blocks, and hospitals.
- Industrial Experience an added advantage.
- Advanced computer skills (MS project, MS Word, MS Excel, MS PowerPoint and MS Access and Engineering design software)
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

13. ELECTRICAL ENGINEER -J/G CPSB 08 {V/NO: 40 (1 POST)}

Duties and Responsibilities:

- Assist in Designing and installations of maintenance & energy efficient systems for building services.
- Assist in Ensuring that the electrical aspects of the newly erected buildings are performing up to standard.
- Assist in Contract documentation
- Working with detailed diagrams, plans & drawings
- Making use of specialist Computer-Aided Design (CAD) software & other resources to design the systems required for the project
- Assist in Monitoring building systems and processes
- Liaise closely with structural engineers, builders, architects and surveyors and in-house project teams

- Assist in Managing the design and maintenance of building systems to meet legislative and health and safety requirements

Requirements and Competencies for Appointment:

- BSc. Electrical Engineering or equivalent from a recognized institution and at least 3 years' experience.
- Registered as Graduate Engineer with Engineers Board of Kenya
- Design and Construction Supervision experience in Electrical and ICT in Building Services, Hotels, Apartments Office blocks, and hospitals.
- Industrial Experience an added advantage.
- Advanced computer skills (MS project, MS Word, MS Excel, MS PowerPoint and MS Access and Engineering design software)
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

14. SUPERINTENDING ENGINEER, BUILDING SERVICES -J/G CPSB 06 {V/NO: 38 (1 POST)}

Duties and Responsibilities:

- Planning, controlling and co-coordinating mechanical engineering services design for government buildings and construction works;
- Maintenance for mechanical and fire services in government institutions;
- Checking and recommending for approval of engineering consultants' designs; evaluating, certifying and recommending fees submitted by consultants;
- Coordinating improvements of mechanical services of government buildings and
- Installations; and undertaking research activities on mechanical services

Requirements and Competencies for Appointment:

- A Bachelor's degree in Mechanical Engineering or equivalent from a recognized institution

- Must be registered with Engineers Board of Kenya, Class of Professional Engineers.
- Minimum of 5 years' working experience)
- Advanced computer skills (MS project, MS Word, MS Excel, MS PowerPoint and MS Access and Engineering design software)
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

C. TRANSPORT

15. FLEET/TRANSPORT MANAGER -J/G CPSB 05 {V/NO: 41 (1 POST)}

Duties and Responsibilities:

- Plan, organize and manage the work of subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements.
- Serve as contact persons for all workers within assigned territories.
- Compiles monthly fuel report and Coordinate County transport.
- Ensure vehicles have the requisite documents for operation.
- Ensure efficient use and accurate accounting of all county vehicles.
- Advise on procurement specifications of vehicles and training needs of drivers.
- Prepare regular and comprehensive reports for the section.
- Supervise staff in the transport section, arrange and ensure training in service training and recertification of drivers.
- Registration of county vehicles and equipment.
- Assist in monthly work ticket analysis
- Collaborate with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives.
- Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules, union contracts, and government regulations.
- Promote safe work activities by conducting safety audits, attending company safety meetings, and meeting with individual staff members

Requirements and Competencies for Appointment:

- Be a holder of at least a first degree from a University recognized in Kenya.
- Working experience of not less than Five (5) years.
- Have qualifications and knowledge in administration or management
- Knowledge on road vehicle standards;
- Shown merit and ability as reflected in work performance and results;
- Knowledge in computer skills
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

16. MECHANICAL ENGINEER (AUTOMOBILE/PLANT)-J/G CPSB 08 {V/NO: 42 (2 POSTS)}

Duties and Responsibilities:

- Maintaining a comprehensive preventive maintenance schedule for plant(s).
- Allocating duties and supervising both machinery and fleet maintenance teams;
- Diagnosing faults and ensuring timely repairs of the county machinery, equipment and its fleet of vehicles;
- Requisitioning and verifying of quality spares ordered both for machinery and fleet maintenance;
- Writing technical reports on plant and fleet maintenance;
- Timely scheduling of statutory maintenance and repairs of county plant (s)
- Installation and commissioning of new machinery

Requirements and Competencies for Appointment:

- Bachelor's Degree in Mechanical (Plant/Automobile option) from an Institution recognized in Kenya;
- Must be a registered Graduate Engineer with the Engineers Board of Kenya;
- A minimum of three (3) years engineers experience,
- Experience on vehicles repairs and vehicle body construction and mechanical inspection
- Knowledge on road vehicle standards;
- Experience on vehicles diagnostic equipment;
- Shown merit and ability as reflected in work performance and results;
- Knowledge in computer skills
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

17. OFFICE ADMINISTRATIVE OFFICER - J/G CPSB 12 {V/NO: 43 (3 POSTS)}

Duties and Responsibilities

- Handling correspondences
- Typing, preparing and collating reports
- Filing official documents
- Organizing and servicing meetings

Requirements and Competencies for Appointment:

- KCSE certificate of Grade D+ or its equivalent
- Have passed the suitability test for Secretaries
- Have done certificate course on Office management or equivalent
- Diploma in Secretarial/ Office management is an added advantage
- Qualification in relevant computer course.
- Compliance with chapter six of the constitution of Kenya

18. MOTOR VEHICLE TECHNICIANS/TECHNOLOGISTS - J/G CPSB 14 {V/NO: 44 (4 POSTS)}

Duties and Responsibilities:

- Inspect vehicle engine and mechanical/electrical components to diagnose issues accurately
- Inspect vehicle computer and electronic systems to repair, maintain and upgrade
- Conduct routine maintenance work (replacing fluids, lubricating parts etc.) aiming to vehicle functionality and longevity
- Schedule future maintenance sessions and advise motorists on good vehicle use
- Repair or replace broken or dysfunctional parts and fix issues (e.g. leaks)
- Provide accurate estimates (cost, time, effort) for a repair or maintenance job
- Keep logs on work and issues
- Maintain equipment and tools in good condition
- Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.
- Complies with state vehicle requirements by testing engine, safety, and combustion control standards.
- Maintains vehicle appearance by cleaning, washing, and painting

Requirements and Competencies for Appointment:

- Diploma/Certificate in Mechanical Engineering (Automotive) from an Institution recognized in Kenya
- Proven 3 years' experience as auto mechanic
- Excellent knowledge of mechanical, electrical and electronic components of vehicles
- Working knowledge of vehicle diagnostic systems and methods
- Ability to handle various tools (e.g. pliers) and heavy equipment (e.g. lift)
- Willingness to observe all safety precautions for protections against accidents, dangerous fluids, chemicals etc.
- Excellent physical condition
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

19. PLANT TECHNICIANS - J/G CPSB 14 {V/NO: 45 (2 POSTS)}

Duties and Responsibilities:

- Inspect Heavy Equipment engine and mechanical/electrical components to diagnose issues accurately
- Inspect Heavy Equipment computer and electronic systems to repair, maintain and upgrade

- Conduct routine maintenance work (replacing fluids, lubricating parts etc.) aiming to vehicle functionality and longevity
- Schedule future maintenance sessions and advise plant operators on good vehicle use
- Repair or replace broken or dysfunctional parts and fix issues (e.g. leaks)
- Provide accurate estimates (cost, time, effort) for a repair or maintenance job
- Keep logs on work and issues
- Maintain equipment and tools in good condition
- Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.
- Complies with state vehicle requirements by testing engine, safety, and combustion control standards.
- Maintains vehicle appearance by cleaning, washing, and painting

Requirements and Competencies for Appointment:

- Proven 3 years' experience as Plant mechanic
- Diploma/Certificate in Mechanical Engineering (Plant option) from an Institution recognized in Kenya;
- Excellent knowledge of mechanical, electrical and electronic components of Heavy Equipment
- Working knowledge of Heavy Equipment diagnostic systems and methods
- Ability to handle various tools (e.g. pliers) and heavy equipment (e.g. lift)
- Willingness to observe all safety precautions for protections against accidents, dangerous fluids, chemicals etc.
- Excellent physical condition
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

20. PLANT OPERATORS - J/G CPSB 15 {V/NO: 46 (5 POSTS)}

Duties and Responsibilities:

- Undertaking Heavy Equipment activities
- Proper maintenance of Heavy Equipment
- Routine maintenance of Heavy Equipment
- Ensuring cleanliness of the Heavy Equipment

Requirements and Competencies for Appointment:

- KCSE certificate of Grade D Plain or its equivalent
- Have passed the suitability test for plant operators
- Possess a valid driving license free from current endorsement for class of machines and a minimum experience of 3 years.
- Mechanical course an added advantage

- Have attended a First Aid certificate course lasting not less than one week from St. John Ambulance or Kenya Institute of Highways & Building Technology (KIHB) or any recognized institution (Added Advantage)
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

21. LORRY DRIVERS - J/G CPSB 15 {V/NO: 47 (8 POSTS)}

Duties and Responsibilities:

- Undertaking Lorry driving on duty
- Proper handling of and maintenance of lorry
- Routine checking and reporting of defects on Lorry
- Ensuring cleanliness of the Heavy Equipment

Requirements and Competencies for Appointment:

- KCSE certificate of Grade D Plain or its equivalent
- Have passed the suitability test for lorry driving
- Possess a valid driving license for class of vehicles for at least 5 years.
- Mechanical course an added advantage
- Have attended a First Aid certificate course and defensive driving.
- Ambulance or Kenya Institute of Highways & Building Technology (KIHB) or any recognized institution (Added Advantage)
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

22. ARTISANS- J/G CPSB 15 {V/NO: 48 (8 POSTS)}

Duties and Responsibilities:

- Maintain office furniture
- Assist in vehicle repairs.
- Maintain general office block repairs.
- Assist in Maintaining equipment and tools in good condition

Requirements and Competencies for Appointment:

- KCSE certificate of Grade D Plain or its equivalent
- Have passed the suitability test for plant operators
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

23. SUPPORT STAFF- J/G CPSB 18 {V/NO: 49 (6 POSTS)}

Duties and Responsibilities:

- Maintaining office cleanliness
- Preparing and serving office tea
- Cleaning the compound
- Providing messengerial services

Requirements and Competencies for Appointment:

- KCSE certificate of Grade D Plain or its equivalent
- Have passed the suitability test for plant operators
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

TERMS OF SERVICE:

Permanent and Pensionable

HOW TO APPLY:

1. Applications can only be **submitted online** on or before **19th May, 2020** through Bomet County Public Service Board recruitment portal, www.cpsbbomet.net or from a **link** in **Bomet County website** www.bomet.go.ke. **Manual applications will not be accepted.** Bomet County residents will be required to indicate their **Sub-County and Ward** of origin.
2. Clearance documents for purposes of complying with the provisions of Chapter Six of the Constitution of Kenya, 2010 will be required for those shortlisted and **MUST** submit Copies of the following clearances **during the interview:**
 - Kenya Revenue Authority;
 - Higher Education Loans Board;
 - Ethics and Anti-Corruption Commission;
 - Criminal Investigation Department (Certificate of Good Conduct);
 - Credit Reference Bureau (CRB); and
 - For those with higher education certificates (degrees) from outside Kenya, a letter of recognition of qualifications from the Commission for University Education.
3. **Only Shortlisted candidates will be contacted.**

Please Note:

Bomet County Public Service Board does not charge **ANY FEE** at any stage of the recruitment. Our official email is cpsb@bomet.go.ke or info@cpsbbomet.net

**The Secretary /C.E.O
Public Service Board
P.O Box 605-20400
Bomet.**

“The County Government of Bomet is an equal opportunity employer. Women and Persons with disabilities are encouraged to apply. Canvassing will lead to automatic disqualification”

Dated: 28th April, 2020