

**REPUBLIC OF KENYA**



**COUNTY GOVERNMENT OF BOMET**

**PUBLIC SERVICE BOARD**

**VACANCIES IN VARIOUS  
COUNTY DEPARTMENTS**

**The County Executive wishes to fill the under listed vacancies within the various County Departments;**

1. Chief Officer Public Service	CPSB 02	1 position
2. Chief Officer Public works and Transport	CPSB 02	1 position
3. Chief Officer Tourism and Investment	CPSB 02	1 position
4. Director, Administrative Affairs	CPSB 03	1 position
5. Assistant Director Intergovernmental Relations (IGR)	CPSB 05	1 position
6. Principal Human Resource Officer	CPSB 06	1 position
7. Senior Training and Management Analyst	CPSB 08	1 position
8. Hospitality Officer I	CPSB 09	1 position
9. Principal Land Valuer	CPSB 06	1 position
10. Superintendent Engineer (Civil/Structural)	CPSB 07	1 position
11. Inspector (Mechanical)	CPSB 11	2 positions
12. Inspector (Civil/Structural)	CPSB 11	2 positions
13. Inspector (Electrical)	CPSB 11	2 positions
14. Inspector (Quantity Survey)	CPSB 11	1 position
15. Internal Auditor II,	CPSB 10	1 position
16. Budget Officer I	CPSB 09	1 position
17. Environment Officer I	CPSB 09	8 positions
18. Assistant Engineer II (Irrigation)	CPSB 09	2 positions
19. Deputy Director Legal Services	CPSB 04	1 position
20. Principal Legal Counsel	CPSB 06	1 position
21. Senior Legal Counsel	CPSB 07	1 position
22. County Legal Counsel I	CPSB 08	1 position
23. County Legal Assistant	CPSB 11	2 positions
24. Registered Nurse II-Specialized		
a. Critical Care	CPSB 10	4 positions
b. Nephrology	CPSB 10	3 positions
c. Peri-Operative	CPSB 10	3 positions
d. Medical Oncologist	CPSB 10	1 position
25. Pharmaceutical Technologist III	CPSB 11	2 positions
26. Nutrition and Dietetics Officer	CPSB 09	4 positions
27. Nutrition and Dietetics Technologist- III	CPSB 11	3 positions
28. Nutrition and Dietetics Technicians- III	CPSB 12	2 positions
29. Assistant Public Health Officer III	CPSB 11	3 positions
30. Records Management Officer II	CPSB 10	1 position

## **1. Chief Officer Public Service - CPSB 02 (1 Post) -Vacancy No: 1/2024**

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

The Chief Officer shall be the Accounting and Authorized Officer in respect of exercise of delegated power and shall be responsible to the **respective** County Executive Committee Member for:

- i. The administration of a County Department as provided under section 45 of the County Government Act.
- ii. Oversee management of Finances, preparation and submission of the Budget estimates, Annual plans and Programs
- iii. Formulation and implementation of policies and plans
- iv. Development and implementation of strategic sector development plans, performance contracting and appraisal.
- v. Formulation and Implementation of County programs to conform to Vision 2030 goals.
- vi. Promotion of National values and principles of Governance as outlined in Article 10 and 232 of the Constitution of Kenya.

### **(b) Requirement for Appointment**

For appointment, the applicant must;

- i. Be a Kenyan citizen
- ii. Hold at least a relevant first degree from a recognized University in Kenya.
- iii. Master's degree will be an added advantage.
- iv. Having attended a Senior Management Course from a recognized institution will be an added advantage.
- v. Membership to a relevant professional body is an added advantage
- vi. Have knowledge, experience and distinguished career of not less than 10 years, five of which in a senior management position.
- vii. Proven ability in leadership and Management.
- viii. Capable of working under pressure to meet strict deadlines to enable the County Government achieve her Vision.
- ix. Satisfy the requirements of Chapter Six (6) of the Constitution.
- x. Be conversant with the constitution of Kenya and Devolution related legislation.
- xi. Demonstrate thorough understanding of the County Government plans.

**(c) Terms of Service:** Three (3) year contract

**(d) Remuneration:** As per SRC Circular

## **2. Chief Officer, Public Works & Transport - CPSB 02 (1 Post) - Vacancy No: 2/2024**

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

The Chief Officer shall be the Accounting and Authorized Officer in respect of exercise of delegated power and shall be responsible to the **respective** County Executive Committee Member for:

- i. The administration of a County Department as provided under section 45 of the County Government Act.
- ii. Oversee management of Finances, preparation and submission of the Budget estimates, Annual plans and Programs
- iii. Formulation and implementation of policies and plans
- iv. Development and implementation of strategic sector development plans, performance contracting and appraisal.
- v. Formulation and Implementation of County programs to conform to Vision 2030 goals.
- vi. Promotion of National values and principles of Governance as outlined in Article 10 and 232 of the Constitution of Kenya.

### **(b) Requirement for Appointment**

For appointment, the applicant must;

- i. Be a Kenyan citizen
- ii. Hold at least a relevant first degree from a recognized University in Kenya.
- iii. Master's degree will be an added advantage.
- iv. Having attended a Senior Management Course from a recognized institution will be an added advantage.
- v. Membership to a relevant professional body is an added advantage
- vi. Have knowledge, experience and distinguished career of not less than 10 years, five of which in a senior management position.
- vii. Proven ability in leadership and Management.
- viii. Capable of working under pressure to meet strict deadlines to enable the County Government achieve her Vision.
- ix. Satisfy the requirements of Chapter Six (6) of the Constitution.
- x. Be conversant with the constitution of Kenya and Devolution related legislation.
- xi. Demonstrate thorough understanding of the County Government plans.

**(c) Terms of Service:** Three (3) year contract

**(d) Remuneration:** As per SRC Circular

### **3. Chief Officer, Tourism and Investment - CPSB 02 (1 Post) -Vacancy No: 3/2024**

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

The Chief Officer shall be the Accounting and Authorized Officer in respect of exercise of delegated power and shall be responsible to the **respective** County Executive Committee Member for:

- i. The administration of a County Department as provided under section 45 of the County Government Act.
- ii. Oversee management of Finances, preparation and submission of the Budget estimates, Annual plans and Programs
- iii. Formulation and implementation of policies and plans
- iv. Development and implementation of strategic sector development plans, performance contracting and appraisal.
- v. Formulation and Implementation of County programs to conform to Vision 2030 goals.
- vi. Promotion of National values and principles of Governance as outlined in Article 10 and 232 of the Constitution of Kenya.

#### **(b) Requirement for Appointment**

For appointment, the applicant must;

- i. Be a Kenyan citizen
- ii. Hold at least a relevant first degree from a recognized University in Kenya.
- iii. Master's degree will be an added advantage.
- iv. Having attended a Senior Management Course from recognized institution will be an added advantage.
- v. Membership to a relevant professional body is an added advantage
- vi. Have knowledge, experience and distinguished career of not less than 10 years, five of which in a senior management position.
- vii. Proven ability in leadership and Management.
- viii. Capable of working under pressure to meet strict deadlines to enable the County Government achieve her Vision.
- ix. Satisfy the requirements of Chapter Six (6) of the Constitution.
- x. Be conversant with the constitution of Kenya and Devolution related legislation.
- xi. Demonstrate thorough understanding of the County Government plans.

**(c) Terms of Service:** Three (3) year contract

**(d) Remuneration:** As per SRC Circular

## **A. DEPARTMENT OF ADMINISTRATION, PUBLIC SERVICE AND SPECIAL PROGRAMS**

### **1. Director Administrative Affairs – CPSB 03 (1 Post) –Vacancy No: 4/2024**

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

Reporting to the Chief Officer/Public Service, he or she will be responsible for: –

- i. Organising, Directing, Controlling and Coordination of Functions in the Public Service;
- ii. Coordinating public service reforms;
- iii. Preparation of Departmental Plans and Budgets;
- iv. Ensure strict compliance with all financial, budgetary and procurement procedures.
- v. Ensure timely, efficient communication and coordination of public service Departmental affairs
- vi. Overseeing service delivering in the Public Service;
- vii. Overseeing development of programmes and projects to empower the community;
- viii. Coordinating and facilitating participation in the development of policies, plans and delivery of services;
- ix. Overseeing safe custody of county departmental assets;
- x. Coordinating and liaising with other directorate and departments in the county;
- xi. Initiate development of the appropriate County Departmental policies, legal and institutional frameworks for the implementation of the mandate of public Service
- xii. Any other duties as may be assigned from time to time.

#### **(b) Requirement for Appointment**

- i. Bachelor's Degree in Public Administration or Business Administration or Social Sciences or equivalent from a recognized institution.
- ii. In-depth professional knowledge and experience in a specialized field or broad knowledge of a number of fields
- iii. Master's Degree in Public Administration, Public Policy, Business Administration and Development Management from recognized Institution.
- iv. Have at least ten (10) years relevant working experience, five (5) of which must have been in a senior manager position.
- v. Must have a senior management course lasting not less than one (1) month from a recognized institution in Kenya
- vi. Must be a team player and be able to work with minimum supervision.
- vii. Demonstrated a high degree of professional and technical competences in work performance and results.

**(c) Terms of Service:** Three (3) year contract

**(d) Remuneration:** As per SRC Circular

## **2. Assistant Director Intergovernmental Relations (IGR) - CPSB 05 (1 Post)**

**-Vacancy No: 5/2024**

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

- i. Assist the Director to Communicate decisions, reports and plans of the IGR and the Council of Governors to relevant Sectors and units of the County Government;
- ii. Assist the Director to Coordinate the implementation of decisions of intergovernmental relations structures (IGR, Council of Governors, any other) in as far as they affect Bomet County Government;
- iii. Assist the Director to Coordinate consultations and cooperation between Bomet County Government and the National Government, and between Bomet County Government and other County Governments
- iv. Assist the Director to Coordinate transfer of functions between Bomet County Government and National Government;
- v. Assist the Director to Manage agreements and memorandum of understandings between Bomet County Government and the National Government, and between Bomet County Government and other County Governments
- vi. Assist the Director Share information on issues of common interest with National Government or with other County Governments;
- vii. Assist the Director to facilitate the management of dispute management mechanisms in matters affect the Bomet County Government;
- viii. Assist the Director to provide linkages with International, Regional, National, and local organizations and institutions for collaboration and partnership within the county focusing on policy, research and development.
- ix. Performing any other duties that might be assigned by the Director IGR from time to time.

### **(b) Requirement for Appointment**

- i. Be in Possession of any of the following Bachelor's degree in International Relations, Information Technology, Public Administration or any other related field from a recognized institution. Be in Possession of any of the following Master's degree in International Relations, Monitoring and Evaluation, Public administration or any other related qualifications from a recognized institution.
- ii. Demonstrated understanding of the Intergovernmental relations at county, national and international levels.
- iii. Over 10 years' relevant working experience
- iv. Attended a Leadership Development Course lasting not less than 6 weeks.
- v. Have good analytical and conflict resolution skills.
- vi. Have experience in Monitoring and Evaluation of Projects.
- vii. Must have served in management position for a period not less than 5years.
- viii. Have good communication skills
- ix. Demonstrated understanding of the County Economic Planning process as well as County Budgeting cycle.

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

### **3. Principal Human Resource Officer (Payroll) –CPSB-06 (1 Post) –Vacancy No: 6/2024**

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

- i. In-charge of the payroll system and administration including preparation and maintenance of the payroll data and preparation of monthly contribution schedules for timely remittance of statutory deductions;
- ii. Administration of staff welfare and benefits requirements which include medical cover, group life /accident cover and pension scheme;
- iii. Provide input into the departmental work plan and compile budget estimates to inform the departmental planning process;
- iv. Lead the development and performance management of staff that report to the position for the achievement of both the individual and departmental goals;
- v. Ensuring the correct interpretation and implementations of Human Resource Regulations.
- vi. Identify and evaluate HR and Administration risks and implications of all the departmental activities;
- vii. Supervise and evaluate the performance of staff that report to the position;
- viii. Mentor and coach staff;
- ix. Carry out training needs assessment and propose training programmes for departmental / Sectional staff;
- x. Coordinate the implementation of the process of performance management system; and
- xi. Coordinate the implementation of the Human Resources Management Information systems.

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

- i. Bachelor's degree in Human Resource Management or any other related discipline from a recognized university
- ii. Master's degree in HRM or related field from a recognized university will be an added advantage.
- iii. Post graduate Diploma in Human Resource Management or law or a related field.
- iv. Minimum Certified Human Resource Professional (CHRP) level II
- v. Membership to IHRM in good standing.
- vi. Previous relevant work experience required.
- vii. Must have served at least three (3) years as Chief Human Resource Management Officer.
- viii. Demonstrated administrative ability and have good knowledge and skills in Integrated Payroll and Personnel Database (**IPPD**) and a thorough understanding of County Public Service Human Resource Standards.

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

#### **4. Senior Training and Management Analyst -CPSB 08 (1 Post) –Vacancy No: 7/2024**

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

Duties and responsibilities at this level will entail Co-ordinating, Collection, Processing, Management and Storage of management information data such as data on staff Training and Development activities, Preparation of appraisal reports, Skills Inventory, Complement Control and Designing Management Information Systems.

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

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

- i. Bachelor's degree in any of the following: Management Science, Computer Science, Information Science or any other degree in a relevant field from a recognized university;

OR

Bachelor's degree in Social Sciences or a Bachelor of Science degree, and an advanced certificate or Post-graduate Diploma in Computer/Information Science or any other equivalent but relevant qualification from a recognized institution; and

- ii. served in the grade of Management Analyst I (Information Management) or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iii. Proficiency Certificate in Computer Packages

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## **B. DEPARTMENT OF TRADE, ENERGY, TOURISM, INDUSTRY & INVESTMENT**

#### **1. Hospitality Officer I - CPSB 09 (1 Post) – Vacancy No:8/2024**

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

- i. Coordination of training of staff working under him/her;
- ii. Carrying out training needs assessments;
- iii. Developing standard operating procedures;
- iv. Enforcing the use of standard operating procedures;
- v. Continuous monitoring of the use of standard operating procedures;

- vi. Ensuring smooth inter-sectional relations; and ensuring training projections are done annually.

**(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 Hospitality and Tourism Management or Hotel and Catering Management or its equivalent qualification from a recognized institution;
- ii. Certificate in computer applications.

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## **C). DEPARTMENT OF LANDS, HOUSING & URBAN PLANNING**

### **1. Principal Land Valuer - CPSB 06 (1 Post) - Vacancy No:9/2024**

**(a) Duties and Responsibilities**

- i. Enforcing provisions of various statutes on valuation
- ii. Undertaking valuation for Stamp Duty
- iii. Undertaking valuation of assets for the County
- iv. Analysing data for in-input into the National Land Value Index
- v. Preparing main and supplementary valuation rolls
- vi. Attending court on valuation matters
- vii. Analysing market data for valuation purposes
- viii. Analysing research data and developing valuation database
- ix. Guiding and counselling staff

**(b) Requirement for Appointment**

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

- i. Bachelors' degree in any of the following disciplines: - Land Economics, Real Estate and Property Studies or its equivalent qualification from a recognized institution;
- ii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iii. Membership to the Institution of Surveyors of Kenya (ISK), Valuation and Estate Management Surveyors Chapter;
- iv. Certificate in computer application skills; and
- v. shown merit and ability as reflected in work performance and result

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## **D). COUNTY DEPARTMENT OF ROADS, PUBLIC WORKS AND TRANSPORT**

### **1. Superintending Engineer (Civil/Structural) - CPSB 07 (1 Post) -Vacancy No: 10/2024**

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

- i. Design and analyse structural components and systems for buildings, bridges and other infrastructure projects.
- ii. Conduct structural analysis to assess performance of structural systems
- iii. Ensure structural designs comply with relevant building codes, standards and regulation in Kenya
- iv. Provide technical support and supervision during the construction phase to ensure structural elements are built according to design specifications.
- v. Evaluate alternative design solutions and construction methods to optimize project cost, schedules and performance.

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

- i. Served as Assistant Engineer I (Structural) or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. A Bachelor's Degree in Civil Engineering or its equivalent from a recognized institution;
- iii. Been registered by Engineers Registration Board of Kenya
- iv. Current valid annual Practising License from the Engineers Registration Board of Kenya
- v. Corporate Membership with the Institution of Engineers of Kenya
- vi. Shown merit and ability as reflected in work performance and results.

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

### **2. Inspector (Mechanical) - CPSB 11 (2 Posts) - Vacancy No: 11/2024**

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

- i. Inspection, repair and maintenance of mechanical installations including power generating engines, fire-fighting equipment, refrigeration and air conditioning plants in public buildings, hospital and institutions.

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

- i. Be in possession of a Diploma in Mechanical Engineering or Mechanical Technician Certificate part III or equivalent and relevant qualifications from a recognized institution.
- ii. Be computer literate

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## **3. Inspector (Electrical) - CPSB 11 (2 Posts) -Vacancy No:12/2024**

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

- i. Inspection and Maintenance of Electrical Installation In public buildings and Government Quarters;
- ii. Testing and Maintenance of electrical controls related to fire-detections equipment, Cooker water-heaters and general domestic appliances;
- iii. Inspection and maintenance of electrical controls in power generating plants and machinery.

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

- i. Be in possession of a Diploma in Electrical Engineering or Electrical Technician Certificate part III or equivalent and relevant qualifications from a recognized institution.
- ii. Be computer literate

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## **4. Inspector (Civil / Structural) - CPSB 11 (2 Posts) -Vacancy No: 13/2024**

### **Roles and Responsibilities**

- i. Preparing preliminary drawings;
- ii. Reading and interpreting engineering drawings in relations to the architect's sketches and incorporating these details in the preliminary drawings.
- iii. Maintaining accurate project documentations including drawings, reports and correspondences;

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

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

- i. Be in possession of a Diploma or Technician Certificate part III in any of the following disciplines; Building Engineering, Civil/Structural Engineering, Building Construction, Architecture or its equivalent and relevant qualifications from a recognized institution
- ii. Be computer literate;

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

**5. Inspector (Quantity Surveyor) - CPSB 11 (1 Post) - Vacancy No: 14/2024**

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

- i. Squaring dimensions and abstracting for the preparation of bills of quantities;
- ii. Preparing specifications;
- iii. Assisting in the preparation of payment certificates.

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

- i. Diploma or a Technical Certificate Part III in any of the following disciplines: - Quantity Survey, Building/Civil &/ Structural Engineering or its equivalent and relevant qualification from a recognized institution;
- ii. Be a Computer Literate;

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## **E). COUNTY DEPARTMENT OF FINANCE, ECONOMIC PLANNING & ICT**

**1. Budget Officer I - CPSB 09 (1 Post) - Vacancy No: 15/2024**

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

- 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; and
- iii. Initial processing of reallocations within the budget.

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

- i. For direct appointment to this grade, a candidate must be in possession of a Bachelor's Degree in Commerce (Finance option), Business Management or Finance, Economics, Business Administration plus Certified Public Accountant (CPA) K or Association of Chartered Certified Accountant (ACCA) or Chartered Financial Analyst (CFA).
- ii. Proficiency in computer applications.

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## **2. Internal Auditor II - CPSB 10 (1 Post) - Vacancy No: 16/2024**

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

An officer at this level will be responsible for performing a variety of Auditing work of limited scope and under the guidance of a senior officer. Specifically, verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine auditing work of cashbooks, imprest and advances ledgers etc. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved. He/she will be responsible for safe custody of records and assets under him /her.

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

For appointment to the grade of a candidate must have the following qualification: -

A pass in part II of the Certified Public Accountants (CPA) Examination or it's recognized equivalent qualifications.

**OR**

Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification

ii. Proficiency in Certificate Computer Packages

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## **F). DEPARTMENT OF WATER, ENVIRONMENT & NATURAL RESOURCES AND CLIMATE CHANGE**

### **1. Environment Officer I - CPSB 09 (8 Posts) -Vacancy No: 17/2024**

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

- i. Implementation and evaluation of department's strategic plans, programmes and activities at the sub county;
- ii. Representing the department in all sub-county forums;
- iii. Ensure public participation in Government service delivery;
- iv. To handle waste management and sanitation within the Sub County.
- v. Collect grass root information on environment, natural resources programs and service delivery and convey to spearhead on policy formulation;
- vi. Supervision of environment, natural resources and agroforestry programs and services in the sub-county;
- vii. Compilations of reports as regularly as maybe required;
- viii. Any other duty that may be assigned from time to time by his/her senior

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

For direct appointment to this grade, a candidate must:

- i. Must be a holder of a Bachelor's degree in either environmental Science, Environmental health natural resources, conservation biology, Bio Resource Management & Conservation or its equivalent from a recognised institution;
- ii. Must be registered by relevant body
- iii. Be computer literate;

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## **G). COUNTY LEGAL SERVICES**

### **1. Deputy Director, Legal Services - CPSB 04 (1 Post) -Vacancy No: 18/2024**

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

The Officer will be responsible to the Office of the County Attorney and reports directly to the County Solicitor. Duties and responsibilities at this level will entail;

- i. Shall, on the instructions of the County Solicitor in consultation with the County Attorney represent the County Government in court, tribunals or in any other legal proceedings to which the County Government is a party, other than criminal proceedings.
- ii. Supporting the County Legal Department and various County Departments in drafting various legislative proposals, policies and regulations.

- iii. Provide professional guidance to Management and staff under him or her on all legal matters relating to the functions and operations of the Office on all areas of law;
- iv. Participate in the development and implementation of the Legal Directorate's strategy and plans;
  - v. Participate in the preparation and implementation of the legal services budget;
  - vi. Provide professional advice to the Office of the County Attorney on legal matters, policies and procedures to enhance compliance, hence reducing reputational, legal and financial risks;
- vii. Participate in drafting, review and interpretation of contracts/agreements between the Office and other parties;
- viii. Carry out searches at the registries i.e. lands, company registry and court files as appropriate in support of legal decisions;
  - ix. Prepare legal documentation and legal briefs to represent the Office in court;
  - x. Appraise the staff within the directorate as per the laid down guidelines.
  - xi. Liaises with external counsel on matters where the County Government has instructed external counsel to handle cases;
  - xii. Performing any other duties that may be assigned from time to time.

**(b) Requirements for Appointment:**

- i. Bachelor of Law (LL. B) degree from a recognized university;
- ii. Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- iii. Master Degree in Law, Business Administration, Public Administration or any other equivalent qualification will be an added advantage.
- iv. Registered as an advocate for the High Court of Kenya;
- v. Be a member of good standing of the Law Society of Kenya;
- vi. Be in possession of a current practicing license;
- vii. Proficiency in computer applications;
- viii. At least seven (7) years relevant experience three (3) of which must have been at Managerial position – Legal services or its equivalent preferably in the public or private sector.

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## **2. Principal County Legal Counsel - CPSB 06 (1 Post) -Vacancy No: 19/2024**

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

The Officer will be responsible to the Office of the County Attorney and reports directly to the County Solicitor. Duties and responsibilities at this level will entail;

- i. Shall, on the instructions of the County Solicitor in consultation with the County Attorney represent the County Government in court, tribunals or in any other legal proceedings to which the County Government is a party, other than criminal proceedings.
- ii. Supporting the County Legal Department and various County Departments in drafting various legislative proposals, policies and regulations.
- iii. Handling pre-legal disputes and inquiries, preparing legal opinions and legal briefs drafting leases and contracts.
- iv. Formulate, implement and review legal strategies, policies, plans, standards and procedures pertaining to legal services as per the County's strategic plan.
- v. Advice and assist the County Government in compliance with national and international instruments.
- vi. Ensuring compliance with principle and values of good governance, Human right, transparency, ethics and integrity
- vii. Analysing research data and compiling reports
- viii. Undertaking law review
- ix. Interpreting legal instruments and statutes.
- x. Liaises with external counsel on matters where the County Government has instructed external counsel to handle cases;
- xi. Perform any other function that may be assigned from time to time.

### **(b) Requirements for appointment**

- i. Be a Kenyan citizen;
- ii. Bachelor of Law (LLB) degree from a university recognized in Kenya;
- iii. Post graduate Diploma in Law from the Kenya School of Law;
- iv. Must be an advocate of the High Court of Kenya
- v. Membership to the Law Society of Kenya (LSK);
- vi. Current valid practicing certificate;
- vii. A minimum experience of six (6) years in either public or private legal practice;
- viii. Proficiency in computer skills
- ix. Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.
- x. 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

**(d) Remuneration:** As per SRC Circular

### **3. Senior County Legal Counsel - CPSB 07 (1 Post) - Vacancy No: 20/2024**

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

The Officer will be responsible to the Office of the County Attorney and reports directly to the County Solicitor. Duties and responsibilities at this level will entail;

- i. Coordinate work plans and supervise officers under him or her to ensure management of work is in line with set targets.
- ii. Drafts legal opinions and other relevant legal documents;
- iii. Drafts local agreements, leases and contractual documents;
- iv. Collates and analyses research data and findings of court proceedings;
- v. Interviews clients for proper referrals and prepares briefs and papers on legal issues;
- vi. Attends court and other tribunals and represents the County Government and its Agencies/ institutions in cases where the County Government or agencies/ institutions are parties;
- vii. Supporting the County Legal Department and various County Departments in drafting various legislative proposals, policies and regulations.
- viii. Disseminates legal documents for use by the County Government;
- ix. Liaises with external counsel on matters where the County Government has instructed external counsel to handle cases;
- x. Perform any other function that may be assigned from time to time.

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

- i. Be a Kenyan citizen
- ii. Bachelor of laws degree (LLB) or equivalent qualification from a recognized institution.
- iii. Have Postgraduate Diploma in Law from the Kenya School of Law;
- iv. Be an Advocate of the High Court of Kenya;
- v. Have valid practicing certificate/license;
- vi. Have membership with the Law Society of Kenya (LSK);
- vii. A minimum experience of five (5) years in either public or private legal practice;
- viii. Proficiency in computer skills
- ix. Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.
- x. 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

**(d) Remuneration:** As per SRC Circular

#### **4. County Legal Counsel I - CPSB 08 (1 Post) - Vacancy No: 21/2024**

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

The Officer will be responsible to the Office of the County Attorney and reports directly to the County Solicitor. Duties and responsibilities at this level will entail;

- i. Undertaking Research on assigned legal issues.
- ii. Attends court and other tribunals and represents the County Government and its Agencies/ institutions in cases where the County Government or agencies/ institutions are parties;
- iii. Supporting the County Legal Department and various County Departments in drafting various legislative proposals, policies and regulations.
- iv. Giving legal opinions on matters relating to County Government Functions.
- v. Drafting, vetting and interpreting document and agreement for and on behalf of the County Government and its agencies.
- vi. Dealing with applications for grants of representation including all those which will be annexed, confirmation thereof, issue of citations and related matters.
- vii. Performing any other duties that may be assigned from time to time.

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

- i. Be a Kenyan citizen
- ii. Served in the grade of County Legal Counsel II or in a similar and relevant position for a minimum period of three (3) years.
- iii. Bachelor of Law (LL.B) Degree from a recognized institution.
- iv. Postgraduate Diploma in Legal studies from Kenya School of Law.
- v. Admission as an advocate in the High Court of Kenya.
- vi. Current Practising Certificate.
- vii. Fulfilled all the requirements of Chapter six (6) of the Constitution of Kenya, 2010.
- viii. Proficiency in computer applications.
- ix. 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

**(d) Remuneration:** As per SRC Circular

## 5. County Legal Assistant - CPSB 11 (2 Post) - Vacancy No: 22/2024

### (a) Duties and Responsibilities

The Officer will be responsible to the Office of the County Attorney and reports directly to the County Solicitor. Duties and responsibilities at this level will entail;

- 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. Serving court process
- xii. Receiving court process under the guidance of counsel.
- xiii. 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

**(d) Remuneration:** As per SRC Circular

## H). DEPARTMENT OF HEALTH SERVICES

### 1. Registered Nurse II-Specialized (Critical Care-4, Nephrology-3, Peri-Operative- 3 and Medical Oncologist-1) - CPSB 10 (11 Posts) –Vacancy No: 23/2024

#### (a) Duties and Responsibilities

Reporting to the Facility –in- charge, the officer will: -

- i. Work in critical care setting to provide care to patients in the clinics/units.
- ii. Be responsible for monitoring the patients from the operating theatre and other relevant units.
- iii. Attend to the patients, making sure that they are adequately treated/cared for and followed up.
- iv. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes.
- v. Providing appropriate healthcare service including integrated management of childhood illness (IMCI), immunization, PMCTC, ante-natal care and delivery.
- vi. Providing health education and counseling to patients/clients and community on identified health needs.
- vii. Referring patients/clients appropriately.
- viii. Facilitating patients' admissions and initiating discharge plans.
- ix. Maintain records on patients'/clients health condition and care.
- x. Ensuring a tidy and safe clinical environment.
- xi. Collecting and compiling data.
- xii. Perform any other duties that may be assigned.

#### (b) Requirements for Appointment

For appointment to this grade candidate must have:-

- i. Higher National Diploma in Nursing in specialized area from a recognized institution.
- ii. Diploma in any of the following disciplines:- Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution.
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution.

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## **2. Pharmaceutical Technologist III - CPSB 11 (2 Posts) -Vacancy No: 24/2024**

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

This is the entry and training grade for this cadre. An officer at this level will be responsible for dispensing drugs/medicines to patients under supervision of a senior officer. Specific duties and responsibilities at this level will include:

- i. Receiving, interpreting and processing prescriptions.
- ii. Recording prescriptions in a pharmacy unit.
- iii. Pre-packing, repacking and writing instructions on labels.
- iv. Counselling patients on usage of drugs in a pharmacy unit.
- v. Maintaining drug registers/books.
- vi. Stock-taking of drugs and medicinal devices on monthly basis.
- vii. Perform any other duties that may be assigned.

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

- i. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy & Poisons Board from a recognized institution.
- ii. Certificate of Enrolment as a Pharmaceutical Technologist awarded by Pharmacy & Poisons Board.
- iii. Certificate in computer application skills from a recognized institution.

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## **3. Nutrition and Dietetics Officer-CPSB 09 (4 posts) -Vacancy No: 25/2024**

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

- i. Preparing and implementing therapeutic diet for outpatients and inpatients
- ii. Providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home-based care and other institutions
- iii. Treating and counselling patients using specialized dietetic nutritionally modified products:
- iv. Implementing the nutrition and dietetic process including screening, assessing, formulating and implementing nutrition interventions and evaluating outcomes
- v. Providing nutrition support in patient management in health care facilities;

- vi. Developing and disseminating nutrition behaviour change communication, information education and communication materials;
- vii. Implementing nutrition health programmes; and collecting and compiling nutrition and dietetic data.

**(b) Requirements for appointment**

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in any of the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition or Home Economics from a recognized institution.
- ii. Registration by the council of the Institute of Nutritionists' and Dieticians (CIND) and
- iii. Certificate in Computer Applications Skills from a recognized institution.

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

**4. Nutrition and Dietetics Technologist III - CPSB 11 (3 posts) –Vacancy No: 26/2024**

**(a) Duties and Responsibilities**

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

- i. Implementing nutrition programs
- ii. Providing nutrition services in health care facilities
- iii. Conducting nutrition assessments
- iv. Collecting and compiling nutrition data
- v. Providing nutrition health education and demonstrations
- vi. Counselling of patients with specific nutritional needs
- vii. Monitoring preparation of therapeutic feeding programs
- viii. Implementing outpatient and inpatient supplementary and therapeutic feeding programs.
- ix. Promoting maternal, infant and young children feeding programs
- x. Providing micronutrient supplementation.

**(b) Requirements for Appointment**

- i. Diploma in community nutrition, clinical nutrition or nutrition and dietetics from a recognized institution.
- ii. Registration Certificate by the Kenya Nutritionists and Dieticians Institute (KNDI).

- iii. Certificate in computer applications skills from a recognized institution.

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## **5. Nutrition and Dietetics Technicians III - CPSB 12 (2 posts) – Vacancy No: 27/2024**

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

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

- i. Preparing of the nutrition care plan
- ii. Documenting the feeding charts
- iii. Conducting continuous nutrition education sessions
- iv. Participating in ward rounds to review patients on nutrition management with other medical team
- v. Collating monthly and quarterly nutrition service and consumption reports
- vi. Providing iron and folic acid supplements to pregnant women
- vii. Conducting growth monitoring and promotion in children below 5 years attending child welfare clinic and chart in the mother child booklet
- viii. Providing children below 5 years attending CWC with vitamin A supplements and document in relevant data tools
- ix. Raising requisitions of nutrition commodities required in the facility as per the consumption report
- x. Conducting nutrition assessment, counselling and support for clients in outpatient clinics
- xi. Conducting nutrition health talks at the health facility
- xii. Conducting complementary feeding demonstrations in child welfare clinics
- xiii. Participating in community outreaches
- xiv. Participating in school health outreach programs

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

- i. Certificate in community nutrition, clinical nutrition or nutrition and dietetics from a recognized institution.
- ii. Registration Certificate by the Kenya Nutritionists and Dieticians Institute (KNDI).
- iii. Certificate in computer applications skills from a recognized institution.

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## **6. Assistant Public Health Officer III - CPSB 11 (3 Posts) –Vacancy No: 28/2024**

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

This will be the entry and training grade for this cadre. An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include:

- i. Mobilize, sensitize and advise the community on matters related to public health at household level.
- ii. Refer health cases to health facilities.
- iii. Inspect homesteads, markets, commercial premises, trading centres to ensure cleanliness and sanitary requirements are maintained
- iv. Assess health needs in the community.
- v. Spearhead the CLTS process aimed to deliver village open defecation free.
- vi. Initiate local community mobilization processes and promote / oversee the formation of user groups for programme implementation.
- vii. Identify public health issues at household level.
- viii. Organize health days to advice communities on common public health issues.
- ix. Defaulter tracking and reporting of Tuberculosis and other immunizable diseases.
- x. Implement vector, vermin and rodent control measures.
- xi. Issuing of intimation and statutory notices.

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

- i. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution.
- ii. Certificate in Computer application skills from a recognized institution.

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## **H). DEPARTMENT OF AGRICULTURE, LIVESTOCK & FISHERIES**

### **1. Assistant Engineer II (Irrigation) - CPSB 09 (2 Posts) – Vacancy No: 29/2024**

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

- i. Carrying out visibility;
- ii. Planning and designing water supply and irrigation infrastructures; and
- iii. Carrying out research activities in various aspects of water, Irrigation, Operating and Maintenance of irrigation projects.

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

For appointment to this grade, a candidate must;

- i. Bachelor's degree in Agricultural Engineering, General Agriculture, or its equivalent from a recognized university.
- ii. Be registered by Engineers Registration Board of Kenya as a graduate Engineer
- iii. Have a certificate in computer application from recognized institution.
- iv. Have demonstrated professional competence and administrative ability as reflected in work performance results.

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## **I). COUNTY PUBLIC SERVICE BOARD**

### **1. Records Management Officer II - CPSB 10 (1 Post) - Vacancy No:30/2024**

#### **(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.
- iii. Proficiency in computer applications.

**(c) Terms of Service:** Permanent and Pensionable

**(d) Remuneration:** As per SRC Circular

## 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 **28<sup>th</sup> June, 2024** 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: 7/06/2024**