

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF BOMET

PUBLIC SERVICE BOARD

VACANCIES IN THE DEPARTMENTS OF ADMINISTRATION, PUBLIC SERVICE AND EXECUTIVE; ROADS, PUBLIC WORKS, TRANSPORT AND INFRASTRUCTURE DEVELOPMENT AND THE DEPARTMENT OF MEDICAL SERVICES AND PUBLIC HEALTH

APRIL, 2021

A) DEPARTMENT OF ADMINISTRATION, PUBLIC SERVICE AND EXECUTIVE – PUBLIC SERVICE

1. DIRECTOR, HUMAN RESOURCE MANAGEMENT - J/G CPSB 03 (V/NO: 09) (1 POST)

Reporting administratively to the Chief Officer responsible for Public Service and functionally to the County Secretary, the Director, Human Resource Management, shall be the overall in charge of human resource function in the County.

Duties and Responsibilities:

- Overseeing the human resource management and development function of the county government and undertaking full employment cycle.
- Supervising the management of the county government records, documentation services.
- Overseeing the implementation and enforcement of human resource management rules, regulations, standards, procedures and guidelines.
- Evaluating effectiveness of the human resource policies, rules and regulations.
- Advising on human resource staff training and development.
- Overseeing maintenance of professional human resource management standards.
- Developing human resources management plans and providing advice on succession management, coordinating the development and review of career progression guidelines and advising on career development,
- Interpretation of labour laws and other statutes that impact on the human resource in the county government and advising on collective bargaining agreement negotiations, recognition agreements, coordinating labour disputes and cases before the Employment and Labour Relations Courts and;
- Other labour relations and providing guidance on performance management and training

Requirements and Competencies for Appointment:

- Served in a comparable position in the Public service; or private sector for a minimum period of ten (10) years, of which five (5) should be in a comparable position in a reputable organization;
- Bachelor's degree in the following disciplines: - Public Administration, Human Resource management or any social sciences from a recognized university;
- Higher Diploma in Human Resources/Postgraduate diploma from a recognized institution
- Master's degree in HR related field, Strategic Management, Business Administration, Public Administration or any related field from a recognized institution will be an added advantage;
- Certificate in leadership/management from a recognized institution;
- Proficiency in computer application skills;
- Certified Human Resource Professional and a member of IHRM and of good standing.
- Meets the requirements of Chapter Six of the constitution of Kenya.

Terms: Permanent and Pensionable.

B) DEPARTMENT OF ROADS, PUBLIC WORKS, TRANSPORT AND INFRASTRUCTURE DEVELOPMENT

2.MECHANICAL ENGINEER (AUTOMOTIVE) - J/G CPSB 08 (V/NO: 10) (1 POST)

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
- Qualification in relevant computer course.
- Compliance with chapter six of the constitution of Kenya

Terms: Permanent and Pensionable.

3.MECHANICAL ENGINEER (PLANT) - J/G CPSB 08 (V/NO: 11) (1 POST)

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
- Qualification in relevant computer course.
- Compliance with chapter six of the constitution of Kenya

Terms: Permanent and Pensionable

4.LORRY DRIVER - J/G CPSB 15 (V/NO: 12) (4 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

Terms: Permanent and Pensionable

5.SUPPORT STAFF- J/G CPSB 18 (V/NO: 13) (2 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
- Conversant with the constitution of Kenya 2010 and devolution
- Compliance with chapter six of the constitution of Kenya

Terms: Permanent and Pensionable

C) DEPARTMENT OF ADMINISTRATION, PUBLIC SERVICE AND EXECUTIVE - EXECUTIVE

The County Executive plays a central role in coordination of all County Government functions and programmes and intends to fill the following vacancy arising from the Internal Audit Directorate

6. DIRECTOR OF INTERNAL AUDIT – J/G CPSB 03 (V/NO: 14) (1 POST)

Duties and Responsibilities

Reporting to the Chief Officer Executive, he or she will be responsible for:

- Overseeing the development of Annual Audit Plans and assist audit staff to plan, organize, direct and monitor audit operations
- Responsible for efficient and effective organization, co-ordination, control and supervision of all audit or administrative functions in the County.
- Secretary to the Audit Committee
- Develop new initiatives aimed at improving operational efficiencies and assess compliance with county policies, procedures and regulations
- Prepare periodical reports for the county audit committee regarding the reliability of existing internal control systems
- Ensure timely and accurate audits are undertaken and sign off the audit reports
- Prepare annual plans and audit programmes to guide the operations of Audit in the County
- Prepare and implement strategic objective and carry out independent assessments of development and operational risks to ensure efficient and effective use of county resources
- Analyze the impact of Audit policies and regulations.
- Set and maintain professional Audit standards
- Prepare and implement performance contracts, work plans and appraisal system for the section staff.
- Institute operational accountability and oversee finance and asset management of the audit section.
- Any other duty that may be assigned from time to time by the superiors.

Requirements and Competencies for Appointment:

- Bachelor's degree in Accounting, Finance or any other equivalent qualifications
- Master's degree in Finance or related field of specialization,
- A member of a professionally recognized institute (ICPAK and IIA) and in good standing
- At least Ten (10) years working experience with three years in Internal audit or related position in Public Service.
- Must have attended a Senior Management Course for at least one Month

Terms: Permanent and Pensionable

7. ASSISTANT DIRECTOR NUTRITION AND DIETETICS - J/G CPSB 03 (V/NO: 15) (1 POST)

Duties and Responsibilities

An officer at this level shall perform the following duties and responsibilities:

- Developing and implementing nutrition policies and programmes
- Coordinating provision of nutrition activities.
- Providing nutrition consultancy support.
- Providing guidelines on supplemental and therapeutic diets for existing and emerging diseases for hospital use and other institutions.
- Coordinating the development of nutrition information, education, promotion and communication materials.
- Coordinating the development and provision of specialized diets for special needs.
- Overseeing management of inpatients and outpatients in healthcare facilities.
- Coordinating preparation of hospital menus and diets.
- Monitoring and reviewing nutrition programs and projects.
- Developing and reviewing nutrition guidelines.
- Identifying areas of research, validating new findings for adoption and disseminating the findings to key stakeholders.
- Supporting relevant research institution to conduct nutrition research.
- Advising on procurement and distribution of nutrition equipment and commodities.
- Coaching and mentoring of staff.
- Any other duty that may be assigned from time to time by the superiors.

Requirements and Competencies for Appointment

For appointment to this grade, an officer must have:

- Served in the grade of Principal Nutrition and Dietetics Officer or its equivalent in Public Service or private sector for a minimum period of three (3) years;
- Bachelor's Degree in any of the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition, Home Economics or any other related field from a recognized institution;
- Master of Science in any of the following disciplines: Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition. Food Science and Nutrition, Home Economics or Public Health and Epidemiology from a recognized institution.
- Registration by the Council of the Institute of Nutritionists and Dieticians (CIND).
- Certificate in computer application skills from a recognized institution.
- Demonstrate a high degree of professional competence and administrative capability.

Terms: Permanent and Pensionable

Note:

Salary and allowances for all the positions is as prescribed by Salaries and Remuneration Commission (SRC)

HOW TO APPLY:

1. Applications can only be **submitted online** on or before **19th May, 2021** through Bomet County Public Service Board recruitment portal, www.cpsbbomet.net. **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: 30th April, 2021