

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF BOMET

PUBLIC SERVICE BOARD

**VACANT POSITIONS IN VARIOUS COUNTY
DEPARTMENTS**

The County Government of Bomet through the County Public Service Board wishes to fill the underlisted vacancies within the various departments:

A. Department of Health Services

1. Medical Specialists:
 - a) General Surgeon CPSB 04 1 Position
 - b) Urologist CPSB 04 1 Position
 - c) ENT CPSB 04 1 Position
 - d) Physician CPSB 04 1 Position
2. Medical Officer CPSB 07 3 Positions
3. Registered Nurse I (Specialized Nurse)
 - a) Nephrology CPSB 09 1 Position
 - b) Critical Care CPSB 09 1 Position
4. Kenya Registered Community Health Nurse III CPSB 11 15 Positions
5. Registered Clinical Officer III CPSB 11 8 Positions
6. Clinical Officer (BSC) CPSB 09 2 Positions
7. Medical Laboratory Technologist III CPSB 11 8 Positions
8. Medical Laboratory Officer CPSB 09 3 Positions
9. Assistant Health Records & Information Management Officer III CPSB 11 5 Positions
10. Medical Social Worker II CPSB 10 1 Position
11. Medical Social Worker III CPSB 11 1 Position
12. Health Promotions Officer I CPSB 09 2 Positions
13. Radiographer III CPSB 11 4 Positions
14. Assistant Community Oral Health Officer III CPSB 11 1 Position
15. Counsellor II CPSB 10 1 Position
16. Assistant Physiotherapist III CPSB 11 1 Position
17. Pharmaceutical Technologist III CPSB 11 1 Position

B. Department of Finance, Economic Planning and ICT

1. Internal Auditor I CPSB 09 2 Positions
2. Budget Officer III CPSB 10 1 Position

C. Department of Agriculture, Livestock and Fisheries

1. Animal Health Assistant (Meat Inspector) CPSB 12 12 Positions
2. Assistant Animal Health Officer III (Artificial Insemination) CPSB 11 15 Positions

D. Department of Education and Vocational Training

1. Assistant ECDE Teacher III B3 170 Positions

E. Department of Water, Sanitation, Environment, Natural Resources and Climate Change

1. Environment Officer I CPSB 09 4 Positions

F. Department of Gender, Culture and Social Services

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| 1. Library Assistant II | CPSB 11 | 1 Position |
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G. Department of Administration, Public Service and Special Programs

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| 1. Deputy Director Information and Public Communication | CPSB 04 | 1 Position |
| 2. Senior Training & Management Analyst | CPSB 08 | 1 Position |
| 3. County Legal Counsel II | CPSB 08 | 1 Position |
| 4. Program Assistant III | CPSB 11 | 2 Positions |
| 5. Human Resource Management & Development Officer II | CPSB 10 | 1 Position |
| 6. Sub Ward Administrator Assistant III | CPSB 13 | 177 Positions |

H. Department of Roads, Public Works & Transport

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| 1. Inspector (Civil/Structural) | CPSB 11 | 1 Position |
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I. County Public Service Board

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| 1. Principal Human Resource and Development Officer | CPSB 06 | 1 Position |
| 2. Senior Human Resource and Development Officer | CPSB 08 | 1 Position |
| 3. ICT Officer I | CPSB 09 | 1 Position |

A. DEPARTMENT OF HEALTH SERVICES

1. Medical Specialists: - (General Surgeon-1, Urologist-1, ENT-1, Physician-1) - CPSB 04 (4 Positions)

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care; providing clinical services to patients;
- iii. Providing psycho-social interventions;
- iv. Training, consulting and performing surgeries in various health facilities;
- v. Carrying out forensic and medico-legal services;
- vi. Coordinating disease surveillance, prevention, and control; coordinating health education and promotion;
- vii. Implementing health projects and programmes;
- viii. Maintaining up-to-date health information systems; monitoring provision of health treatment and care; and
- ix. Undertaking health research; and analyzing medical reports.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served as an Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years;
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- iii. Master's degree in the relevant field;
- iv. Certificate of Registration by the Medical Practitioners and Dentists Board;
- v. Valid practicing license from Medical Practitioners and Dentists Board;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

Terms of Service: 3 Years Contract

Remuneration: As per SRC Circular

2. Medical Officer - CPSB 07 (3 Positions)

a) Duties and Responsibilities

An officer at this level will work under guidance of a senior officer. Duties and responsibilities will entail:

- i. Diagnosing, caring and treating diseases;
- ii. Performing medical and surgical procedures; preparing and responding to emergencies and disasters;
- iii. Participating in management of medicines, medical instruments and equipment;
- iv. Providing health education;
- v. Maintaining medical records, health Information and data;
- vi. Counselling patients and their relatives on diagnoses and bereavement;
- vii. Teaching and coaching medical students, nursing students and clinical officer interns; and
- viii. Preparing requisite documents for registration.

b) Requirements for Appointment

For appointment to this grade a candidate must have:

- i. Bachelor of Medicine and Bachelor of Surgery (M.B; Ch.B.) degree from an institution recognized by Medical Practitioners and Dentists Board;
- ii. Successfully completed one (1) year Internship from a recognized institution;
- iii. Registration license from the Medical Practitioners and Dentists Board; and
- iv. Certificate in computer application skills from a recognized institution.

Terms of Service: 3 Years Contract

Remuneration: As per SRC Circular

3. Registered Nurse I -Specialized Nurse (Nephrology-1, Critical Care-1) - CPSB 09(2 Positions)

a) Duties and Responsibilities

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

- i. To provide specialized 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. 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 counselling to patients/clients and community on identified health needs.
- vii. Referring patients/clients appropriately.

- viii. Patients' admissions and initiating discharge plans.
- ix. Maintain records on patients'/client's 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.

Terms of Service: Permanent and Pensionable

Remuneration: As per SRC Circular

4. Kenya Registered Community Health Nurse III - CPSB 11 (15 Positions)

a) Duties and Responsibilities

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs; referring patients and clients appropriately;
- iii. Facilitating patients' admission and initiating discharge plans;
- iv. Maintaining records on patients'/client's health condition and care;
- v. Ensuring a tidy and safe clinical environment; and
- vi. Collecting and compiling data.

b) Requirements for Appointment

- i. 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;
- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid practicing license from Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

5. Registered Clinical Officer III - CPSB 11 (8 Positions)

a) Duties and Responsibilities

- i. Taking history, examining, diagnosing and treating patient's common ailments at an outpatient or inpatient health facility;
- ii. Implementing community health care activities and liaison with other health workers;
- iii. Guiding and counselling patients, clients and staff on health issues;
- iv. Sensitizing patients and clients on preventive and promotive health services;
- v. Carrying out minor surgical procedures as per training and skill; and
- vi. Referring patients and clients to appropriate health facility.

b) Requirements for Appointment

- i. Diploma in Clinical Medicine Surgery or Clinical Medicine and Community Health from a recognized institution;
- ii. Certificate of Registration from the Clinical Officer's Council;
- iii. Valid practicing license; and
- iv. Certificate in computer application skills from a recognized institution.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

6. Clinical Officer (BSC) - CPSB 09 (2 Positions)

a) Duties and Responsibilities

- i. Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- ii. Guiding and counselling patients, clients and staff on health issues;
- iii. Referring patients and clients to appropriate health facilities;
- iv. Assessing, preparing and presenting medico-legal reports;
- v. Coaching and mentoring students on attachment;
- vi. Carrying out surgical procedures as per training and skill;
- vii. Organizing health management teams and convening health management committee meetings; and
- viii. Collecting and compiling data for research on clinical services issues.

b) Requirements for Appointment

- i. Bachelor's degree in Clinical Medicine from a recognized institution;
- ii. Certificate of registration by Clinical Officers Council of Kenya;
- iii. Valid practicing license;
- iv. Certificate in computer application skills from a recognized institution.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

7. Medical Laboratory Technologist III - CPSB 11 (8 Positions)

a) Duties and Responsibilities

- i. Decontaminating work benches;
- ii. Receiving and scrutinizing laboratory requisition forms and specimens;
- iii. Preparing clients for collection of specimens;
- iv. Receiving, collecting, labelling and registering of specimens;
- v. Preparing reagents;
- vi. Examining specimens;
- vii. Writing and recording of results;
- viii. Dispatching the results for use in clinical management;
- ix. Preparing stains;
- x. Performing blood grouping, issuing blood and blood products to peripheral health facilities; and
- xi. Storing blood products according to their requirements.

b) Requirements for Appointment

- i. Diploma in Medical Laboratory Sciences or any other equivalent qualifications from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- ii. Certificate of registration by and valid practicing license issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iii. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board; and
- iv. Certificate in computer application skills from a recognized institution.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

8. Medical Laboratory Officer - CPSB 09 (3 Positions)

a) Duties and Responsibilities

- i. Receiving and scrutinizing laboratory requisition forms and specimens;
- ii. Preparing clients for collection of specimens;
- iii. Receiving, collecting, labelling and registering patients' specimens;
- iv. Preparing stains and reagents;
- v. Recruiting, preparing and bleeding of blood donors for transfusion services;
- vi. Performing blood grouping, storing blood products according to their requirements;
- vii. Screening for blood transfusion transmissible infections;
- viii. Issuing blood and blood products to peripheral health facilities;
- ix. Preparing blood products;
- x. Collecting and analyzing data;

- xi. Processing the specimen according to the specified Standard Operating Procedures (SOP);
- xii. Supervising the disinfection, washing and sterilization of apparatus; and
- xiii. Mentoring and coaching trainees on practical attachment.

b) Requirements for Appointment

- i. Bachelor's Degree in Medical Laboratory Sciences or any other equivalent qualifications from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- ii. Certificate of registration by and valid practicing license issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iii. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board; and
- iv. Certificate in computer application skills from a recognized institution.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

**9. Assistant Health Records & Information Management Officer III - CPSB 11
(5 Positions)**

a) Duties and Responsibilities

- i. Receiving and documenting patients at hospital reception;
- ii. Registering and booking appointment for patients to clinics and consultants;
- iii. Storing and retrieving medical records documents;
- iv. Preparing clinics; updating bed bureau;
- v. Editing of patient case records;
- vi. Gathering data from different sources; capturing data from service points;
- vii. Maintaining record safety and confidentiality;
- viii. Storing and retrieving medical records;
- ix. Balancing daily bed returns;
- x. Creating and maintaining master index;
- xi. Updating patient master index;
- xii. Directing patients to relevant clinics;
- xiii. Scheduling of patients to the consultants and speciality clinics;
- xiv. Assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and
- xv. Preparing Health records and reports.

b) Requirements for Appointment

- i. Diploma in Health Records and Information Technology from a recognized institution;
- ii. Must be a registered member of Association of Medical Records Officers (AMRO) Kenya; and
- iii. Certificate in computer application skills from a recognized institution.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

10. Medical Social Worker II - CPSB 10 (1 Position)

a) Duties and Responsibilities

- i. Identifying needy clients for social medical support;
- ii. Evaluating and assessing clients;
- iii. Sensitizing and enrolling clients to SHIF;
- iv. Counselling patients;
- v. Conducting home visits to discharged patients;
- vi. Disseminating treatment literacy information, education and communication forming part of a health team in addressing psychosocial effects related to patients' diagnosis, prognosis and future resettlement;
- vii. Counselling of patients particularly in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy, Tuberculosis among others; and
- viii. Facilitating Psychosocial support groups at facility and community levels.

b) Requirements for Appointment

- i. Bachelor's degree in any of the following disciplines: Medical Social Work, Mental Health, Psychology or equivalent qualification from a recognized institution; and
- ii. Certificate in computer application skills from a recognized institution.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

11. Medical Social Worker III - CPSB 11 (1 Position)

a) Duties and Responsibilities

- i. Assessing psycho-social history of patients/clients;
- ii. Recording psycho-social history of patients/clients; identifying needy clients for psycho- social support;
- iii. Verifying supportive documents provided by patients/clients;
- iv. Collecting patient/clients' biodata including relevant interventions; and
- v. Sensitizing and enabling enrolment of clients to health insurance covers.

b) Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent qualification; and
- ii. Diploma in any of the following disciplines: Medical Social Work, Mental Health, Psychology or equivalent qualification from a recognized institution; and
- iii. Certificate in Computer Application Skills from a recognized institution.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

12. Health Promotions Officer - CPSB 09 (2 Positions)

a) Duties and Responsibilities

An officer at this level shall be responsible for implementation of community health promotion projects, programs and activities which include: -

- i. Collecting data for research on health promotion;
- ii. Developing and implementing Health Operation Plans (HOP);
- iii. Carrying out Health Promotion Stakeholder Mapping in the community;
- iv. Developing and disseminating health information/education and materials;
- v. Steering health promotion activities in health facilities;
- vi. Creating awareness on prevention and control of diseases;
- vii. Training Community Health Assistants on health promotion;
- viii. Mobilizing and educating community groups on priority health promotion issues;
- ix. Mobilizing local resources for implementation of health promotion programs;
- x. Organizing shows and exhibitions; and
- xi. Compiling and disseminating health promotion reports

b) Requirements for Appointment

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

- i. Bachelor's Degree in Health Promotion and Education from a recognized institution;
OR
- ii. Bachelor's Degree in any of the following disciplines: Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution plus a Diploma in Health Promotion from a recognized institution; and
- iii. Certificate in computer application skills from a recognized institution.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

13. Radiographer III - CPSB 11 (4 Positions)

a) Duties and Responsibilities

- i. Providing radiographic services to the patients;
- ii. Processing, verifying and maintaining information relating to patients; and
- iii. Ordering and maintaining records of radiographic and photographic supplies.

b) Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics;

- ii. Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution;
- iii. Registration Certificate and valid practicing license issued by Radiation Protection Board; and
- iv. Certificate in computer application skills from a recognized institution.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

14. Assistant Community Oral Health Officer III - CPSB 11 (1 Position)

a) Duties and Responsibilities

- i. Participating in oral health demonstrations, exhibitions and giving lectures to communities and schools;
- ii. Collecting data for fluoride testing in water samples, analyzing and interpreting results and advising the relevant authorities accordingly;
- iii. Diagnosis and treatment of common dental conditions, temporary and permanent dental restorations, reducing simple fractures of jaws, extractions and disimpactions, drainage of dental abscess, suturing to stop bleeding, and prescription of analgesics and anti-biotic.

b) Requirements for Appointment:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) and grade C (plain) in English/Kiswahili and Biology/Biological Sciences and grade C- (minus) in either Chemistry, Physics/Physical Sciences, Mathematics or General Sciences; and
- ii. Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognized institution.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

15. Counsellor II - CPSB 10 (1 Position)

a) Duties and Responsibilities

- i. Conducting client intake and individual counselling sessions; and
- ii. Keeping appropriate records.

b) Requirements for Appointment

- i. Bachelor's Degree in Counselling or a Bachelor's Degree in any of the Social Sciences with a Post-Graduate Diploma in counselling from a recognized institution; and
- ii. Registration with the Kenya Counselling Association (KCA).

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

16. Assistant Physiotherapist III - CPSB 11 (1 Position)

a) Duties and Responsibilities

- i. Providing physiotherapy services to inpatients and outpatients in health institutions;
- ii. Assessing patient need including rehabilitation;
- iii. Verifying and maintaining information and records relating to patients;
- iv. Screening, assessing and providing therapeutic exercises, manual therapy, electro-therapy and hydrotherapy as per the patients/clients formulated treatment plan;
- v. Collecting data for operational research;
- vi. Sensitizing the community on physiotherapy issues; and
- vii. Preparing periodic reports.

b) Requirements for Appointment:

- i. Diploma in Physiotherapy from a recognized institution;
- ii. Certificate of registration from the Physiotherapy Council of Kenya;
- iii. Valid practicing license from the Physiotherapy Council of Kenya; and
- iv. Certificate in Computer Application Skills

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

17. Pharmaceutical Technologist III - CPSB 11 (1 Position)

a) Duties and Responsibilities

- i. Dispensing drugs/medicines to patients under supervision of a senior officer;
- ii. Receiving, interpreting and processing prescriptions;
- iii. Recording prescriptions in a pharmacy unit;
- iv. Pre-packing, repacking and writing instructions on labels;
- v. Counselling patients on usage of drugs in a pharmacy unit;
- vi. Maintaining drug registers/books; and
- vii. Stocktaking of drugs and medicinal devices on monthly basis.

b) Requirements for Appointment

- i. Diploma in Pharmacy or Pharmaceutical Technology from a recognized institution;
- ii. Be registered and licensed by Pharmacy and Poisons Board; and
- iii. Certificate in computer application skills.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

B. DEPARTMENT OF FINANCE, ECONOMIC PLANNING AND ICT

1. Internal Auditor I - CPSB 09 (2 Positions)

a) Duties and Responsibilities

- i. Assisting in undertaking audit assignments
- ii. Preparing internal audit working papers
- iii. Recording proceedings of entry and exit meetings with auditors
- iv. Collecting and analyzing data and statistics
- v. Verifying and certifying periodic financial returns such as pending bills returns, expenditure returns and revenue returns
- vi. Carrying out spot checks on areas such as revenue and receipt collection points

b) Requirements for Appointment

- 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); and
- iii. Proficiency in computer applications.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

2. Budget Officer III - CPSB 10 (1 Position)

a) Duties and Responsibilities

- i. Gathering, compiling and analyzing information on commitment and expenditure trends and initiating appropriate corrective action as may be required;
- ii. Compiling and formatting financial estimates
- iii. Taking initial action on budget monitoring; and
- iv. Preparing reports and brief on budgetary policy issues

b) Requirements for Appointment

- i. For direct appointment to this grade, a candidate must be in possession of either; Bachelor's Degree in any of the following area; Commerce (Finance option), Business Management or Finance, Economics, Business Administration or Finance

OR

- i. Any other Bachelor's degree with Certified Public Accountant II (CPA II) qualification
- ii. Proficiency in computer applications.

Terms of Service: Permanent and Pensionable

Remuneration: As per SRC Circular

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

1. Environment Officer I - CPSB 09 (4 Positions)

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

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 recognized institution;
- ii. Be computer literate;

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

D. DEPARTMENT OF ROADS, PUBLIC WORKS AND TRANSPORT

1. Inspector (Civil/Structural) - CPSB 11 (1 Position)

a) 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; and
- 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; and

- ii. Be computer literate.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

E. DEPARTMENT OF GENDER, CULTURE AND SOCIAL SERVICES

1. Library Assistant II - CPSB 11 (1 Position)

a) Duties and Responsibilities

Duties at this level will include preparation of materials for binding; shelf arrangement; provision of reference services to readers; filing of catalogue cards and press cuttings; charging and discharging library materials.

b) Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean Grade C or its equivalent qualification with at least a C in either Mathematics, English or Kiswahili;
- ii. A Diploma in Library Studies or Information Science or their recognized equivalent qualification from a recognized Institution; and
- iii. Proficiency in computer applications.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

F. DEPARTMENT OF ADMINISTRATION, PUBLIC SERVICE AND SPECIAL PROGRAMS

1. Deputy Director Information & Public Communications - CPSB 04 (1 Position)

(a) Duties and Responsibilities

An officer at this level will head the Public Communication Unit in the County Government will be responsible to the Director of Information and Public Communications. Specific duties and responsibilities will entail:

- i. Identifying County Government events in a specific sectoral area that require packaging for dissemination to the media and the public;
- ii. Preparing and organizing fora where County Government policies, programmes and projects can be propagated and promoted;
- iii. Gathering information on policies, programmes, significant events and how they impact on customers and disseminating the same to the public/media;
- iv. Ensuring proper projection of corporate image of the organization;
- v. Carrying out research based on both local and international press on possible causes of negative publicity on County Government and developing appropriate interventions.

- vi. Closely liaising with the Public Communications Office on cross cutting issues that require harmonization and dissemination centrally;
- vii. Liaising with the media in undertaking general public relations work, including direct question and answer sessions by Kenyans on various topical issues on behalf of the County Government;
- viii. Maintaining an effective and updated website; and facilitating printing of publicity materials.

(b) Requirements for Appointment:

For appointment to this grade, an officer must:

- i. Have a Bachelor's degree in any of the following disciplines: Communication studies, Mass Communication, Journalism, Public Relations, Information Science, International Relations or any other Social Science
- ii. Have served in the grade of Assistant Director of Public Communications, or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iii. Have a Master's Degree in any of the following disciplines: Communication Studies; Mass Communication; Journalism, Public Relations; Information Science, International Relations, Social Sciences or any other approved equivalent qualification from a recognized institution;
- iv. Possess good oral and written communication skills in both English and Kiswahili;
- v. Be of high integrity, motivated, and a team player;
- vi. Possess advanced computer application skills; and
- vii. Have demonstrated professional competence and managerial capability as reflected in work performance and results.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

2. Senior Training Management Analyst - CPSB 08 (1 Position)

a) Duties and Responsibilities

- i. Co-ordinating, Collection, Processing, Management and Storage of management information data such as data on staff Training and Development activities
- ii. Preparation of appraisal reports
- iii. Carrying out Skills Inventory
- iv. 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

- i. 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; and
- iii. Certificate in computer application skills from a recognized institution.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

3. County Legal Counsel II - CPSB 08 (1 Position)

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; and
- vii. Performing any other duties that may be assigned from time to time.

b) Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Bachelor of Law (LL.B) 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 Practicing Certificate;
- vi. Fulfilled all the requirements of Chapter six (6) of the Constitution of Kenya, 2010;
- vii. Proficiency in computer applications; and
- 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.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

4. Program Assistant III

- CPSB 11

(2 Positions)

a) Duties and Responsibilities

- 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; and
- vi. Undertake special duties and activities as may be assigned day to day in any public gathering.

b) Requirements for Appointment

- i. Diploma in Social Science, Social Development, Business Administration, Public Administration, Education or equivalent qualification from a recognized institution; and
- ii. Proficiency in computer applications.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

5. Human Resource Management & Development Officer II - CPSB 10 (1 Position)

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; and
- v. Performing any other duties as may be assigned.

b) Requirements for Appointment

For appointment to this grade:

- i. 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. Active membership to the Institute of Human Resource Management (IHRM); and
- iii. Proficiency in computer applications;

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

6. Sub Ward Administrator Assistant III - CPSB 13 (177 Positions)

The County Government of Bomet intends to recruit Sub-Ward Administrator Assistant III to serve in the following areas:

BOMET CENTRAL SUB COUNTY

Item No	Ward	Sub Location
1.	Chesoan	Sibaiyan
2.		Kamogoso
3.		Kapkoros
4.		Kiplelji
5.		Chesoan
6.	Mutarakwa	Kanusin
7.		Kapsangaru
8.		Sach Ang'wan
9.		Tarakwa
10.		Solyot
11.		Ngainet
12.		Teganda
13.		Nyangores
14.	Silibwet Township	Chepngaina
15.		Kapsimotwa
16.		Motigo
17.		Silibwet
18.	Singorwet	Aisaik
19.		Kitoben
20.		Salaik
21.		Singorwet
22.		Kabungut

BOMET EAST SUB COUNTY

Item No	Ward	Sub Location
23.	Chemaner	Chambori
24.		Chemaner
25.		Atebwa
26.		Lelkatet
27.		Sitotwet

28.		Kapsigirio
29.	Kembu	Chepkitwal
30.		Kaporuso
31.		Kipyosit
32.		Kongotik
33.		Tegat
34.		Kipreres
35.	Kiplabotwa	
36.	Kipreres	
37.	Ndubai	
38.	Olokyin	
39.	Toronik	
40.	Longisa	Cheboin
41.		Emitiot
42.		Kapkimolwa
43.		Kiptulwa
44.		Koibeyon
45.		Samituk East
46.	Merigi	Bukacha
47.		Tumoiyot
48.		Tiroto
49.		Merigi
50.		Kapsimbiri

CHEPALUNGU SUB COUNTY

Item No	Ward	Sub Location
51.	Chebunyo	Cheboyo
52.		Chebunyo
53.		Kaboson
54.		Kamogiboi
55.		Kamongil
56.		Kataret
57.		Mogor
58.		Nogirwet
59.		Roborwo
60.		Tilangok
61.	Kong'asis	Kabema
62.		Kiboson
63.		Kimaya
64.		Kiriba
65.		Koimeret
66.		Makimeny
67.		Mengwet
68.		Segemik
69.	Nyangores	Cheptagum
70.		Goitabsilibwet
71.		Itembe
72.		Kaplele
73.		Kapkesosio
74.		Kimenderit

75.		Nyambugo
76.		Kyogong
77.	Sigor	Areiyet
78.		Chepkosa
79.		Kapsabul
80.		Kipkeigei
81.		Lelaitich
82.		Sigor
83.		Sugumerga
84.		Tumoi
85.		Lugumek
86.	Siongiroi	Bingwa
87.		Chelelach
88.		Chepwostuiyet
89.		Kabisimba
90.		Kapoleseroi
91.		Kipsuter

KONOIN SUB COUNTY

Item No	Ward	Sub Location
92.	Boito	Besiobei
93.		Cheptabach
94.		Chemelet
95.		Michira
96.		Kapsigowo
97.		Kaptembwo
98.		Kaptien
99.		Kabiangek
100.		Cheibei
101.		Chepchabas
102.	Chepchabas	
103.	Chepkembe	
104.	Soet	
105.	Embomos	Bosto
106.		Kimarwandi
107.		Koroitik
108.		Kirimose
109.		Kugerwet
110.		Satiet
111.		Siomo
112.		Sotit
113.		Taboino
114.		Tabain
115.		Kitala
116.	Embomos	
117.	Kimulot	Chebangang
118.		Chemalal
119.		Kapsengere
120.		Kapset

121.		Kapsinendet
122.	Mogogosiek	Mosonik(Chepkochun)
123.		Kaptengecha
124.		Cheptingting
125.		Rusea
126.		Kapken
127.		Mogonjet
128.		Ngererit
129.		Kaproret
130.		Simoti
131.		Kaptengecha
132.		Saseta

SOTIK SUB COUNTY

Item No	Ward	Sub Location
133.	Chemagel	Chebongi
134.		Emityot
135.		Kapchepkoro
136.		Kaplong
137.		Kamirai
138.		Kipajit
139.		Sotik
140.		Yaganek
141.	Kapletundo	Balek
142.		Chebilat
143.		Chebirbelek
144.		Cheptangulegei
145.		Sironet
146.		Kapkesembe
147.		Kapkoitim
148.		Kenene
149.		Keronjo
150.		Kimawit
151.		Kimolwet
152.		Togomin
153.	Kipsonoi	Motiret
154.		Kinyelwet
155.		Komirmir
156.		Kapkelei
157.		Kapkures
158.		Kipsonoi
159.		Oldebesi
160.		Sigorian
161.	Ndanai/Abosi	Abosi
162.		Chepkeigei
163.		Cheplelwa
164.		Gelegele
165.		Kapchumbe
166.		Kaplomboi

167.		Kipsimbol
168.		Kipsingei
169.		Koiyet
170.		Ndanai
171.		Burgei
172.		Chebilat
173.		Kipngosos
174.		Manaret
175.		Monire
176.		Ngariet
177.		Saruchat

(a) Duties and Responsibilities

- i. Coordinating the distribution of financial, human and material resources to support service delivery and project execution in the areas of jurisdiction
- ii. Disseminating information and county government policies to the public in his/her area of jurisdiction.
- iii. Coordinating and facilitating citizen participations in the development of policies plans and delivering of services
- iv. Facilitating inter-governmental relations and conflict resolutions
- v. Chairing the village council meetings
- vi. Implementing government policies in the sub- ward
- vii. Providing linkage between the office and the community
- viii. Report calamities in the area of jurisdiction
- ix. Developing programs and projects to empower the community
- x. Liaising with stake holders in organizing citizen public participation forums
- xi. Enhancing administrative capacity for effective functions and governance at local level
- xii. Identifying developments projects
- xiii. Maintaining and upgrading furniture and office equipment inventory
- xiv. Facilitating movement of assets
- xv. Facilitating general maintenance of building and furniture
- xvi. Facilitating logistics for meetings, conferences and other special events in the sub-ward
- xvii. Collecting and collating data on development activities

(b) Requirements for Appointment

This is an entry level grade. For appointment to this grade, a candidate must have:

- i. KCSE mean grade of D+ and above
- ii. Must be a resident of the area
- iii. Must be a person of high integrity
- iv. Self-driven and ability to work under minimal supervision
- v. Team player with good communication skills

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

G. DEPARTMENT OF AGRICULTURE, LIVESTOCK AND COOPERATIVES

1. Animal Health Assistant II (Meat Inspector) - CPSB 12 (12 Positions)

a) Duties and Responsibilities

- i. Undertake regular animal meat inspection;
- ii. Inspect establishment engaged in slaughtering livestock and processing meat;
- iii. Determines that ingredients used in processing and marketing meat and meat products comply with the standards of purity and grading and that products are not adulterated or misbranded;
- iv. Inspect processing areas to ensure sanitary conditions are maintained;
- v. Issue certificate of transport for meat transportation;
- vi. Provide livestock extension services;
- vii. Participate in disease control, surveillance and reporting; and
- viii. Supervision of livestock sale yards/livestock markets.

b) Requirements for Appointment

- i. Certificate in Animal Health from a recognized institution;
- ii. Must be registered with Kenya Veterinary Board (KVB);
- iii. Certificate in meat inspection from Meat Training Institute (MTI);
- iv. Certificate in Computer Application Skills; and
- v. Certificate in Artificial Insemination will be an added advantage;

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

2. Animal Health Assistants II (Artificial Inseminators) - CPSB 12 (15 Positions)

a) Duties and Responsibilities

- i. Carry out artificial insemination;
- ii. Advise dairy farmers on breeding practices and breeding technologies;
- iii. Perform breeding soundness examination on cows and selection;
- iv. Recording breeding services carried out in farms;
- v. Carrying out training on farmers and other stakeholders.

b) Requirements for Appointment

- i. Diploma in Animal Health from a recognized institution;
- ii. Must be registered with Kenya Veterinary Board (KVB);
- iii. Certificate in Artificial Insemination from a recognized institution;
- iv. Certificate in Computer Application Skills;
- v. Certificate in Meat Inspection from Meat Training Institute will be an added advantage.

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

H. DEPARTMENT OF EDUCATION AND VOCATIONAL TRAINING

1. Assistant ECDE Teacher III - B3 (170 Positions)

The County Government of Bomet intends to recruit ECDE Teachers to serve in the following ECDE Centres:

S/NO.	SUB-COUNTY	WARD	EDCE CENTRE	PUPILS ENROLMENT	
1	CHEPALUNGU	Chebunyo	Ngonop	35	
2		Chebunyo	Kamusanga	74	
3		Chebunyo	Chenit	61	
4		Chebunyo	Chebelion	84	
5		Chebunyo	Kelichek Ngeny	25	
6		Chebunyo	Kaboson	100	
7		Chebunyo	Lelbarak	61	
 					
1			Siongiroi	Cheptangulkei	19
2			Siongiroi	Chemagel	59
3			Siongiroi	Chesogori	56
4			Siongiroi	Kaptembwo	23
5			Siongiroi	Kiptenden	35
6			Siongiroi	Chemaetany	65
7			Siongiroi	Leldet	30
 					
1			Kongasis	Tumoiyot	25
2			Kongasis	Nyatembe	77
3			Kongasis	Kamorir	56
4			Kongasis	Tuiyobei	39
5			Kongasis	Segemik	90
6			Kongasis	Olmagai	18
7			Kongasis	Kimutyi	20
 					
1			Nyongores	Kaptigo	29
2			Nyongores	Kotoibek	77
3			Nyongores	Bambanik	27
4			Nyongores	Kalelach	29
5			Nyongores	Itembe	50
6			Nyongores	Kesegut	47
7			Nyongores	Kerundut	58
8			Nyongores	Metipso	33
 					
1			Sigor	Nyakichiwa	47
2			Sigor	Kaptich	43
3		Sigor	Mwokyt	70	
4		Sigor	Tapketai	28	
5		Sigor	Cheptolelyio	32	
6		Sigor	Cheptuiyet	27	
7		Sigor	Ainamoi	33	
 					

1		Chesoan	Kitaima	68	
2		Chesoan	Kamobiriri	46	
3		Chesoan	Loswet	48	
4		Chesoan	Chepkochun	41	
5		Chesoan	Tulwap Kipngerechi	22	
6		Chesoan	Kibisorwet	35	
1		Mutarakwa	Kapkawa	50	
2		Mutarakwa	Kapsangaru	72	
3		Mutarakwa	Tarakwa East	34	
4		Mutarakwa	Olmagai	28	
5		Mutarakwa	Nyaga Central	32	
6		Mutarakwa	Taabok	45	
7		Mutarakwa	Kiptebes	45	
8	Mutarakwa	Greenfield	42		
1	BOMET CENTRAL	Ndaraweta	Kipsonoi	42	
2		Ndaraweta	Mosiro	28	
3		Ndaraweta	Tangwa	20	
4		Ndaraweta	Seet	17	
5		Ndaraweta	Kiptenden United	23	
6		Ndaraweta	Mogindo	20	
7		Ndaraweta	Kapcheluch B	40	
8		Ndaraweta	Manjiliet	40	
9		Ndaraweta	Ngainet		
1	Silibwet Township	Chematich	30		
2		Kapkeneni	40		
3		Kipkebe	30		
4		Bomet Township	112		
5		Kapngetuny	20		
6		Kelyot	65		
1	Singorwet	Borowet	25		
2		Tabaita	17		
3		Singorwet	54		
4		SukuteK	18		
5		Chebungunon	16		
6		Sinendet	53		
7		Kabungut	32		
1	BOMET EAST	Kipreres	Kibisoronik	90	
2		Kipreres	Cheboror	98	
3		Kipreres	Kaptimdui	122	
4		Kipreres	Olokyin	101	
5		Kipreres	Lelechwet	33	
6		Kipreres	Bemjat	52	
7		Kipreres	Nyahururu	120	
1	Longisa	Korara Special	17		
2		Ndamichonik	52		

3		Longisa	Ngungunyat	21
4		Longisa	Chepkirib	93
5		Longisa	Olngoswet	99
6		Longisa	Kimase	27
7		Longisa	Keertai	59
1		Kembu	Kipkurion	55
2		Kembu	Tachmoi	28
3		Kembu	Sonoiya	40
4		Kembu	Sigangare	26
5		Kembu	Lebekwet	62
6		Kembu	Tachasis	48
1		Chemaner	Kapkatet	43
2		Chemaner	Soget	35
3		Chemaner	Cheimen	51
4		Chemaner	Kimuchul	84
5		Chemaner	Kakimirai	67
1		Merigi	Motumboru	35
2		Merigi	Simotwet	31
3		Merigi	Koisamoi	64
4		Merigi	Chepkolon	72
5		Merigi	Muso	29
6		Merigi	Ngainet	36
7		Merigi	Irwaga B	29
8		Merigi	Kiromwok	89
9		Merigi	Chepkositonik	25
1		Embomos	Kusumek	60
2		Embomos	Kipkoibet	30
3		Embomos	Kimuta	25
4		Embomos	Tekeldet	28
5		Embomos	Kimindaet	45
1		Boito	Cheptebes Rorok	29
2		Boito	Kiptenden	24
3		Boito	Cheptalat	40
4		Boito	Chebei Tala	20
5		Boito	Kapleleito	104
6		Boito	Besiobei	22
7		Boito	Kapsir Chakoror	52
8		Boito	Kapsebetet	34
9		Boito	Somorio	54
10		Boito	Cheptabach	26
1		Mogogosiek	Cheimen	18
2		Mogogosiek	Koiwa	62
3		Mogogosiek	Matandoro	17
4		Mogogosiek	Ruseya Kimugul	29
5		Mogogosiek	Murram	25

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6		Mogogosiek	Chemosoren	35
7		Mogogosiek	Mangoita	52
1		Kimulot	Murguiwet	32
2		Kimulot	Mwangaza	23
3		Kimulot	Cheptingting	22
4		Kimulot	Chepwongo	69
5		Kimulot	Beekab Arwet	62
6		Kimulot	Joyce Laboso	21
7		Kimulot	Kiboromo	38
8		Kimulot	Kambit	53
9		Kimulot	Nyanyawet (Mugenyi Pry)	49
1		Chepchabas	Chemasingi Main	23
2		Chepchabas	Chemogo	21
3		Chepchabas	Koruma	48
4		Chepchabas	Cheptabas	30
1		Rongena Manaret	Chulchulet	23
2		Rongena Manaret	Mabwaita	30
3		Rongena Manaret	Kaptich Rongena	13
4		Rongena Manaret	Kisabei	18
5		Rongena Manaret	Kiptorbei	31
1		Chemagel	Kapsimotwa	28
2		Chemagel	Kiptapsir	105
3		Chemagel	Kamirai	35
4		Chemagel	Judea	47
5		Chemagel	Yaganek	21
6		Chemagel	Kimoso	85
1		Kapletundo	Kesenge	48
2		Kapletundo	Matunda	41
3		Kapletundo	Cheptigit	35
4	SOTIK	Kapletundo	Chebilat	46
5		Kapletundo	Goitab Sawe	76
6		Kapletundo	Togomin	116
7		Kapletundo	Chepkolon	41
8		Kapletundo	Kimugul	108
1		Kipsonoi	Kapkelei	67
2		Kipsonoi	Kapburgei	70
3		Kipsonoi	Itoik	29
4		Kipsonoi	Lebekwet	24
5		Kipsonoi	Simboiyon	35
6		Kipsonoi	Kapsabaa	23
7		Kipsonoi	Sise	55
8		Kipsonoi	Kibositonik	90
1		Ndanai Abosi	Chepkirib	26
2		Ndanai Abosi	Happy Land	20

3		Ndanai Abosi	Kimaldemen	46
4		Ndanai Abosi	Kipsingei	47
5		Ndanai Abosi	Kaplomboi	68

Note: Applicants are encouraged to apply up to a maximum of three (3) ECD Centers

a) Duties and Responsibilities

- i. Class teaching;
- ii. Role modelling, guidance and counselling, mentoring and motivation of the learners;
- iii. Preparing reports;
- iv. Ensuring the safety and security of the learners;
- v. Assist in organizing and facilitating play/learning activities for the learners;
- vi. Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development);
- vii. Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance registers etc.) and ensuring learners' safety and security; and
- viii. Preparing and developing play/learning materials.

b) Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (Plus)
- ii. Certificate in Early Childhood Development Education offered by KNEC/Ministry of Education or its approved equivalent;
- iii. Registered by the Teachers Service Commission;
- iv. A Certificate in Computer Applications;
- v. Competency Based Curriculum (CBC) Training will be an added advantage;

Terms of Service: Permanent and pensionable

Remuneration: As per SRC Circular

I. County Public Service Board

1. Principal Human Resource and Development Officer – CPSB 06 (1 Position)

(a) Duties and Responsibilities

Specific duties and responsibilities will be as follows:

- i. Assisting in collection, collation and analysis of Human Resource Management data from Departments and making appropriate recommendations thereof;
- ii. analysing Human Resource management issues emanating from Departments and initiating appropriate action;
- iii. implementation and monitoring effectiveness of Human Resource Management policies, guidelines and procedures issued from time to time and recommending appropriate action where necessary.

- iv. Planning, co-ordination, organization and direction of Human Resource Management Services in the Department including analysing the staffing levels and making proposals for succession planning
- v. Analysing utilization of human resources in the Department and advising on proper deployment;
- vi. Analysing staff progression and making proposals for career development and ensuring the correct interpretation and implementation of human resource regulations including those relating to pensions, salary administration, labour laws and other statutes relating to human resource management.

(b) Requirements for Appointment

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

- i. Bachelors degree in Human Resource Management or any other social science from a recognized institution.
- ii. Must a registered member of IHRM in good standing
- iii. Served as a Chief Human Resource Management Officer or in a comparable position in the Public Service for a minimum period of three (3) years;
- iv. Management Course lasting not less than four (4) weeks from a reputable institution will be an added advantage

Terms of service: Permanent and Pensionable

Remuneration: As per SRC Circular

2. Senior Human Resource and Development Officer – CPSB 08 (1 Position)

(a) Duties and Responsibilities

Duties and responsibilities will entail handling all human resource management matters within established policies, rules and regulations, and supervision and guidance of staff working under him/her.

(b) Requirements for Appointment

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

- i. Served as a Human Resource Management Officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Bachelor's degree in Social Sciences and Part I of CPS or Diploma in Human Resource Management or Industrial Relations from a recognized university/institution.
- iii. Must a registered member of IHRM in good standing

Terms of service: Permanent and Pensionable

Remuneration: As per SRC Circular

3. Information Communication Technology Officer I – CPSB 09 (1 Position)

(a) Duties and Responsibilities

Duties and responsibilities at this level 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
- vii. Verification, validation and certification of Information Communication Technology equipment
- viii. Overseeing the process of configuration of new Information Communication Technology equipment.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have a degree in any of the following fields: Computer Science/ Information Communication Technology, Software Engineering, Electrical and Electronics Engineering or any other related course/field from a recognised institution.

Terms of service: Permanent and Pensionable

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 and www.cpsbbomet.net)
2. Applications can only be **submitted online** on or before **2nd May, 2025** through Bomet County Public Service Board recruitment portal, www.cpsbbomet.net or from the link in Bomet County Website, www.bomet.go.ke. **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 successful candidates.
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: 10 /04/2025