

**REPUBLIC OF KENYA**



**COUNTY GOVERNMENT OF BOMET**

**PUBLIC SERVICE BOARD**

**VACANCIES IN VARIOUS  
COUNTY DEPARTMENTS**

# **A. DEPARTMENT OF ROADS, PUBLIC WORKS AND TRANSPORT**

## **1. Superintending Engineer (Roads) - CPSB 07 (1 Post)**

### **(a) Duties and Responsibilities**

An officer at this level will be assigned roads engineering duties and will work under close supervision of a senior officer. Duties and responsibilities include:-

- i. Detailed design, supervision of construction and maintenance of classified and unclassified roads
- ii. Design of bridges and other drainage structures
- iii. Preparation of tender documents
- iv. Assist to oversee Quality Control of County Projects
- v. Performing any other duties as may be assigned

### **(b) Requirements for Appointment**

- i. Served in grade of Assistant Engineer I (Roads/Materials) or a comparable and relevant position for at least three (3) years
- ii. Bachelor's Degree in Civil Engineering or Equivalent and relevant qualification from a recognized institution.
- iii. Must be registered with Engineer's Registration Board of Kenya
- iv. Current valid annual practicing license from the Engineer's Registration Board of Kenya
- v. Corporate Membership with institution of Engineers of Kenya (IEK)
- vi. Attended a Project Development and Management Course lasting not less than four (4) weeks from a recognized institution
- vii. Shown merit and ability as reflected in work performance and results

### **(c) Terms of Service**

Permanent and Pensionable

## **2. Architect - CPSB 08 (1 Post)**

### **(a) Duties and Responsibilities**

This is the entry and training grade to the cadre. Reporting to the senior and experienced officer in charge, duties and responsibilities will entail:

- i. Preparation of sketch/scheme designs and production of drawings
- ii. Interpretation of clients' requirement
- iii. Post contract administration
- iv. Performing any other duties as may be assigned

### **(b) Requirements for Appointments**

- i. Bachelor's Degree in Architecture or an equivalent and relevant qualification from a recognized institution;
- ii. Certificate in computer application

### **(c) Terms of Service**

Permanent and Pensionable

## **3. Architectural Assistant II - CPSB 10 (2 Posts)**

### **(a) Duties and Responsibilities**

Reporting to the senior and experienced officer in charge, duties and responsibilities will entail:

- i. Interpretation of Architect's sketches into finished drawings
- ii. Preparation of sketch/scheme designs, production drawings, detailed drawings, specifications notes and schedules for all types of buildings to ensure that Engineers' and other specialists' drawings conform to the Architect's drawings and model making
- iii. Performing any other duties as may be assigned

### **(b) Requirements for Appointments**

- i. Diploma or Technician Certificate Part III in any of the following disciplines: Building/Civil Engineering, Architecture or its equivalent and relevant qualification from a recognized institution;
- ii. Served in the grade of Architectural Assistant III or in a comparable and relevant position in the public service or private sector for at least three years
- iii. Certificate in computer applications
- iv. Shown merit and ability as reflected in work performance and results

### **(c) Terms of Service**

Permanent and Pensionable

#### **4. Assistant Quantity Surveyor II - CPSB 09 (1 Post)**

##### **(a) Duties and Responsibilities:**

This is an entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities entail: -

- i. Preparation of cost estimates and bills of quantities
- ii. Doing monthly valuations on site and site re-measurements
- iii. Preparation of variation orders and final accounts
- iv. Be responsible for Cost analysis and Cost planning from already completed projects.
- v. Contract supervision and documentation
- vi. Performing any other duties as may be assigned

##### **(b) Requirements for Appointments**

- i. Bachelor's degree in Building Economics, Quantity Surveying or its equivalent and relevant qualifications from a recognized institution
- ii. Must have been registered as graduate member of either the Architectural Associations of Kenya or Institute of Quantity Surveyors of Kenya
- iii. Knowledge with Design and Drawing Software
- iv. Advanced computer skills (MS project, MS Word, MS Excel, MS PowerPoint and MS Access)

##### **(c) Terms of Service**

Permanent and Pensionable

#### **5. Quantity Survey Assistant III - CPSB 11 (2 Posts)**

##### **(a) Duties and Responsibilities**

This is an entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. The work entails: -

- i. Squaring dimensions and abstracting for the preparation of bills of quantities
- ii. Preparation of specifications
- iii. Assisting in the preparation of payment certificates
- iv. Assist in preparation of cost estimates and bills of quantities
- v. Assist in carrying out monthly valuations on site and site re-measurements
- vi. Assist in contract supervision and documentation
- vii. Performing any other duties as may be assigned

##### **(b) Requirements for Appointment**

- i. Diploma in any of the following fields: Quantity Surveying, Building/Civil Engineering or its equivalent and relevant qualifications from a recognized institution
- ii. Knowledge of Drawing software is added advantage

- iii. Computer skills (MS project, MS Word, MS Excel, MS PowerPoint and MS Access)

**(c) Terms of Service**

Permanent and Pensionable

## **B. DEPARTMENT OF GENDER, CULTURE & SOCIAL SERVICES**

### **1. Deputy Director Gender Services – CPSB 04 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to Director or Chief Officer in charge of Gender Services, the duties of the officer will be:-

- i. Implementing policy and legislation framework for gender development in the county Management
- ii. Planning, coordination and administration of gender service in the county
- iii. Integration of gender programs, capacity building of communities to participate in development project and involve women and vulnerable groups and activities that promote their welfare;
- iv. Coordinate and monitor the thirty percent affirmative action on gender representation and in socio economic development
- v. Coordinate the provision of alternative financial support through other funding sources like Women Enterprise Fund (WEF)
- vi. Coordinate and monitor the promotion of awareness on harmful culture practice such as Female Genital Mutilation (FGM) and Gender Based Violence (GBV)
- vii. Plan and implement program related to gender development affairs
- viii. Maintained records and lists of all gender and marginalized groups related activities within the county
- ix. Promote community participation and inter-county gender related activities.
- x. Formulate budget proposals and expenditure controls
- xi. Interpret and implement the departmental strategic plan and medium-term plan
- xii. Promote research on gender
- xiii. Any other duties that may be assigned from time to time

**(b) Requirements for Appointment**

- i. Served in the grade of Assistant Director, Gender or equivalent position in the public service or private sector for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: - Gender Studies, Gender and Development, Sociology, Business Administration (Finance/Entrepreneurship), Anthropology, Counselling and Psychology, Economics, Law or any other relevant Social Science from a university recognized in Kenya;
- iii. Master's degree in any of the following disciplines: - Gender and Development, Business Administration, Project Development and Management, Anthropology, Counselling, Project Planning and Management
- iv. Demonstrated managerial, administrative and professional competence on matters relating to gender and social development.
- v. Attended a management course lasting not less than four (4) weeks from a recognized institution
- vi. Demonstrated merit and ability as reflected in work performance and results.

**(c) Terms of Service**

Permanent and Pensionable

**2. Social Development Officer II- CPSB 10 (2 Posts)**

**(a) Duties and responsibilities**

Reporting to senior officer, the duties and responsibilities at this level will entail:-

- i. Counselling
- ii. Attending discharge boards, hobbies and handicraft scheme
- iii. Handling social problems.
- iv. Any other duty as may be assigned from time to time

**(b) Requirements for Appointment**

For direct appointment to this grade, a candidate must have;

- i. Bachelor of Arts Degree in any of the following disciplines; Social Work, Sociology, Psychology, Anthropology, Mental Health, Counselling or any other equivalent qualification from a recognized institution.
- ii. Proficiency in computer applications
- iii. Certificate in Kenya Sign Language.

### **(c) Terms of Service**

Permanent and Pensionable

### **3. Assistant Social Development Officer III- CPSB 11 (2 Posts)**

#### **(a) Duties and responsibilities**

Reporting to senior officer, the duties and responsibilities at this level will entails:-

- i. Counselling
- ii. Handling social problems.
- iii. Help to facilitate communication between deaf or hard of hearing students, customers, employees, clients and other people either in one-on-one setting or group situations.
- iv. Any other duty as may be assigned from time to time

#### **(b) Requirements for Appointment**

For direct appointment to this grade, a candidate must have;

- i. Diploma in any of the following disciplines; Social Work, Sociology, Psychology, Anthropology, Mental Health, Counselling or any other equivalent qualification from a recognized institution.
- ii. Certificate in computer application skills.
- iii. Certificate in Kenya Sign Language.

#### **(c) Terms of Service**

Permanent and Pensionable

### **4. Social Welfare Officer III - CPSB 11 (17 Posts)**

#### **(b) Duties and Responsibilities**

Reporting to senior officer, the duties and responsibilities at this level will entails:

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- i. Identify those in need.
- ii. Research and refer client to community resources.
- iii. Work with individuals, families and groups.
- iv. Handling social problems.
- v. Addressing the psychosocial effects
- vi. Counselling especially in cases associated with pandemic diseases, Mental illness, HIV/AIDS, epilepsy etc
- vii. Any other duty as may be assigned from time to time

**(b) Requirements for Appointment**

For direct appointment to this grade, a candidate must have;

- i. Diploma in any of the following disciplines; Social Work, Sociology, Psychology, Anthropology, Mental Health, Counselling or any other equivalent qualification from a recognized institution.
- ii. Certificate in computer application skills.

**(c) Terms of Service**

Permanent and Pensionable

**5. Gender Officer II - CPSB 10 (2 Posts)**

**(a) Duties and responsibilities**

This is the entry and training grade for gender officers. An officer at this level will work under a more senior officer. Duties and responsibilities at this level will entail;

- i. Collecting data on Gender mainstreaming, social-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence programme and projects.
- ii. Handling logistic issues relating to administration of training programmes on gender mainstreaming, social-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence programme and projects.
- iii. Counselling victims on Gender Based Violence.
- iv. Performing any other duties as may be assigned.

**(b) Requirements for Appointment**

- i. Bachelor's Degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/ Entrepreneurship Option), Anthropology, Counselling and psychology, Economics Law or any other relevant Social Science from a recognized institution.
- ii. Proficiency in computer applications.

**(c) Terms of Service**

Permanent and Pensionable

**6. Culture Officer II - CPSB 10 (2 Posts)**

**(a) Duties and Responsibilities**

Reporting to senior officer, the duties and responsibilities will entail: -

- i. Identifying and preparing reports on Culture and Heritage products



- ii. Identifying Small and Medium Culture and Heritage Enterprises (SMCHE's) and community-based Culture and Heritage projects;
- iii. Inspecting and preparing reports on Culture and Heritage facilities and service providers;
- iv. Collecting data and information for development of Culture and Heritage guide books and statistics;
- v. Identifying suitable locations for mounting Culture and Heritage signs and symbols.

**(b) Requirements for Appointment**

- i. Bachelor's degree in any of the following fields: - Social Sciences, Anthropology, Culture and heritage Management, Information Studies, Culture and Hospitality Management, Leisure Culture and Environment, Business Administration or any other related field.
- ii. Proficiency in computer applications.

**(c) Terms of Service**

Permanent and Pensionable

**7. Librarian II- CPSB 10 (1 Post)**

**(a) Duties and responsibilities**

Reporting to the senior officer, the duties at this level will include:

- i. Overseeing of materials for binding shelf arrangements
- ii. Supervising reference services to readers
- iii. Ensuring filing of catalogue cards and press cuttings
- iv. Supervising library materials.
- v. Any other duties as may be assigned from time to time by the supervisor.

**(b) Requirements for Appointment**

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

- i. Degree in Library Studies or Information Science/Studies or any other recognized equivalent qualification from a recognized institution
- ii. Proficiency in Computer applications skills from a recognized institution.

**(c) Terms of Service**

Permanent and Pensionable

**8. Librarian Assistant III- CPSB 11 (3 Posts)**

**(a) Duties and Responsibilities**

Reporting to the senior officer, the duties at this level will include:

- i. Preparation of materials for binding shelf arrangements
- ii. Provision of reference services to readers
- iii. Filing of catalogue cards and press cuttings

- iv. Charging and discharging library materials.
- v. Any other duties as may be assigned from time to time by the supervisor.

**(b) Requirements for Appointment**

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

- i. Diploma in Library Studies or Information Science/Studies or any other recognized equivalent qualification from a recognized institution with at least one (1) year relevant experience
- ii. Proficiency in Computer applications skills from a recognized institution.

**(c) Terms of Service**

Permanent and Pensionable

**9. Film Officer II - CPSB 10 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to the head of the section, the duties at this level will include:

- i. Coordinating clients
- ii. Supervising casting sessions
- iii. Supervising performing actors
- iv. Interpreting scripts and understanding the story and narrative style
- v. Attending rehearsals to ensure actors understand artistic vision
- vi. Supervising and setting of locations for different scenes in the film work within budgetary constraints
- vii. Ensuring adherence to a production schedule to ensure the film is completed on time.
- viii. Any other duties assigned by the supervisor from time to time

**(b) Requirements to Appointments**

- i. Degree in Journalism, Mass Communication, Film Production, Music, Performing Arts or any other recognized equivalent qualification from a recognized institution
- ii. Proficiency in film creativity and production is an added advantage
- iii. Proficiency in Computer applications.

**(c) Terms of Service**

Permanent and Pensionable

**10. Assistant Film Officer III - CPSB 11 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to the head of the section, the duties at this level will include:

- i. Scheduling clients and attending casting sessions
- ii. Selecting actors

- iii. Interpreting scripts and understanding the story and narrative style
- iv. Attending rehearsals to ensure actors understand your artistic vision
- v. Identifying set locations for different scenes in the film work within budgetary constraints
- vi. Ensuring adherence to a production schedule to ensure the film is completed on time.
- vii. Linking with a camera crew, art directors, costume designers and musical composer to ensure a consistency creative execution
- viii. Any other duties assigned by the supervisor from time to time

**(b) Requirements to Appointments**

- i. Diploma in Journalism, Mass Communication, Film Production, Music, Performing Arts or any other recognized equivalent qualification from a recognized institution
- ii. Proficiency in film creativity and production is an added advantage
- iii. Proficiency in Computer applications.

**(c) Terms of Service**

Permanent and Pensionable

## **C. DEPARTMENT OF WATER, SANITATION, ENVIRONMENT, NATURAL RESOURCES AND CLIMATE CHANGE**

### **1. Principal Climate Change Officer - CPSB 06 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to Director Climate Change or Head of Department, duties and responsibilities will entail:

- i. Managing programmes and projects
- ii. Carrying out climate change outreach activities
- iii. Validating technical reports
- iv. Collating information and assisting in preparing relevant policies, legislation, strategies, action plans and county position papers.
- v. Developing and maintaining databases related to climate change.
- vi. Developing research proposals.
- vii. Coordinating stakeholders in implementation of climate change matters.
- viii. Undertaking monitoring, evaluation and reporting.
- ix. Perform any other duty as may assigned by the supervisor.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- i. Bachelor's Degree in any of the following disciplines: - Environmental Science, Environmental Conservation and Natural Resource Management or any other equivalent qualification from a recognized institution.
- ii. Served in the grade of Chief Climate Change Officer or in a comparable and relevant position in the Public Service for a minimum period of (3) years;
- iii. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in Computer applications from a recognized institution

**(c) Terms of Service**

Permanent and Pensionable

**2. Climate Change Officer I – CPSB 10 (5 Posts)**

**(a) Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:-

- i. Collecting and collating data and information related to Climate Change
- ii. Participating in awareness creation and advocacy
- iii. Secretary to Climate Change Unit
- iv. Writing periodic reports.
- v. Performing any other duties as may be assigned.

**(b) Requirements for Appointment**

For direct appointment to this grade, a candidate must have;-

- i. Bachelor's Degree in any of the following disciplines: - Environmental Science, Environmental Conservation and Natural Resource Management or any other equivalent qualification from a recognized institution.
- ii. Certificate in Computer Applications from a recognized institution.

**(c) Terms of Service**

Permanent and Pensionable

### **3. Assistant Engineer II (Water & Sewerage) - CPSB 09 (1 Post)**

#### **(a) Duties and Responsibilities**

Reporting to Senior Officer, the duties and responsibilities at this level will entail:-

- i. Co-ordinating water supply sewerage works and pollution control
- ii. Ensuring availability of water supply and provision of sewerage services
- iii. Collecting, analyzing data and preparing technical reports

#### **(b) Requirements for Appointment**

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

- i. Bachelor's Degree in Civil Engineering or equivalent and relevant qualification from a University recognized in Kenya;
- ii. Certificate in Computer applications from a recognized institution;
- iii. Demonstrated merit and shown ability as reflected in work performance and results

#### **(c) Terms of Service**

Permanent and Pensionable

### **4. Inspector (Water & Sewerage) - CPSB 11 (5 Posts)**

#### **(a) Duties and Responsibilities**

Reporting to the head of section, duties and responsibilities will entail:

- i. Planning, supervising and evaluating water supply and sewerage work
- ii. Checking operation charts and monthly revenue returns
- iii. Collecting and analyzing data
- iv. Supervising operations
- v. Maintenance of water supplies and sewerage treatment works
- vi. Maintaining records of water supplies and sewerage scheme.

#### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- i. Three (3) years certificate in Technical Training from a recognized institution;

**OR**

Diploma in either Water Supply Technology or Water Engineering from recognized institution;

- ii. Certificate in Computer applications from a recognized institution; and

**(c) Terms of Service**

Permanent and Pensionable

**5. Forest Assistant II - CPSB 11 (25 Posts)**

**(a) Duties and Responsibilities**

Reporting to Senior Officer or Section Head, duties and responsibilities will entail:

- i. Implement the forest legislation and related policies for enhancing the growth and development of the forest sector.
- ii. Labelling of seed and seedlings beds for easy identification and monitoring.
- iii. Participate in data collection on seed germination to determine germination percentage.
- iv. Participate in collection of basic forest data for entry into forest records books and registers.
- v. Identification of nursery soil collection sites.
- vi. Participate nursery soil curing and collection.
- vii. Record station rainfall, wind speed, wind strength, humidity and wind direction data.
- viii. Participate in forest survey and inventory activities.
- ix. Carry out forest conservation activities.
- x. Participate in monitoring pest and diseases out breaks in the tree nursery and the field.
- xi. Promote forest cover within the deployment unit;
- xii. Creating awareness on afforestation
- xiii. Performing any other duties as may be assigned

**(b) Requirements for Appointment**

- i. Diploma in Forestry or its relevant equivalent from recognized institution

**OR**

Certificate in Forestry or its relevant equivalent from recognized institution with an minimum experience of three (3) years

- ii. Proficiency in computer applications

**(c) Terms of Service**

Permanent and Pensionable

## **D. DEPARTMENT OF TRADE ENERGY TOURISM, INVESTMENT AND INDUSTRY (TETII)**

### **1. Chief Enterprise Development Officer – CPSB 07 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to the Director in charge of Enterprise Development, the duties entail:-

- i. Development and execution of budget
- ii. Overseeing fiscal and information resource assets
- iii. Organization trade fair and exhibitions and be in charge of SME trainings
- iv. Carrying out SME survey.
- v. Being in charge of business entrepreneurship and innovation section.
- vi. Performing any other duties as may be assigned from time to time

**(b) Requirements for Appointments**

- i. Bachelor's degree in any of the following disciplines: - Commerce, Business Administration, Statistics, Economics, Entrepreneurship, Business Management, Business and Information Technology, Education, Management Science or any other equivalent qualification from a recognized institution.
- ii. Served in the grade of Senior Enterprise Development Officer or equivalent for a minimum period of three (3) years;
- iii. Certificate in computer applications from recognized institution;
- iv. Shown merit and ability as reflected in work performance and results

**(c) Terms of Service**

Permanent and Pensionable

### **2. Energy Engineer I - CPSB 09 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to Senior Officer, the officer will: -

- i. Promote Energy activities as per County Integrated Development Plan (CIDP) and Strategic Investment Plan
- ii. Undertake monitoring and evaluation on the implementation of energy projects in the county
- iii. Promoting the use of renewable energy
- iv. Advising on electrical and energy related matters
- v. Design execution and maintenance of electrical installations works and energy systems
- vi. Proper management and execution of contracts and submission of project status report
- vii. Reporting on the safety aspects of electrical designs and installations
- viii. Participating in evaluation of bids

**(b) Requirements for Appointment**

- i. A Bachelor's Degree in Electrical Engineering, Chemical Engineering, Bachelor of Science in Renewable Energy or its equivalent from a recognized institution
- ii. Have a minimum experience of three (3) years
- iii. Membership to relevant professional body where applicable
- iv. Certificate in computer applications

**(c) Terms of Service**

Permanent and Pensionable

**3. Energy Technician II - CPSB 11 (2 Posts)**

**(a) Duties and Responsibilities**

Reporting to the Energy Engineer, the officer will :-

- i. Respond to power failures in various sites
- ii. Troubleshoot and repair power equipment
- iii. Carry out preventive maintenance on electrical installations
- iv. Ensure that all electrical systems are maintained and functional
- v. Complete service repairs, replacements, upgrades, adjustments and calibration on all electrical systems
- vi. Report on the status of all power systems in various sites
- vii. Connect wires to circuit breakers or other electrical components
- viii. Diagnose malfunctioning systems, apparatus, and components
- ix. Plan layout and installation of electrical wiring, equipment and fixtures
- x. Perform any other duty as may be assigned from time to time



**(b) Requirements for Appointment**

- i. Diploma in Electrical Engineering, Renewable Energy, Chemical Engineering or its equivalent from a recognized institution
- ii. Minimum one (1) year experience as a technician in electrical maintenance
- iii. Very strong analytical and troubleshooting skills of electrical systems
- iv. Have understanding on generators, electrical controls including electrical changeover(s) or transfer switches
- v. Ability to read/understand Electrical drawings and schematics.

**(c) Terms of Service**

Permanent and Pensionable

**4. Industrial Development Officer II - CPSB 10 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to Senior Officer, he/she will be responsible for:-

- i. Identifying opportunities for setting up small industries
- ii. Guiding up-coming investors regarding the industrial opportunities in the County and other parts of the country
- iii. Collecting and providing information on policies regarding industrial development and promotion
- iv. Organizing and facilitating industrial/Jua kali exhibitions in the County for the benefit of the local business community
- v. Facilitating, training programmes for the industrial community
- vi. Preparing performance reports.

**(b) Requirements for Appointment**

- i. Bachelor's Degree in Chemical and Process Engineering, Industrial Engineering, Mechanical Production Engineering or Industrial Chemistry from a recognized university
- ii. Minimum two (2) years' experience in an industrial set up or equivalent
- iii. Good communication skills.

**(c) Terms of Service**

Permanent and Pensionable

## **5. Trade Development Officer II - CPSB 10 (5 Posts)**

### **(a) Duties and Responsibilities**

Reporting to a Senior Trade Officer, the officer will be responsible for:-

- i. Identifying opportunities for setting up small enterprises, retail and wholesale trade, service outlets and self-employment opportunities
- ii. Guiding up-coming business people regarding the business opportunities within or other parts of the country
- iii. Collecting and providing information on government policies pertaining to trade development and promotion
- iv. Organizing and/or facilitating trade exhibitions in the County for the benefit of the local business community
- v. Facilitating and/or organizing training programmes for the business community
- vi. Administering and managing the Joint Loans Board scheme
- vii. Monitoring the movement of prices and the supply position of essential commodities in the County and providing information about shortages, if any, in the County
- viii. Studying the effect of the liberalization on the local trade, availability of goods, hoarding, counterfeiting and contraband goods and letting the concerned government agencies informed
- ix. Networking and collaborating with local private sector organizations, NGOs, quasi-governmental organizations and relevant National government departments for the promotion and development of trade in the County.

### **(b) Requirements for Appointment**

- i. Bachelor's Degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics or equivalent qualification from a recognized institution
- ii. Computer proficiency

### **(c) Terms of Service**

Permanent and Pensionable

## **6. Investment Officer II - CPSB 10 (1 Post)**

### **(a) Duties and Responsibilities**

Reporting to Senior Officer, he/she will:-

- i. Formulate, develop, and implement the county investment strategies and policies.

- ii. Research on the viability of proposed investments and recommend appropriate action.
- iii. Ensure the proposed investments are in line with the priority sectors and development agenda of the county.
- iv. Design an efficient control framework for investment risk assessment activities.
- v. Design, monitor any ongoing evolution of existing and future risk management strategies for the department and county government.
- vi. Coordinate the activities of the investors in the county.
- vii. Establish and facilitate communication between the investors and the County government.
- viii. Assist in the development of relationships with new and existing investors and stakeholders.

**(b) Requirements for Appointment**

- i. Bachelor's degree in any of the following disciplines: - Commerce, Business Administration, Statistics, Economics, Entrepreneurship, Business Management, Graphic Design, Business and Information Technology, Management Science or equivalent qualification.
- ii. Proficiency in computer applications.

**(c) Terms of Service**

Permanent and Pensionable

**7. Enterprise Development Officer II - CPSB 10 (4 Posts)**

**(a) Duties and Responsibilities**

This is the entry and training level for this cadre. An officer at this level will work under the supervision of a senior officer. Duties and responsibilities will entail:

- i. Recruitment of Micro and Small Entrepreneurs (MSEs) to participate in shows, exhibitions and trade fairs.
- ii. Assisting MSEs to register and from Saccos and Associations.
- iii. Collecting data related to Micro and Small Entrepreneurs activities.
- iv. Mobilizing MSEs to participate in targeted programs
- v. Managing enterprise fund
- vi. Perform any other duties that may be assigned.

**(b) Requirements for Appointment**

- i. Degree in any of the following disciplines:- Economics, Commerce, Business Management, Entrepreneurship, Education Technology, Business Management Information Technology, or any other relevant qualification.

- ii. Proficiency in computer applications.

**(c) Terms of Service**

Permanent and Pensionable

**8. Weight and Measures Officer II - CPSB 10 (5 Posts)**

**(a) Duties and Responsibilities**

An officer at this level will work under the supervision of a senior officer. Duties and responsibilities will involve:-

- i. Testing, stamping, sealing, adjusting and balancing of eights and verified counter machines, spring balances and platform machines at traders' premises, verification office and stamping stations.
- ii. Preparing and disseminating publicity materials for trade fairs and exhibitions notices of gazetted and advertised stamping stations to traders.
- iii. Sampling pre-packaged goods for quantitative analysis.
- iv. Preparing testing equipment for inspection and investigation purposes.
- v. Preparing weighing and measuring equipment during trade fairs and exhibitions.
- vi. Giving evidence in court on cases arising from infringement of the Weight and Measures Act (Cap 513) and the Trade Descriptions Act (Cap 505)
- vii. Perform any other duties that may be assigned by the supervisor.

**(b) Requirements for Appointment**

- i. Bachelors degree in Instrumentation, Metrology Science, Physics, Mathematics, Computer Science, Information Communication Technology, Legal Metrology, Engineering (Mechanical/Electrical/Electronic), Applied Statistics with Computing or equivalent qualifications from a recognized institution;
- ii. Certificate in computer applications from a recognized institution

**(c) Terms of Service**

Permanent and Pensionable

**9. Weight and Measures Assistant III - CPSB 11 (5 Posts)**

**(a) Duties and Responsibilities**

Reporting to the Weights and Measures Officer, he/she will be responsible for:-

- i. Testing, stamping, sealing, adjusting and balancing of weights and verify counter machines, spring balances and platform machines whether mechanical or electronic at traders' premises
- ii. Collecting data on verified equipment at traders' premises
- iii. Compiling weight and measures reports for analysis
- iv. Implementing weight and measures legislations
- v. Giving evidence in a court of law on arising cases on infringement of the weights and measures Act (Cap 513) and trade description Act (Cap 505)
- vi. Ensuring fair trade practices and be custodian of standards
- vii. Maintaining an updated traders' database in the assigned region
- viii. Sampling pre-packaged goods for quantitative analysis
- ix. Collecting and accounting for revenues generated

**(b) Requirements for Appointments**

- i. Diploma in instrumentation, Metrology Science, Computer Science, Information Communication Technology, Legal Metrology, Engineering (Mechanical/Electrical/Electronic) or equivalent qualifications from a recognized institution
- ii. Certificate in computer applications from a recognized institution

**(c) Terms of Service**

Permanent and Pensionable

**10. Tourism Officer II - CPSB 10 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to a Senior Tourism Officer, the officer will be responsible for:-

- i. Reviewing and advising on the tourist circuit
- ii. Undertaking market research on tourism trends
- iii. Managing staff budget and analyse staff training needs
- iv. Planning tourism development projects and coordinating public participation
- v. Reviewing and evaluating tourism development proposals
- vi. Diversifying and developing tourism niche products
- vii. Supporting marketing of domestic tourism

**Requirements for Appointment**

- i. Bachelor's degree in Tourism or any other relevant qualification from a recognized institution
- ii. Certificate in computer applications from a recognized institution

**(c) Terms of Service**

Permanent and Pensionable

**11. Tourism Assistant III - CPSB 11 (2 Posts)**

**(a) Duties and Responsibilities**

Reporting to the Tourism Officer, he/she will be responsible for: -

- i. Preparing reports and proposals and presenting them.
- ii. Maintaining statistical and financial records
- iii. Offering support in the planning and development of tourism niche products
- iv. Organizing events that promote tourism.
- v. Supporting marketing of domestic tourism.
- vi. Performing any other assigned duty

**(b) Requirements for Appointment**

- i. Be a holder of a Diploma in Tourism, or any other relevant qualification from a recognized institution
- ii. Have relevant knowledge and experience of not less than 2 years

**(c) Terms of Service**

Permanent and Pensionable

**E. DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES AND COOPERATIVES**

**1. Agricultural Officer - CPSB 09 (6 Posts)**

**(a) Duties and Responsibilities**

Reporting to a senior officer, the duties and responsibilities will entail:-

- i. Crop production
- ii. Land development
- iii. Agricultural extension
- iv. Project management

**(b) Requirements for appointment**

- i. Bachelors of Sciences (BSc.) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resources Management, Agribusiness, Agriculture

Extension, Agriculture Education, or any relevant and equivalent qualification from a recognized institution.

- ii. Have a certificate in computer application from a recognized institution

**(c) Terms of Service**

Permanent and Pensionable

## **2. Fisheries Officer - CPSB 09 (5 Posts)**

**(a) Duties and responsibilities**

This is the entry and training grade for this grade. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:

- i. Receiving and compiling fisheries related statistical data from field officers
- ii. Data and preparing reports
- iii. Assisting in monitoring, control and surveillance of the fisheries resource
- iv. Undertaking fisheries extension activities; maintaining of ponds at fish farms and hatcheries
- v. Inspecting fish and fish handling facilities at fish landing sites, markets and farms
- vi. Assisting in the promotion of fish marketing and value addition.

**(b) Requirements for appointment**

- i. Bachelors of Sciences (BSc.) degree in any of the following fields: Zoology, Aquatic Sciences, Natural Resources Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Science, Chemistry or any relevant and equivalent qualification from a recognized institution.
- ii. Have a certificate in computer application from a recognized institution

**(c) Terms of service**

Permanent and Pensionable

## **3. Livestock Production Officer - CPSB 09 (5 Posts)**

**(a) Duties and Responsibilities**

This is the entry and training grade for this grade. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:-

- i. Preparing livestock technical information

- ii. Providing technical advice in animal production, livestock marketing, range management, apiculture and ranching
- iii. Promoting economic livestock farming
- iv. Participating in organizing extension activities which include field days, agricultural shows, field demonstrations, etc
- v. Participating in collaborative research activities
- vi. Disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, etc
- vii. Implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, value addition, etc
- viii. Capturing, maintaining and storing livestock data
- ix. Carrying out any other duty as may be assigned

**(b) Requirements for appointment**

- i. Bachelors of Sciences (BSc.) degree in any of the following fields: Animal Science, Animal Production, Agriculture, Apiculture, Food Science and Technology, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension or equivalent qualification from a recognized institution.
- ii. Certificate in computer applications from a recognized institution.

**(c) Terms of service**

Permanent and Pensionable

**4. Assistant Livestock Production Officer II - CPSB 10 (5 Posts)**

**(a) Duties and Responsibilities**

This is the entry and training grade for this grade. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:-

- i. 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
- ii. Collecting and collating livestock data and information for gross margins, market access and planning
- iii. Participating in collaborative research activities
- iv. collecting livestock inputs and products samples for analysis



- v. Advising farmers on group formation, construction of farm structures and equipment.

**(b) Requirements for Appointment**

- i. 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.
- ii. Proficiency in computer applications.

**(c) Terms of service**

Permanent and Pensionable

**5. Assistant Agricultural Officer III (Extension Services) - CPSB 11 (25 Posts)**

**(a) Duties and Responsibilities**

An officer at this level will work under the guidance of a senior officer and the duties and responsibilities will entail:-

- i. Training and advising farmers on matters related to crop production
- ii. Land development
- iii. Planning and management of demonstration plots
- iv. Performing any other duties as may be assigned.

**(b) Requirements for Appointment**

- i. Kenya Certificate for secondary Education (KCSE) mean grade C or its equivalent;
- ii. A diploma in any of the following fields: Agriculture, Food Technology, Agriculture and Home Economics, Agriculture Education, Horticulture or any other relevant and equivalent qualification from recognized qualification.

**(c) Terms of Service**

Permanent and Pensionable

**6. Cooperative Officer II- CPSB 10 (2 Posts)**

**(a) Duties and Responsibilities**

Reporting to senior officer, the duties and responsibilities will entail: -

- i. Promoting cooperative societies
- ii. Enforcing compliance with cooperative legislations

- iii. Advising societies on proper conduct during meetings
- iv. Implementing cooperative development policies
- v. Performing any other duty as may be assigned

**(b) Requirements for Appointment**

- i. Bachelor's degree in any of the following disciplines: Cooperative Management, Business Administration, Sociology, Law, Commerce, Entrepreneurship, Management and Organizational Development or Economist from a recognized institution;

**OR**

- Certified Secretary or Public Accountant Part III from recognized institution
- ii. Certificate in computer application skills.

**(c) Terms of Service**

Permanent and Pensionable

**7. Assistant Cooperative Officer III- CPSB 11 (4 Posts)**

Reporting to senior officer, the duties and responsibilities will entail: -

- i. Promoting co-operatives societies and enforcing compliance with co-operative legislation;
- ii. Any other duties as may be assigned by the supervisor from time to time.

**(b) Requirements for Appointment**

- i. Diploma in any of the following disciplines: Co-operative Management, Marketing or Finance from a recognized institution;
- ii. Certificate in computer applications form a recognized institution; and
- iii. Demonstrated merit and shown ability as reflected in work performance and results.

**(c) Terms of Service**

Permanent and Pensionable

## **F. DEPARTMENT OF LANDS, HOUSING AND URBAN PLANNING**

### **1. Land Valuer II - CPSB 10 (3 Posts)**

#### **(a) Duties and Responsibilities**

Reporting to Principal Land Valuer, the duties and responsibilities will entail: -

- i. Developing automated and updated valuation database throughout the county
- ii. Conducting research on market trends to inform land valuation policy formulation and review
- iii. Keeping an asset register of values of all properties owned by government
- iv. Monitoring and evaluation of valuation activities
- v. Preparation of valuation rolls and reports
- vi. Attending court and tribunals on matters relating to land valuation

#### **(b) Requirements for Appointment**

- iv. Be in possession of Bachelor's Degree in Land Economics or its equivalent and relevant qualification from a recognized institution
- v. Be registered with relevant professional body
- vi. Certificate in computer application skills.

#### **(c) Terms of Service**

Permanent and Pensionable

### **2. Land Administrator II - CPSB 10 (2 Posts)**

#### **(a) Duties and Responsibilities**

Reporting to Principal Land Valuer, the duties and responsibilities comprises of:-

- i. Drafting letters of allotment and submits to Senior officer for verification.
- ii. Preparing Valuation requisition for determination of Stand premium and rent payable to the Commission.
- iii. Drafting memos for seeking approval of development applications such as extension and renewal of leases and submit for reviewing.
- iv. Establishing status of land, capture and update land information for effective service delivery.

- v. Drafting forwarding letters to Land Registrar for registration of documents which have been executed by the Director.
- vi. Conducting site inspections.
- vii. Receiving and responding to complaints relating to land matters.
- viii. Performing any other duties that may be assigned by the supervisor.

**(b) Requirements for Appointment**

- i. Bachelor's degree in Land Economics, Land Management, Land Administration, Real Estate Management or equivalent qualification from a recognized institution.
- ii. Certificate in Computer application skills.

**(c) Terms of Service**

Permanent and Pensionable

**3. Housing Officer II - CPSB 10 (2 Posts)**

**(a) Duties and responsibilities**

This will be the entry and training grade for non-professional degree holders in this cadre and is responsible to senior officer. The duties of an officer in this grade will entail:-

- i. Collection of data on housing to up-date the housing database
- ii. Establishing the levels of demand and supply of housing
- iii. Identification of land for housing development
- iv. Disseminating information on appropriate building technologies to stakeholders under supervision of a senior officer.
- v. Perform any other duties as may be assigned by the supervisor.

**(b) Requirements for appointment**

For appointment to this grade, a candidate must be in possession:

- i. Bachelor's degree in Community Development, Land/Building Economics, Statistics, Estate Management, Land Administration, Environmental Studies, Sociology, Geography or equivalent qualification from a recognized University.
- ii. Certificate in computer application skills.

**(c) Terms of Service**

Permanent and Pensionable

#### **4. Urban Development Assistant I - CPSB 13 (5 Posts)**

##### **(a) Duties and Responsibilities**

Reporting to senior officer, the officer will:-

- i. Supervise garbage collection in designated areas and general cleaning of urban areas and offices
- ii. Perform and document routine inspection and maintenance activities in designated urban areas
- iii. Supervise heavy cleansing tasks and special projects
- iv. Notify management of occurring deficiencies or needs for repairs
- v. Ensure adherence of all health and safety regulations
- vi. Perform any other duties as may be assigned

##### **(b) Requirements for Appointment**

For appointment to this grade, an officer should have Diploma in Land Economics, Urban and Regional Planning, Administration or equivalent qualifications from a recognized institution.

**OR**

Certificate in Land Economics, Urban and Regional Planning, Administration or equivalent qualifications from a recognized institution with at least two (2) years relevant experience

##### **(c) Terms of Service**

Permanent and Pensionable

## **G. DEPARTMENT OF FINANCE, ICT & ECONOMIC PLANNING**

#### **1. Principal Accountant – CPSB 06 (1 Post)**

##### **(a) Duties and Responsibilities**

A Principal Accountant will report to the Head of Accounting Services. Duties and Responsibilities will entail:

- i. Participating and providing advice as expected of the office in Tender Committee, Projects committee, County Executive Committee and County development committee.
- ii. Preparation of revenue and expenditure returns in the County as required by Treasury regulations and law;

- iii. Assisting in developing of supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- iv. Undertaking ad hoc assignment relating to accounting services; assisting in preparation of final accounts;
- v. Ensuring safe custody of County Government assets and records
- vi. Timely and accurate preparation of quality management report that fall under his Division;
- vii. Guiding officers under him/her to achieve the desired results.
- viii. Perform any other duties as may be assigned by the supervisor.

**(b) Requirements for Appointment**

- i. A Bachelor's degree in Commerce (Accounting or Finance option)
- ii. Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- iii. Served in the grade of Chief Accountant, Job Group 'M' or in a comparable and relevant position in the public service or private sector for a minimum period of three (3) years;
- iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK)

**(c) Terms of Service**

Permanent and Pensionable

## **2. Principal Budget Officer - CPSB 06 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to head of department and the officer will be responsible for the preparation of budget and ensuring departments adherence to budget ceilings. Specific duties and responsibilities at this level shall entail: -

- i. Assisting in coordination the preparation of budget estimates for various departments;
- ii. Analysing project proposals;
- iii. Analysing budget Estimates;
- iv. Assisting in monitoring and review of programme implementation and taking corrective measures;
- v. Analysing fiscal returns;
- vi. Preparing fiscal reports; and
- vii. Preparing technical briefs on Financial Management.

- viii. Performing any other duty as may be assigned

**(b) Requirements for Appointment**

For appointment to this grade, an officer should have:

- i. A Bachelor's degree in Commerce (Accounting or Finance option)
- ii. Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- iii. Served in the grade of Chief Accountant, Job Group 'M' or in a comparable and relevant position in the public service or private sector for a minimum period of three (3) years;
- iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK)
- v. Capability in Financial Management.

**(c) Terms of Service**

Permanent and Pensionable

**3. Budget Officer II - CPSB 09 (2 Posts)**

**(a) Duties and Responsibilities**

An officer at this level will work under a senior officer. Specific duties and responsibilities at this level shall include: -

- i. Gathering, compiling and analysing information on commitment and expenditure trends and initiating appropriate corrective action as may be required;
- ii. Compiling information required on budget monitoring and expenditure control including expenditures on salaries and allowances
- iii. Initial processing of reallocations within the budget.
- iv. Perform any other duty as may be assigned by the supervisor.

**(b) Requirements for Appointment**

For direct appointment to this grade, a candidate must be in possession

- i. Bachelor's Degree in Commerce (Finance option), Business Management or Finance, Economics, Business Administration
- ii. Certified Public Accountant (CPA) K or Association of Chartered Certified Accountant (ACCA) or Chartered Financial Analyst (CFA)
- iii. Proficiency in computer applications.

**(c) Terms of Service**

Permanent and Pensionable

#### 4. Economist II / Statistician II - CPSB 09 (5 Posts)

##### (a) Duties and Responsibilities

This is the entry grade for Economist/Statistician cadre. An officer at this level will be responsible for a specific sector, location, service or area of activity. Duties and responsibilities at this level will include:

- i. Providing economic planning data.
- ii. Analyzing Economics trends, phenomena and statistics
- iii. Formulation of development strategies
- iv. Identification, preparation and evaluation of development projects and programmes and monitoring of their implementation.
- v. Conducting feasibility studies, determining project viability and setting project priorities
- vi. Collection, tabulation, collation and analysis of data
- vii. Writing and submitting reports on specific assignments.
- viii. Drawing up survey questionnaires and setting up control procedures for receiving returns and taking the necessary action
- ix. Writing and submitting reports on specific assignments
- x. Providing direction and supervision of technical and other supporting staff.
- xi. Performing any other duties as may be assigned by the supervisor.

##### (b) Requirements for Appointment

For appointment, to the grade of Economist II / Statistician II, candidates must be in possession of:

- i. Bachelors degree in Economics, Economics and Mathematics, Economics and Statistics or Applied Statistics from a recognized university/institution;
- ii. Certificate in computer application skills.

##### (c) Terms of Service

Permanent and Pensionable

#### 5. ICT Officer I - CPSB 09 (5 Posts)

##### (a) Duties and Responsibilities

Reporting to senior officer, the duties and responsibilities will include:-

- i. Installation and maintenance of computer systems
- ii. Configuration of Local Area Network and Wide Area Network
- iii. Developing and updating application systems
- iv. Carrying out systems analysis, design and programme specifications in liaison with users



- v. Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals
- vi. Drawing up hardware specifications for Information Communication Technology Equipment Verification, validation and certification of Information Communication Technology equipment
- vii. Overseeing the process of configuration of new Information Communication Technology equipment.
- viii. Performing technical systems and user documentation tasks such as reports produced regarding statistics, destination, volumes, values, process reports for facilitating revenue collection and conducting training for the users.
- ix. Performing any other duty as may be assigned from time to time

**(b) Requirements for Appointment**

- i. Degree in any of the following fields: Computer Science, Information Communication Technology, Software Engineering, Computer Engineering, Telecommunication, Electronics/Electrical Engineering with IT or its equivalent qualification from a recognized institution
- ii. Minimum of three (3) years relevant experience
- iii. Shown merit and ability as reflected in work performance and results.

**(c) Terms of Service**

Permanent and Pensionable

**6. ICT Officer II - CPSB 10 (10 Posts)**

**(a) Duties and Responsibilities**

Reporting to senior officer, the duties and responsibilities at this level will include:

- i. Analyzing, designing, coding, testing and implementing computer programs Providing user support
- ii. Maintaining support systems and training of users
- iii. Repairing and maintaining of Information Communication Technology equipment and associated peripherals; receiving
- iv. Installing and certifying of Information Communication Technology equipment
- v. Configuring of new Information Communication Technology equipment
- vi. Performing any other duty as may be assigned from time to time

**(b) Requirements for Appointment**

- i. A degree in any of the following fields: Computer Science, Information Communication Technology, Computer Engineering, Software Engineering, Telecommunication, Electronics/Electrical Engineering with IT or its equivalent qualification from a recognized institution

**OR**

Higher Diploma in Computer Science, Information Communication Technology, Software Engineering or in Electronics/Electrical Engineering with IT or its equivalent qualification from a recognized institution with minimum of three (3) years of relevant experience.

**(c) Terms of Service**

Permanent and Pensionable

**7. ICT Officer III - CPSB 11 (5 Posts)**

**(a) Duties and Responsibilities**

This will be the entry and training grade for this cadre. Reporting to senior officer, the duties and responsibilities will include: -

- i. Writing and testing simple computer programs according to instructions and specifications
- ii. Assisting in the implementation of the computer systems
- iii. Providing user support and training of users
- iv. Repairs and maintenance of ICT equipment and associated peripherals
- v. Monitoring the performance of ICT equipment
- vi. Reporting any faults for further action
- vii. Performing any other duty as may be assigned from time to time

**(b) Requirements for Appointment**

For appointment to this grade a candidate must have

- i. Diploma in any of the following fields: Computer Science, Information Communication Technology, Electrical/ Electronic Engineering with IT or its equivalent qualification from a recognized institution.

**(c) Terms of Service**

Permanent and Pensionable

## **8. Chief Internal Auditor - CPSB 07 (1 Post)**

### **(a) Duties and Responsibilities**

Reporting to Director Internal Audit, the duties and responsibilities will entail:-

- i. Evaluating the effectiveness of risk management, controls and governance processes of a public entity;
- ii. preparing audit assignment engagement plan and leading an audit team;
- iii. appraising the economy and effectiveness with which financial and other resources are being used;
- iv. Evaluating the effectiveness of the internal control systems;
- v. analysing data and statistics;
- vi. reviewing the reliability and integrity of record keeping and reporting on financial and operating information systems;
- vii. preparing reports and preserving documentation pertaining to audits for internal record;
- viii. monitoring implementation of audit recommendations;
- ix. preparing training and budget proposals.

### **(b) Requirements for Appointment**

For appointment to this grade an officer must have:

- i. Bachelor's Degree in any of the following fields: Commerce/Business Studies (Finance, Accounting or Procurement option), Computer Science (Information Technology, Records Management & Information Technology or Information System), Economics, Mathematics, Statistics, Law, Engineering, Business Administration (Finance or Accounting option);
- ii. Served as an Internal Auditor I in a comparable and relevant position in the Public Service or Private Sector for at least five (5) years;
- iii. Professional qualification in any of the following areas, Certified Internal Auditor (CIA) II or Certificate Certified Government Auditing Professional (CGAP), or Certified Information Systems Auditor (CISA), or Certified Financial Services Auditor (CFSA) or Forensic Auditing from a recognized institution, or Certified Fraud Examiner (CFE), or Certified Public Accountants (CPA) II or its equivalent qualification from a recognized institution;
- iv. Be a member of Certified Public Accountants (CPA) and/or Institute of Internal Auditors (IIA) in good standing.
- v. Certificate in Senior Management Course from a recognized institution

### **(c) Terms of Service**

Permanent and Pensionable

## **9. Internal Auditor I: CPSB 09 (5 Posts)**

### **(a) Duties and Responsibilities**

Reporting to the Principal Internal Auditor, he or she will be responsible for:

- i. Assisting in undertaking audit assignments
- ii. Prepares internal audit reports on the County Government and submits recommendations
- iii. Monitors implementations of recommendations raised after review of internal audit report
- iv. Assist in the training of staff in the audit unit

### **(b) Requirements for Appointments**

- i. Bachelor's degree in Accounting and Finance or its equivalent from a recognized institution/CPA(K)
- ii. A member of a professionally recognized institute (ICPAK/IIA)
- iii. Proficiency in computer applications.

### **(c) Terms of Service**

Permanent and Pensionable

## **H. DEPARTMENT OF ADMINISTRATION, PUBLIC SERVICE & SPECIAL PROGRAMS**

### **1. Director Bomet County Alcohol and Beverage Control Agency (BOCABCA) - CPSB 03 (1 Post)**

#### **(a) Duties and Responsibilities**

Reporting to the Chief Officer in charge of Administration, he or she will be responsible for:

- i. Supervision of the implementation of county administrative policies and procedures on day-to-day basis.
- ii. Administering and controlling preparation of required departmental reports
- iii. Overseeing and coordinating the administration and operational functions of the department and formulate strategies to ensure the department delivers its mandate
- iv. Supervision of operations of the department and manage the staff under him/ her.

- v. Liaising with all stakeholders and other external parties in matters pertaining the directorate
- vi. Serving as secretary to Bomet County Alcoholic Beverages Control Agency
- vii. Any other duty as may be assigned

**(b) Requirements for Appointments**

- i. Bachelor's Degree in Administration, Social Sciences or equivalent qualification from a recognized institution
- ii. Master's Degree in a relevant field
- iii. Have relevant knowledge and experience in public administration and management of not less than five (5) years at senior Management level
- iv. Attended a management course from a recognized institution
- v. In-depth professional knowledge and experience in a specialized field or broad knowledge of a number of fields
- vi. Proven experience in handling issues dealing with Alcohol and Drug abuse will be an added advantage
- vii. Good communication skills and team player
- viii. Demonstrated professional, technical and administrative competence

**(c) Terms of Service**

Three (3) year contract; Renewable

**2. Principal Public Participation Officer – CPSB 06 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to the Director Administration, the officer will be:-

- i. Coordinating public participation activities of the County Government;
- ii. Mobilize and organize the public, stakeholders and local communities to participate in county governance and decision-making processes;
- iii. Sensitize the public on County structures and opportunities for Public Participation;
- iv. Collaborate with relevant institutions in the County to promote access to information and civic education programmes;
- v. Establish an appropriate feedback mechanism to the public;
- vi. Ensure that the citizen participation processes adhere to the relevant legislation, regulations, policies or guidelines affecting the rights and responsibilities of the public officers and participants;
- vii. Facilitate public education and training programmes relating to citizen participation;
- viii. Receiving and coordinating citizen petitions within the County Executive;

- ix. Maintain a depository of all information, correspondence and documentation on public participation and citizen petitions within the County Executive;
- x. Assessing the public responsiveness to public participation and making recommendation to the Chief Officer and the County Executive Committee Member;
- xi. Advise generally on the appropriate policies, plans and strategies for enhancing public participation in the county; and
- xii. Carry out any other function in furtherance of the objects and purpose of this Act as may be assigned from time to time

**(b) Requirements for Appointments**

For appointment to this grade, an officer must have:-

- i. Possess a Bachelor's degree in any of the following disciplines: Public Administration, Public Relations, Education, Business Administration/Management, Community Development or any other Social Science from a recognized institution
- ii. A holder of a Master's degree in any of the following disciplines; – Public Administration, Business Administration/Management, Community Development or any other related field from a recognized institution is an added advantage
- iii. Have relevant experience of not less than three (3) years at senior Management level
- iv. Competence in Computer Applications
- v. Demonstrated professional competence in the field of Administration or Public Relations and shown merit and ability as reflected in work performance and results

**(c) Terms of Service**

Permanent and Pensionable

**3. Director Resource Mobilization – CPSB 03 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to Chief Officer in charge of Devolution and Special Programs, the duties and responsibilities include:-

- i. Development and implementation of external resources mobilization policies;

- ii. Aid and grants resource mobilization;
- iii. Reviewing MOUs, financing and agreements for both loans, grants and donations in consultation with office of the County Attorney
- iv. Conducting research on potential donors/partners such as trusts and foundations, etc., finding a match with partners whose philanthropic or funding criteria match the County's, or its partners vision and activities;
- v. Facilitate and monitor implementation of donor funded projects; facilitating fulfillment of conditions precedent;
- vi. Liaison with other counties and undertake research on external resources mobilization to inform policy development.
- vii. Mobilization of the External Resources from various Development Partners who include Multilateral, Bilateral Donors and other Foundations;
- viii. Negotiations with Development Partners to avail External Resources to the Line Ministries where he is a member of the County Delegation or the Leader of the County Delegation;
- ix. Educate and update investors about the economic performance of the County government;
- x. Develop and execute the global investor relations programme that accurately reflects the County government investment climate;
- xi. Lead the development of strategy, operating plans, budget, and execution of the investor relations programme that may include among others; facilitating two-way communication channels with investors;
- xii. Approaching and raising funds from trusts, partners/donors, Banks and foundations within Kenya and abroad;
- xiii. Facilitating co-financing opportunities for partner organizations;
- xiv. Developing and coordinating a web-based fundraising initiative, if needed;
- xv. Organizing events for partnership building between implementers and potential partners;
- xvi. Ensuring all partners receive appropriate and timely reports and updates.
- xvii. Performing any other duties as may be assigned

**(b) Requirements for Appointment**

- i. Bachelor's Degree in Communications, Marketing, Public Relations, Business Development, Development Studies, Economics, Social Sciences, International Relations, Education, Public Administration and Business Administration.
- ii. Master's degree in relevant field from a recognized university;
- iii. Have relevant knowledge and experience of not less than five (5) at a senior managerial position in the field of administration in the public service or equivalent in the private sector;
- iv. Attended a management course from a recognized institution;

- v. Demonstrated general administrative ability required for direction, control and implementation of public works services

**(c) Terms of Service**

Three (3) year contract; Renewable

**4. Director Management Consultancy Services – CPSB 03 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to Chief Officer in charge of Public Service, an officer at this level will be:-

- i. Heading Training and Management Centre
- ii. Development of training schedules
- iii. Preparation of training curriculum
- iv. Co-ordinating and facilitating training and capacity building programs
- v. Ensuring effective and efficient provision of Training and Management Services to Departments.
- vi. Advising on optimum utilization of skills in the Public Service.
- vii. Assisting in conducting job analysis and evaluation
- viii. Mobilizing resources and funding for the centre
- ix. Providing linkage with Kenya School of Government and other training institutions
- x. Coordinating conferencing and hospitality services in the centre.
- xi. Advising Human Resource Department on areas that may require training
- xii. Supervise and guide staff under him/her

**(b) Requirements for Appointment**

- i. Bachelor's Degree in Education, Human Resource Development, Human Resources Management or its equivalent and relevant qualification from a recognized institution/University
- ii. Master's degree, Higher diploma in Human Resource Management, CPS (K) or post training courses
- iii. Must have served in a management position for minimum period of five (5) years in public or private sector.
- iv. Trainer of Trainers (ToT) certification is an added advantage
- v. Demonstrated professional competence, administrative and managerial capability in management work
- vi. Proficiency in computer applications
- vii. Attended a management course from a recognized institution.
- viii. Knowledge in relevant laws and professional standards.



### **(c) Terms of Service**

Three (3) Year Contract; Renewable

## **5. Principal Training and Management Analyst – CPSB 06 (1 Post)**

### **(a) Duties and responsibilities**

Reporting to Director Management Consultancy Services, an officer at this level will:-

- i. Maintaining records of all the operations in the centre
- ii. Assisting in Development of training schedules
- iii. Assisting in Preparation of training curriculum
- iv. Assisting in Co-ordinating and facilitating training activities
- v. Assist in conducting job analysis and evaluation
- vi. Preparation of post training report
- vii. Performing any other duty as may be assigned from time to time

### **(b) Requirements for Appointment**

- i. Bachelor's Degree in Education, Public Administration and Governance, Human Resources Management/ Development from a recognized institution.
- ii. Must have served in a management position for minimum period of three (3) years in public or private sector
- iii. Masters in relevant field is an added advantage
- iv. Demonstrated professional competence, administrative and managerial capability in management work
- v. Knowledge in relevant laws and professional standards.

### **(c) Terms of Service**

Permanent and Pensionable

## **6. Principal Disaster Management Officer - CPSB 06 (1 Post)**

### **(a) Duties and Responsibilities**

The officer will be reporting to the Head/Director Disaster Management Unit. His/her duties and responsibilities are:

- i. Initiate and undertake disaster and hazard mapping.
- ii. Perform paramedic activities to the victims at the disaster cite.
- iii. Undertakes emergency trainings and drills in all county establishments.
- iv. Participate in emergency planning management.
- v. Ensures emergency fire equipment's are in place in all County buildings.
- vi. Supports in ensuring total compliance to the Occupational Safety and Health Act (OSHA) standards.
- vii. Acts as a duty officer as part of 24-hour duty system, responding to disaster as they may arise.

viii. Perform any other duties that may be assigned from time to time.

**(b) Requirements for Appointment**

i. Degree in Disaster Management, Clinical Medicine and Surgery or related field from a recognized institution with relevant experience of at least seven (5) years

**OR**

Diploma in Disaster Management, Clinical Medicine and Surgery or related field from a recognized institution with a minimum of seven (7) years.

ii. A certificate course in firefighting/ fire rescue, first aid or any other disaster response course from a recognized institution will be an added advantage.

iii. Demonstrate strong analytical skills with outstanding verbal and written communication.

iv. Demonstrated professional, technical and administrative competence.

v. Recommendation attesting previous work experience from a government or other recognized organization.

**(c) Terms of Service**

Permanent and Pensionable

**7. Training and Management Analyst II – CPSB 10 (3 Posts)**

**(a) Duties and Responsibilities**

This will be the entry and training grade for Training and Management Analysts. An officer at this level will be exposed to the Management Consultancy techniques and strategies under the guidance of a senior officer.

Duties and responsibilities will entail: -

i. Facilitating trainings and development

ii. Working in a consultancy team

iii. Assisting in the reconciliation of staff establishment

iv. Collection of data for organizational studies/surveys

v. Assisting in drafting of departmental curricula, schemes of service/career progression guidelines, policies and manuals

vi. Performing other duties as may be assigned from time to time

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have a Bachelor's degree in Social Sciences, Management Science, Education or Business/Public Administration or Human Resource Management.

**(c) Terms of Service**

Permanent and Pensionable

## **8. Public Communications Officer II - CPSB 10 (2 Posts)**

### **(a) Duties and Responsibilities**

This will be the entry and training grade for degree holders. An officer at this level will work under the guidance of a senior office. Specific duties and responsibilities will include: -

- i. Gathering information on existing programmes, significant events and the impact on citizens and forwarding the same to the head of Department for dissemination.
- ii. Work will further entail liaising with media practitioners and the public on issues of mutual concern
- iii. Performing any other duty as may be assigned

### **(b) Requirements for Appointment**

- i. Degree in any of the following disciplines: Journalism, Mass communication, international relations, Communication studies, Public relations or any other equivalent qualification from a recognized institution
- ii. Possess good oral and written communication skills in both English and Kiswahili;
- iii. Be proficient in Information Communication Technology

### **(c) Terms of Service**

Permanent and Pensionable

## **9. Public Communications Officer III- CPSB 11 (4 Posts)**

### **(b) Duties and Responsibilities**

Reporting to senior officer, the officer's duties and responsibilities will include:-

- i. Gathering information on topical issues and verifying its authenticity.
- ii. Identifying significant events which require packaging of Government information for dissemination to the media and public.
- iii. Advising the Government on the best media practices which promote good Government relations.
- iv. Organizing fora where Government policies, programmes and projects can be propagated and promoted.
- v. Preparing and organizing media/press briefs on weekly or monthly basis; preparing media supplements
- vi. Performing any other duty as may be assigned

**(b) Requirements for Appointment**

- i. Diploma in any of the following disciplines: Journalism, Mass communication, international relations, Communication studies, Public relations or any other equivalent qualification from a recognized institution
- ii. Possess good oral and written communication skills in both English and Kiswahili;
- iii. Be proficient in Information Communication Technology

**(d) Terms of Service**

Permanent and Pensionable

**10. Information Officer II - CPSB 10 (2 Posts)**

**(a) Duties and Responsibilities**

Reporting to senior officer, the officer's duties and responsibilities will entail:-

- i. Gathering, receiving, verifying, translating and editing news and features from various sources
- ii. Determining the quality of news in relation to original stories filed or received from News Agencies and relating their relevance to Government policy
- iii. Monitoring other media under the guidance of a more senior officer
- iv. Performing any other duties as may be assigned

**(b) Requirements for Appointment**

- i. Have a Bachelors Degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, International Relations, Social Sciences or any other approved equivalent qualifications from a recognized University/Institution;
- ii. Possess good oral and written communication skills in both English and Kiswahili.
- iii. Be proficient in Information Communication Technology
- iv. Have shown merit and ability as reflected in work performance

**(c) Terms of Service**

Permanent and Pensionable

**11. Information Officer III - CPSB 11 (5 Posts)**

**(a) Duties and Responsibilities**

Reporting to senior officer, the officer's duties and responsibilities will entail:-

- i. Handling fairly sensitive and complex news items that require objective judgement.
- ii. Gathering, receiving, editing and verifying news and features from different parts of the County, and relating them to the Government policy.
- iii. Receiving news from sub counties, translating, sub-editing and writing of features
- iv. Initial editing and dispatching news and features to the Departmental Headquarters and media houses
- v. Performing any other duties as may be assigned

**(b) Requirements for Appointment**

- i. Diploma in any of the following disciplines: Mass Communication, Communication Studies, Journalism, International Relations, Social Sciences or any other approved equivalent qualifications from a recognized University/Institution;
- ii. Possess good oral and written communication skills in both English and Kiswahili.
- iii. Be proficient in Information Communication Technology

**(c) Terms of Service**

Permanent and Pensionable

## **12. Program Officer I - CPSB 09 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to senior officer, the officer's duties and responsibilities will include:-

- i. Ensuring effective service delivery engagements between County Government Departments and other Stakeholders.
- ii. Conduct periodic public needs and research of thematic areas from time to time and provide balanced analysis and assessment to inform Bomet County Government for corrective measures.
- iii. Implementing and maintaining service delivery standards
- iv. Ensuring that the County Government Agenda, projects, programs and its interventions are effectively supported and communicated to the public.
- v. Preparing and consolidating progress reports for County Government Agenda, projects, programs and its interventions for possible solutions and corrective measures.
- vi. Participating in development of the annual work plan and budget with other technical officers in line with Governor's manifesto.

- vii. Participate in assigned community support programs.
- viii. Ensuring the core information from all departments is available
- ix. Ensuring timely communication, monitoring and proper public participation at all times.
- x. Ensuring the timely submission of quality and comprehensive progress report.
- xi. Undertake special duties and activities as may be assigned day to day in any public gathering.
- xii. Supervises Program Assistants on daily activities.
- xiii. Performing any other duties that may be assigned by the supervisor.

**(b) Requirements for Appointment**

- i. Bachelor's Degree in Social Science, Social Development, Business Administration, Public Administration, Education or equivalent qualification from a recognized institution.
- ii. Have vast knowledge, experience of not less than of three (3) years in governance.
- iii. Excellent communication and problem-solving skills.
- iv. Thorough understanding of Devolution and the County Development objectives

**(c) Terms of Service**

Permanent and Pensionable

**13. Program Officer II – CPSB 10 (5 Posts)**

**(a) Requirements for Appointment**

Reporting to Program Officer I, the duties and responsibilities will include:-

- i. Maintain periodic public needs and research of thematic areas from time to time.
- ii. Map the County Government Agenda, projects, programs and its interventions are effectively supported and communicated to the public.
- iii. Assist in preparation and consolidation of progress reports for County Government Agenda, projects, programs and its interventions for possible solutions and corrective measures.
- iv. Participating in development of the annual work plan and budget with other technical officers in line with Governor's manifesto.
- v. Participate in assigned community support programs.
- vi. Undertake special duties and activities as may be assigned day to day in any public gathering.
- vii. Performing any other duties that may be assigned by the supervisor.

**(b) Requirements for Appointment**

- i. Bachelor's Degree in Social Science, Social Development, Business Administration, Public Administration, Education or equivalent qualification from a recognized institution.
- ii. Proficiency in computer applications.

**(c) Terms of Service**

Permanent and Pensionable

**14. Program Assistant – CPSB 11 (25 Posts)**

**(a) Duties and responsibilities**

Reporting to Program Officer, the officer's duties and responsibilities will include:-

- i. Updating framework effective service delivery engagements between County Government Departments and other Stakeholders.
- ii. Participating in County Government Agenda, projects, programs and its interventions for effective support and communicate to the public.
- iii. Participating in development of the annual work plan and budget with other technical officers in line with Governor's manifesto.
- iv. Participate in assigned community support programs.
- v. Ensuring the core information from all departments is available.
- vi. Perform any other duties that may be assigned from time to time.

**(b) Requirements for Appointment**

- i. Diploma in Social Science, Social Development, Business Administration, Public Administration or equivalent.

**OR**

Certificate in Social Science, Social Development, Business Administration, Public Administration or equivalent with work experience of at least three (3) years

- ii. Ability to handle multiple tasks, set priorities, meet deadlines and develop innovative recommendations and solutions to problems.
- iii. Team player with good interpersonal and communication skills.

**(c) Terms of Service**

Permanent and Pensionable

**15. Senior Human Resource Management Officer – CPSB 08 (3 Posts)**

**(a) Duties and Responsibilities**

Reporting to the Principal Human Resource Management Officer, the officer will:-

- i. Provide guidance on the implementation of Human Resource management policies, rules and regulations for County Departments.

- ii. Implement Human Resource Policies in areas of recruitment, induction, promotion, job placement, leave scheduling, welfare, salaries and benefits management
- iii. Maintain the work structure by ensuring job requirements and job descriptions for all positions are updated to meet evolving County human capital needs
- iv. Conduct required analysis into remuneration, salaries, bonuses and other benefits
- v. Coordinate training and staff development initiatives for the county human capital.
- vi. Assist in ensuring maintenance of good industrial relations among employees, the organizations and various trade unions
- vii. Facilitate in-house training to ensure employees understand the rationale underpinning policy change and monitor its successful implementation.
- viii. Support formulation of policy and oversight of Occupational Safety and Health (OSH) for the county
- ix. Support the management of the Integrated Payroll and Personnel Database (IPPD) system in the county

**(b) Requirements for Appointment**

- i. Bachelor's Degree in Human Resources Management from a recognized institution.
- ii. Certified Secretary (CS) Part II is an added advantage
- iii. Must have Served in a comparable or similar position in the Public Service or private sector for a minimum period of three (3) years; and
- iv. Active membership to the Institute of HR Management (IHRM)
- v. Knowledge of Microsoft suite.
- vi. Knowledge of relevant legislations.
- vii. Knowledge of Labor Laws and Human Resource Management Regulations.

**(c) Terms of Service**

Permanent and Pensionable

**16. Human Resource Management Officer II – CPSB 10 (8 Posts)**

**(a) Duties and Responsibilities**

This is the entry and training grade for the Human Resource Management officers' cadre. An officer at this grade will perform a variety of Human Resource Management duties of limited scope and complexity under the guidance and supervision of a more senior officer in a medium sized department or in a section within the Human Resource Division. Specific duties and responsibilities will entail:-



- i. Verification of information relating to recruitment, appointment, transfers, Human Resource Management records and complement control
- ii. Processing cases for the County Human Resource Management Advisory Committee
- iii. Assisting in the implementation of the decisions thereof
- iv. Supervising and guiding clerical staff in the Division/Section.
- v. Performing any other duties as may be assigned

**(b) Requirements for Appointment:**

- i. For appointment to this grade, a candidate must have a degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized university/institution
- ii. Proficiency in computer applications
- iii. Active membership to the Institute of HR Management (IHRM)

**(c) Terms of Service**

Permanent and Pensionable

**17. Human Resource Management Assistant III – CPSB 11 (3 Posts)**

**(a) Duties and Responsibilities**

Reporting to the Senior Human Resource Management Officer, the officer will:-

- i. Implement best-practice policy on Human Resource matters in compliance with labor laws and applicable county laws and policies.
- ii. Implement human resource services in areas of recruitment, induction, promotion, job placement, leave scheduling, leave liability, welfare and benefit management
- iii. Implement training and staff development initiatives for the county human capital.
- iv. Assist in ensuring maintenance of good industrial relations among employees, the organizations and various trade unions
- v. Oversee the Human Resource Management function in a sub county or in a unit within the Human Resource Management Division of a Department
- vi. Supervising clerical officers and other supporting staff
- vii. Performing any other duty as may be assigned

**(b) Requirements for Appointment:**

- i. Diploma in Human Resource Management, Records Management or its equivalent from a recognized institution
- ii. Active membership to the Institute of HR Management (IHRM)
- iii. Proficiency in computer applications
- iv. Meet the requirements of Chapter 6 of the Constitution of Kenya 2010.

**(c) Terms of Service**

Permanent and Pensionable

**18. Records Management Officer II – CPSB 10 (2 Posts)**

**(a) Duties and Responsibilities**

This is an entry and training grade for degree holders. Reporting to the Head of Section, he or she will be responsible for: -

- i. Ensuring security of files and documents
- ii. Renewing file covers
- iii. Ensuring proper handling of documents, pending correspondence and bring-ups
- iv. Receiving and dispatching letters and maintaining related registers
- v. Preparing disposal schedules and disposing retired files in accordance with relevant government regulations
- vi. Any other relevant duty that may be assigned

**(b) Requirements for Appointment**

- i. Bachelor's Degree in Records Management, Library and Information Science or equivalent from a recognized institution
- ii. Conversant with Microsoft suite and relevant legislations.

**(c) Terms of Service**

Permanent and Pensionable

**19. Records Management Officer III – CPSB 11 (3 Posts)**

**(a) Duties and Responsibilities**

Reporting to the Head of Section, he or she will be responsible for: -

- i. Storage and maintenance of files and employee records
- ii. Management of files movement
- iii. Ensuring proper receipt and dispatch of mails
- iv. Sorting and classifying documents
- v. Updating and maintenance of employee records

- vi. File indexing and folioing
- vii. Appraisal and disposal of dormant files
- viii. Developing record distribution and storage policies.
- ix. Analyzing information needs and developing procedures to ensure these Requirements are met
- x. Digitizing of records
- xi. Any other relevant duty that may be assigned

**(b) Requirements for Appointment**

- i. Diploma in Records Management, Library and Information Science or equivalent from a recognized institution
- ii. Conversant with Microsoft suite
- iii. Knowledge of relevant legislations and professional standards.

**(c) Terms of Service**

Permanent and Pensionable

**20. Senior Hospitality Officer – CPSB 08 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to Director Management Consultancy Services, duties and responsibilities at this level involve:

- i. Managing hospitality and catering services
- ii. Supervising housekeeping services;
- iii. Supervising hospitality personnel
- iv. Ensuring conformity with health standards and procedures
- v. Performing any other duties as may be assigned

**(b) Requirements for Appointment**

- i. Bachelor's degree in either Hotel and Catering Management or Hotel and Hospitality Management or its equivalent qualification from a recognized institution;
- ii. Minimum of three (3) years relevant experience
- iii. Certificate in computer applications.

**(c) Terms of Service**

Permanent and Pensionable

**21. Hospitality Officer II – CPSB 10 (2 Posts)**

**(a) Duties and Responsibilities**

Reporting to Senior Hospitality Officer, an officer at this level may be deployed either in the conferencing facility, kitchen or in a service area. Duties and responsibilities at this level involve:

- i. Ensuring efficient and proper organization and management of hospitality services
- ii. carrying out on-the-job training of staff
- iii. Supervising hospitality personnel
- iv. Carrying out housekeeping services;
- v. Ensuring conformity with health standards
- vi. Reviewing menus
- vii. Ensuring use of standard operating procedures.

**(b) Requirements for Appointment**

Direct appointment to this grade will be made from candidates who are in possession of:

- i. Bachelor's degree in either Hotel and Catering Management or Hotel and Hospitality Management or its equivalent qualification from a recognized institution;
- ii. Certificate in computer applications.

**(c) Terms of Service**

Permanent and Pensionable

## **I. OFFICE OF THE COUNTY ATTORNEY (COUNTY LAW OFFICE)**

### **1. County Solicitor – CPSB 02 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to County Attorney, the Officer will be:

- i. Organizing, coordinating and managing the administrative and legal functions of the office
- ii. Assisting, the County Attorney in the performance of his duties as the principal Legal Advisor to the County Executive.
- iii. Conducting or assigning a supervising all court cases including appeals or positions on behalf of the County Attorney.
- iv. Formulating and ensuring implementation of development strategies for County Government legal services;
- v. Supporting in drafting and publication of legislative proposals for the County Government;
- vi. Ensuring amendments where necessary of County Laws
- vii. Representing the County Government in Court Tribunals, OCA of inquiry and

- viii. Any other legal proceedings which the County is a party or has interest, other than criminal proceedings which the County is a party or has interest, other than criminal proceedings and perform any other function conferred on in by law.
- ix. Manage and periodically review performance of external counsel
- x. Performing the duties of the Accounting Officer in the office of the County Attorney
- xi. Undertaking duties of alternate Chairperson of the Disciplinary Tribunal;
- xii. Coordinating and supervising the training and development of staff and attachment of candidates for pupillage in the office and;
- xiii. Performing such other duties as may be conferred by law or otherwise assigned by the County Attorney.

**(b) Requirements for Appointment**

- i. Be a holder of Bachelor of Laws (LLB) degree from a recognized University recognized in Kenya or its equivalent;
- ii. Be an Advocate of the High Court of Kenya of not less than seven (7) years having relevant professional experience and hold a current practicing certificate;
- iii. Meets the requirements of leadership and integrity set out in Chapter six of Constitution of Kenya;
- iv. Be a member of Law Society of Kenya in good standing.
- v. Knowledge in records of relevant laws and professional standards.
- vi. Ensuring Compliance with principles and values of good governance, human rights, transparency, accountability, ethic and integrity.
- vii. A Master's Degree from a recognized university will be an added advantage;

**(c) Terms of Service**

Three (3) year contract; Renewable

**2. County Legal Counsel I – CPSB 09 (3 Posts)**

**(a) Duties and Responsibilities**

Reporting to Solicitor General, the duties and responsibilities will include:-

- i. Undertaking Research on assigned legal issues.
- ii. Representing County Executive in court proceedings.
- iii. Giving legal opinions on matters relating to County Executive Functions.
- iv. Drafting, vetting and interpreting document and agreement for and on behalf of the County Executive and its agencies.

- v. Performing any other duties that may be assigned from time to time.

**(b) Requirements for Appointment**

- i. Served in the grade of County Legal Counsel II or in a similar and relevant position for a minimum period of three (3) years.
- ii. Bachelor of Law (LLB) Degree from a recognized institution.
- iii. Postgraduate Diploma in Legal studies from Kenya School of Law.
- iv. Admission as an advocate in the High Court of Kenya.
- v. Current Practising Certificate.
- vi. Fulfilled all the requirements of Chapter six (6) of the Constitution of Kenya, 2010.
- vii. Proficiency in computer applications.
- viii. Demonstrate understanding of National Values and Principles of Governance and Public Service as stipulated in Article 10 232 of the Constitution of Kenya 2010.

**(c) Terms of Service**

Permanent and Pensionable

**3. County Legal Assistant – CPSB 11 (2 Posts)**

**(a) Duties and Responsibilities**

Reporting to County Legal Counsel I, the duties and responsibilities will include:-

- i. Offering general administration and handling of clerical issues in the office.
- ii. Assisting in undertaking research on assigned legal issues
- iii. Overseeing drafting and filing of legal documents in registries.
- iv. Filing court documents and any legal document
- v. Undertaking routine errands to public registries courts and other relevant offices
- vi. Drafting correspondence
- vii. Maintaining and updating the court register
- viii. Bringing up files for appropriate timely action
- ix. Attending to the relevant government registries on a need basis
- x. Compilation and completion of papers, reports, and reference materials
- xi. Attending court to file pleadings
- xii. Serving court process
- xiii. Receiving court process under the guidance of counsel.
- xiv. Performing any other duties as may be assigned

**(b) Requirements for Appointments**

- i. A Higher National Diploma in Laws or equivalent qualification from a recognized institution with two (2) years of relevant experience

**OR**

A Diploma in Laws or its equivalent qualification from a recognized institution with three (3) years' experience

- ii. Proficiency in computer application;
- iii. Meets the provisions of chapter six of the constitution of Kenya, 2010

**(c) Terms of Service**

Permanent and Pensionable

**J. DEPARTMENT OF EDUCATION, YOUTH, SPORTS AND VOCATIONAL TRAINING**

**1. Principal Quality Assurance Officer – CPSB 06 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to Director Education and Vocational Training, the officer will: -

- i. Supervise provision of quality assured ECDE & VTC service
- ii. Oversee and address teacher management
- iii. Develop and coordinate implementation of quality assurance systems in the institutions such as maintenance and amendments of regulations.
- iv. Coordinate inspection of schools to ensure required standards are maintained
- v. Monitor, evaluate and review policies on standards and relevance in ECDE & VTC
- vi. Contribute towards review of policy governing quality assurance systems and procedures relating to Education programmes.
- vii. Collection and dissemination of all research data or information regarding ECDE & VTC services
- viii. Carry out regular Quality Assurance and Standards assessment of ECDE & VTC institutions.
- ix. Contribute towards staff development activities organized for academic and administrative staff in institutions.
- x. Provide information on emerging issues in education.
- xi. Coordinate all research concerning ECDE & VTC services

**(b) Requirements for Appointment**

- i. Bachelor's Degree in Education or related field from a recognized institution.
- ii. Relevant experience of least five (5) years in senior management position
- iii. Proficiency in computer applications
- iv. Knowledge of Quality Assurance Standards.

**(c) Terms of Service**

Permanent and Pensionable

**2. Principal Sports Development Officer – CPSB 06 (1 Post)**

**(a) Duties and Responsibilities**

An officer at this level will be responsible to the Head of Department. Duties and responsibilities will entail:

- i. Coordinating preparation of sports annual and quarterly work plans, sport highlights and reports;
- ii. Liaising with relevant stakeholders in identifying land for sports infrastructure development
- iii. Partnering with public and private organizations in developing sports facilities and related infrastructure;
- iv. Liaising with sub branches of sports federation, clubs and teams in conducting clinics on the set sports standards;
- v. Recommending exceptionally talented person to the county sports office, federation or sports academies for further training and coordinating ex-officio membership activities in sports federation
- vi. Managing budget preparation, staff management, training and development
- vii. Performing any other duties that may be assigned.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- i. Served in the grade of Chief Sports Development Officer or in a relevant and comparable position in the Public Service or private sector for a minimum period of three (3) years;
- ii. Bachelors degree in any of the following disciplines: Physical Education, Recreation Management, Social Science, Education, Recreation Management, Exercise and Sports Science or any other relevant and comparable qualification from a recognized institution.
- iii. Demonstrated merit and ability as reflected in work performance and results.

**(c) Terms of Service**

Permanent and Pensionable

**3. Chief Youth Development Officer – CPSB 07 (1 Post)**

**(a) Duties and Responsibilities**

Reporting to the senior officer in the department, the duties and responsibilities will include:-



- i. Coordinating implementation of youth programmes and projects
- ii. Sensitizing youth on health, employment, empowerment and participation, enterprise development, gender mainstreaming, drug abuse, crime, special needs, recreation, leisure and community services;
- iii. Liaising with stakeholders to undertake surveys and disseminate information on youth development issues
- iv. Participating in the establishment of youth empowerment centers
- v. Coordinating and monitoring the preparation of annual work plans and reports on youth activities.
- vi. Performing any other duties as may be assigned.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- i. Bachelor Degree in any Social Science, Youth Development, Education or other related field from a recognized institution.
- ii. Served in the grade of Senior Youth Development Officer or equivalent for a minimum period of three (3) years;
- iii. Certificate in computer applications from recognized institution;
- iv. Shown merit and ability as reflected in work performance and results

**(c) Terms of Service**

Permanent and Pensionable

**4. Youth Development Officer II – CPSB 10 (3 Posts)**

**(a) Duties and Responsibilities**

Reporting to the senior officer in the department, the duties and responsibilities will include:-

- i. Developing an evaluation strategy for the implementation of youth development programs in the county.
- ii. Liaising with relevant stakeholders and youths in implementation of youth development programs to identify the needs of youths.
- iii. Coordinating with youth to develop a communication strategy to improve effective promotion of youth development programs.
- iv. Planning and facilitating group programs, projects and youth events in the county to enhance youth development.
- v. Developing work plans on youth development programs and submit timesheets that comply with administrative responsibilities.
- vi. Supporting local outreach programs, capacity building and education projects in mainstream youth set up.

- vii. Recording and evaluating youth development projects using the appropriate methods and contribute to funding applications and reports
- viii. Performing any other duties as may be assigned.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- i. Bachelor Degree in any Social Science, Youth Development, Education or other related field from a recognized institution.

**(c) Terms of Service**

Permanent and Pensionable

**5. Sports Development Officer II – CPSB 10 (3 Posts)**

**(a) Duties and Responsibilities**

This is the entry and training grade for the Sports Development Officers cadre. An officer at this level will work under the supervision of a senior officer. Duties and responsibilities will involve:

- i. Developing and promoting sports activities in the division;
- ii. Identifying sports talent;
- iii. Mobilizing and sensitizing local community to participate in sports; organizing matches;
- iv. Liaising with volunteers to support sports programmes;
- v. Collecting data and preparing reports on sports functions and competitions.
- vi. Performing any other duties as may be assigned.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) Bachelor's degree in any of the following disciplines: Physical Education and Sports; Physical Education; Sports Science; Leisure and Recreation Management or any other relevant and equivalent qualification from a recognized institution

**OR**

- Bachelor's degree in Social sciences with a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years from a recognized institution; and
- (ii) Certificate in Computer Applications.

**(c) Terms of Service**

Permanent and Pensionable

## **HOW TO APPLY:**

1. Job descriptions and specifications can be accessed on the County or Public Service Board Websites ([www.bomet.go.ke](http://www.bomet.go.ke) and [www.cpsbbomet.net](http://www.cpsbbomet.net) )
2. Applications can only be **submitted online** on or before **14<sup>th</sup> February, 2023** through Bomet County Public Service Board recruitment portal, [www.cpsbbomet.net](http://www.cpsbbomet.net). **Manual applications will not be accepted.**
3. Clearance documents for purposes of complying with the provisions of Chapter Six of the Constitution of Kenya, 2010 will be required from those shortlisted
4. Only Shortlisted and successful candidates will be contacted.

## **NOTE:**

- i. Bomet County Public Service Board does not solicit for payments or recruit staff through agents/agencies. Any person purporting to undertake recruitment exercise for a fee and/or on behalf of County Public Service Board is a fraudster
- ii. The County Government of Bomet is an equal opportunity employer. Women and Persons with disabilities are encouraged to apply.
- iii. Canvassing will lead to automatic disqualification

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

**Dated: 24/01/2023**