

COUNTY GOVERNMENT OF KITUI

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Kitui County Public Service Board
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KITUI

COUNTY PUBLIC SERVICE BOARD

Declaration of Vacancies in the Kitui County Public Service

Kitui County Public Service Board (CPSB) is a body corporate established under Section 57 of the County Governments Act, 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Governments Act 2012 outlines the functions of the CPSB among them being “*appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the county and to confirm appointments*”.

Pursuant to the above constitutional and legal provision, Kitui CPSB invites applications from qualified persons to be considered for the positions below:

1. DIRECTOR – CIVIC EDUCATION, JOB GROUP ‘CPSB 03’ (R) ONE (1) POST

Terms of Service: Contract

Requirements for Appointment

- i. Be a citizen of Kenya;
- ii. Bachelor’s degree in Education, Community Service, Project Management or its equivalent from a recognized institution;
- iii. Master’s degree in Education, Community Service, Project Management or its equivalent from a recognized institution;
- iv. Working experience of not less than ten (10) years, five (5) of which should have been in senior management or leadership;
- v. Demonstrated ability to exercise a high degree of professionalism in public service; and
- vi. Demonstrated good knowledge and understanding of public participation and civic education.

Duties and Responsibilities

- i. Coordinating public participation activities of the County Executive;

- ii. Mobilizing and organizing the public and stakeholders to participate in County governance and decision making process;
- iii. Sensitizing the public on County structures and opportunities for public participation;
- iv. Establishing the linkages with local and international institutions, associations or organizations whose objective is to promote public participation within the County;
- v. Establishing appropriate feedback mechanism to the public;
- vi. Ensuring that the citizen participation processes adhere to the relevant legislation, regulations, policies or guidelines affecting the rights and responsibilities of the public and other stakeholders;
- vii. Facilitating public education and training programs relating to citizen participation
- viii. Receiving and coordinating citizen petitions within the County Executive;
- ix. Maintaining a depository of all information, correspondence and documentation on public participation and citizens petition within the County Executive;
- x. Maintain database of all non-state actors conducting civic education in the County and regulate their activities within the County;
- xi. Carrying out research on matters relating to public participation and citizen engagement; and
- xii. Any other relevant duty as may be assigned by competent authority.

2. ASSISTANT DIRECTOR, OFFICE ADMINISTRATIVE SERVICES, JOB GROUP 'CPSB 05' (P) TWO (2) POSTS

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Principal Office Administrator or Senior Principal Assistant Office Administrator for a minimum period of three (3) years or at the grade of Chief Office Administrator/ Chief Assistant Office Administrator, Job Group 'M' for a minimum period of six (6) years;

- iii. Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution;

OR

Bachelor's Degree in Social Sciences plus Business Education Single and Group Certificates (BES & GC), Stages I, II and III from the Kenya National Examination Council in the following subjects;

- a. Shorthand III (min 120 w.p.m)
 - b. Typewriting III (50 w.p.m)/Computerized Documenting Processing III
 - c. Business English III/Communication II
 - d. Commerce II
 - e. Office Management III/Office Administration and Management III
 - f. Secretarial Duties II;
- iv. Master's Degree in Business Administration/Business Management or any other relevant and equivalent qualification from a recognized institution will be an added advantage;
 - v. Certificate in Secretarial Management Course from the Kenya School of Government or any other recognized institution;
 - vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
 - vii. Certificate in computer applications from a recognized institutions; and
 - viii. Demonstrated outstanding professional competence in management of secretarial services.

Duties and Responsibilities

- i. Preparing up to date records of administrative personnel;
- ii. Initiating postings and deployment orders of office administrative services personnel;
- iii. Facilitating training of office administrative services personnel;
- iv. Collecting, collating, analyzing data and preparing reports on office administrative services staff establishment; and
- v. Any other office administrative services duties that may be assigned.

3. SENIOR PRINCIPAL SUPERINTENDENT (ELECTRICAL), JOB GROUP 'CPSB 05' (P) TWO (2) POSITIONS

Terms of Service: Permanent and Pensionable

Responsible to the Head of Department for planning and coordinating site supervision on electrical installations and maintenance programmes in the department. In addition, the officer will be overall in charge of this cadre.

Requirements for Appointment

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

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Principal Superintendent (Electrical Job Group “N” or comparable and relevant position in the public service for at least three (3) years;
- iii. A Diploma in Electrical Engineering or Electrical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution;
- iv. Higher Diploma in Electrical Engineering or its equivalent and relevant qualification from a recognized institution;
- v. Attended a Management Course lasting not less than four (4) weeks from a recognized Institution;
- vi. Attended a Supervisory Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Attended a Project Development and Management course lasting not less than four (4) weeks from a recognized institution;
- viii. Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution; and
- ix. Shown merit and ability as reflected Development in work performance and results.

Duties and Responsibilities

- i. Enforcing site supervision standards for electrical maintenance and construction works;
- ii. Implementing policies on improvement of site supervision;
- iii. Checking on monthly/quarterly progress reports submitted from sub counties; and recommending appropriate action;
- iv. He/she will allocate duties and recommend appropriate training for staff development; and
- v. Preparing budgetary and establishment proposal for this cadre.

4. PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP ‘CPSB 06’ (N) TWO (2) POSTS

Terms of Service: Permanent and Pensionable

For appointment to this grade, a candidate must have:

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Chief Supply Chain Management Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;

- iii. A Diploma in Supplies Management or its approved equivalent from a recognized institution;
- iv. A Bachelor's Degree in any of the following:- Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a university recognized in Kenya; and
- v. Demonstrated general administrative ability required for direction, control and implementation of Public Procurement and Disposal Act.

In addition to the above requirements, an officer must have the following key competencies;

- i. Integrity and commitment to produce results;
- ii. Create an innovative, problem solving, transformative and resource management skills;
- iii. Ability to work with minimum supervision; and
- iv. Good knowledge in supply chain management.

Duties and Responsibilities:

- i. Assist in compilation, collation and analysis of Supply Chain Management data/issues from Ministries/Department;
- ii. Monitoring implementation of the Supply Chain Management policies, guidelines and procedures issued from time to time and recommending appropriate action;
- iii. Planning, coordinating, organizing and controlling activities in Supply Chain Management unit in a Ministry/Department; and
- iv. Ensuring the correct interpretation and implementation of the Public Procurement and Disposal Act, 2005, the regulations, procedures and other statutes that impact on Supply Chain Management.

5. PRINCIPAL ACCOUNTANT, JOB GROUP 'CPSB 06' (N) TWO (2) POSTS

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Chief Accountant, Job Group 'M' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iii. A Bachelor's degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

OR

Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;

- iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB);
- v. Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key competencies:

- (i) Integrity and commitment to produce results;
- (ii) Creative and innovative, technical problem solving, transformative and resource management skills;
- (iii) Ability to work with minimum supervision;
- (iv) Good knowledge in professional field of specialization; and
- (v) Good organization and supervisory skills.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

Core Skills

- Team playing skills;
- Accuracy;
- Care for resources;

- Manual dexterity;
- Execution of instructions;
- Interpersonal skills;
- Analytical skills; and
- Records Management skills.

Duties and Responsibilities

Duties and Responsibilities entails:

- i. Providing advisory services to County Departmental heads and other stake holders on all financial matters;
- ii. Participating and providing advice to the relevant committee;
- iii. Interpreting and implementing financial regulations and procedures, Treasury circulars, letters and instructions;
- iv. Ensuring expenditures are within the voted allocations;
- v. Developing supplementary financial regulations and procedures to enhance internal controls;
- vi. Preparing management financial reports which include monthly expenditure, returns, monthly bank
- vii. Reconciliation statements, revenue/AIA returns, cash flow statements, analysis of deposits and maintenance of up to date and accurate books of accounts;
- viii. Safeguarding Government assets and records in the County Treasury; and
- ix. Supervising, training, development and deployment of accounts staff in the County Departments' and County Treasury.

Accounting Unit in a County Departments

In an Accounting Unit, duties and responsibilities include:

- i. Planning directing, coordinating, supervising operations in the area of deployment;
- ii. Preparing final accounts;
- iii. Ensuring safe custody of government assets and records
- iv. Authorizing payments and signing of cheques subject to limit set; and
- v. Ensuring timely and accurate preparation of quality management reports.

6. CHIEF OFFICE ADMINISTRATOR, JOB GROUP 'CPSB 07' (M) FOUR (4) POSTS

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

- i. Be a Kenyan Citizen;
- ii. Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

Bachelor Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution

- iii. Certificate in Secretarial Management Course lasting not less than four (4) weeks from the Kenya School of Government or any other Government Training Institution;
- iv. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institutions; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be deployed to work for a Head of Department.

Duties and responsibilities at this level will entail:-

- i. Taking oral dictation;
- ii. using e-office to research and process data;
- iii. Operating office equipment;
- iv. attending to visitors/clients;
- v. Handling telephone calls;
- vi. Coordinating schedules of meetings and appointments;
- vii. Ensuring security of office records, equipment and documents including classified materials;
- viii. Preparing responses to routine correspondence;
- ix. Managing office protocol and etiquette;
- x. Managing petty cash;
- xi. Monitoring procedures for record keeping of correspondence and file movements;
- xii. Maintaining an up to date filing system in the office;
- xiii. Coordinating travel arrangements;
- xiv. Handling customer inquiries and complaints;
- xv. Establishing and undertaking any other office administrative services duties that may be assigned.

7. CHIEF RENEWABLE ENERGY OFFICER, JOB GROUP ‘CPSB 07’ (M) TWO (2) POSTS

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Bachelor’s Degree in Energy Engineering, Renewable Energy and Climate Change, Energy Conservation or its equivalent and relevant qualification from a recognized institution;
- iii. Five (5) years’ experience in a relevant and comparable position in the Public Service;
- iv. Have thorough knowledge of renewable energy sources and energy conservation policies at both levels of Government;
- v. Proficiency in Computer Applications; and
- vi. Membership to a professional association/body will be an added advantage.

Duties and Responsibilities

- i. Identifying and assessing renewable energy sources and energy conservation measures in the County and quantifying them for feasibility;
- ii. Enforcing site supervision standards for renewable energy projects i.e. solar, wind and biomass;
- iii. Formulation and implementation of policies and institutional framework for renewable energy and energy conservation projects;
- iv. Overseeing promotion of community education and awareness programmes on all matters relating to renewable energy and energy conservation;
- v. Preparation and coordination of departmental strategic and action plans, quarterly and annual reports;
- vi. Checking quarterly progress reports submitted from Sub-Counties and recommending appropriate action;
- vii. Planning, coordinating, organizing and controlling activities in renewable energy section; and
- viii. Carrying out monitoring and evaluation of renewable energy and energy conservation projects.

8. CHIEF ENVIRONMENT OFFICER, JOB GROUP ‘CPSB 07’ (M) TWO (2) POSTS

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Bachelor’s Degree in Environmental Science, Natural Resource Management, Climate Change Development or its equivalent and relevant qualification from a recognized institution;

- iii. Five (5) years working experience in a relevant and comparable position in the Public Service;
- iv. Attended a Project Planning and Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Attended an environment impact assessment and environment audit course lasting not less than four (4) weeks from a recognized institution;
- vi. Attended basic enforcement training for not less than three (3) weeks from a recognized institution;
- vii. Have thorough knowledge of environmental conservation and climate change issues at both levels of Government;
- viii. Proficiency in Computer Applications; and
- ix. Membership to a relevant professional association/body.

Duties and Responsibilities

- i. Formulation and implementation of policies and institutional framework for environmental management and climate change development;
- ii. Enforcing National and County Laws and regulations relating to environmental conservation and management;
- iii. Preparation and coordination of departmental strategic and action plans, quarterly and annual reports;
- iv. Conducting environmental inspections to identify environmental offenses and ensure compliance;
- v. Coordinating consultative forums for protection of vulnerable environment legislation and conducting vulnerability assessment for climate risk profiling;
- vi. Overseeing promotion of community environment education and awareness programmes on all matters relating to environment and climate change; and
- vii. Carrying out monitoring and evaluation of departmental projects.

9. SENIOR ACCOUNTANT, JOB GROUP 'CPSB 08' (L) TWO (2) POSTS

Terms of Service: Permanent and Pensionable

Requirements for appointment

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

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Accountant I, Job Group 'K' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- iii. passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

OR

A Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.

- iv. Certificate in Computer Applications; and
- v. Shown merit and ability as reflected in work performance and results.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organisational and supervisory skills.

Core Skills

- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Execution of instructions;
- Interpersonal skills;
- Analytical skills; and
- Records Management skills.

Duties and Responsibilities

Duties and Responsibilities entail:

- i. Preparing timely and accurate management reports;
- ii. Authorizing payments and signing cheques subject to limit set;
- iii. Certifying and verifying returns, documents and vouchers;
- iv. Monitoring the collection of revenue including inspection;
- v. Balancing and ruling of the cash books on daily basis;
- vi. Processing payments, reimbursements and disbursements; and

vii. Keeping safe custody of accountable documents, government assets and records.

**10. SENIOR OFFICE ADMINISTRATIVE ASSISTANT, JOB GROUP 'CPSB 09' (K)
THREE (3) POSTS**

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Office Administrative Assistant I for a minimum period of three (3) years;
- iii. Business Education Single and Group Certificate (BES & GC) from the Kenya National Examinations Council in the following subjects:
 - a) Typewriting III (minimum 50 w.p.m.)/Computerized Document Processing III;
 - b) Business English III/Communications II;
 - c) Office Practice II;
 - d) Commerce II;
 - e) Secretarial Duties II;
 - f) Office Management III/Office Administration and Management III;

OR

Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;

- iv. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution;
- v. Certificate in Computer applications from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be deployed to work for a Head of Department.

Duties and responsibilities at this level will entail:-

- i. Taking oral dictation;
- ii. Word and data processing;
- iii. Operating office equipment;
- iv. Ensuring security of office equipment, documents and records;
- v. Attending to visitors/clients;
- vi. Handling telephone calls and appointments;
- vii. Maintaining diary and scheduling of meetings;
- viii. Ensuring an up to date filing system in the office;
- ix. Supervision of office cleanliness;

- x. Handling routine correspondences;
- xi. Managing office petty cash; and
- xii. Undertaking any other office administrative services duties that may be assigned.

11. NURSING OFFICER/INTERN, JOB GROUP ‘CPSB 09’ (K) THREE (3) POSTS

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Bachelor’s Degree in either Nursing or Midwifery from a recognized institution;
- iii. Registration Certificate issued by Nursing Council of Kenya;
- iv. Valid practicing license from the Nursing council of Kenya; and
- v. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

Duties and responsibilities will entail:

- i. Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
- ii. Performing a comprehensive physical examination within various settings;
- iii. Assessing, formulating, planning and implementing evidence-based nursing care for client/patient;
- iv. Creating and maintaining a safe nursing care environment for client/patient ;
- v. Carrying out patient audits to improve client/patient care;
- vi. Collaborating and maintaining effective working relationships among interdisciplinary team to support client/patient and their families;
- vii. Carrying out therapeutic communication with the patient/client;
- viii. Conducting community health risk assessment and providing outcome based interventions;
- ix. Documenting interventions and nursing outcomes;
- x. Participating in quality improvement and quality assurance procedures; and
- xi. Diagnosing common health conditions and recommending necessary interventions.

12. CIVIC EDUCATION OFFICERS, JOB GROUP ‘CPSB 10’ (J) EIGHT (8) POSTS

Terms of Service: Permanent and Pensionable

Requirements for appointment

For appointment to this grade, a candidate must:

- i. Be a Kenyan Citizen;

- ii. Have at least a minimum relevant work experience of three (3) years in Civic Education in a relevant and equivalent position either in the Public Service or Private Sector;
- iii. Bachelor's Degree in Social Sciences, Education, Communication or any other relevant and equivalent qualification from a recognized institution;
- iv. Master's Degree in Social Sciences, Education, Communication or its equivalent and relevant qualification from a recognized Institution will be an added advantage;
- v. Demonstrated Managerial administrative and professional competence in work performance; and
- vi. Meet the requirements of chapter six of the constitution of Kenya 2010.

Duties and Responsibilities

- i. Participating in the planning and coordination of Civic Education Programmes in conjunction with the devolved units;
- ii. Managing, executing and controlling the Civic Education activities;
- iii. Preparation of the civic education work plans for approval by the Chief Officer responsible for Public Service;
- iv. Developing and implementing an annual civic education strategy for the county;
- v. Provision of detailed reports of civic education activities and
- vi. Management of all matters pertaining to Public Education and Advocacy.

13. COMMUNITY DEVELOPMENT OFFICER II, JOB GROUP 'CPSB 10' (J) FOUR (4) POSTS

Terms of Service: Permanent and Pensionable

Requirements **for** **Appointment**
For appointment to this grade, an officer must have:

- i. Be a Kenyan Citizen;
- ii. Bachelor's degree in any of the following disciplines: – Sociology, Anthropology, Social work, Psychology, Community Development, Project Development/ Management, Disability Studies, Counselling, Gender and Development, Business Administration/Management or equivalent qualification from a recognized institution; and
- iii. Certificate in computer application skills from a recognized institution

Key competences and Skills

- i. Good communication skills;

- ii. Good interpersonal skills; and
- iii. Attention to details.

Duties and Responsibilities

An officer at this level will be responsible for:-

- i. Working with communities to identify and mobilize local resources for the implementation of development projects;
- ii. Guiding communities develop Community Action Plans (CAPs);
- iii. Liaising with local communities and other development agencies in implementing community development programmes;
- iv. Identifying self-help groups and community based organizations for registration;
- v. Collecting sex and disability disaggregated data for all social development programmes;
- vi. Collecting social development related data for planning;
- vii. Guiding communities and self-help groups to identify their social economic needs;
- viii. Mobilizing communities to implement their developments projects; and
- ix. Mainstreaming disability in programmes and projects.

14. INFORMATION COMMUNICATION TECHNOLOGY OFFICER II JOB GROUP 'CPSB 10' (J) FOUR (4) POSTS

Terms of Service: Permanent and Pensionable

Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan Citizen;
- ii. A Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in information communication technology from a recognized Institution; or
- iii. A Higher Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized Institution.

Duties and Responsibilities

Duties and Responsibilities at this level will include:

- i. Analyzing, Designing, Coding, Testing Implementing computer programs providing user support;
- ii. Maintaining support system and training of users;
- iii. Repairing and maintaining of Information Communication Technology equipment and associated peripherals;
- iv. Receiving, installing and certifying of Information Communication Technology equipment; and

- v. Configuring of new Information Technology equipment.

15. REGISTERED CLINICAL OFFICER III, JOB GROUP ‘CPSB 11’ (H) FIVE (5) POSTS

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iii. Certificate of registration from the Clinical Officers Council;
- iv. Valid practicing license from Clinical Officers Council; and
- v. Certificate in Computer Applications Skills from a recognized institution.

Duties and Responsibilities

An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities at this level will include:

- i. Taking history, examining, diagnosing and treating patients’ common ailments at an outpatient or inpatient health facility;
- ii. Implementing community health care activities in 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;
- v. Carrying out minor surgical procedures as per training and skill;
- vi. Collecting and compiling clinical data; and
- vii. Referring patients and clients to appropriate health facilities.

16. ACCOUNTANT II, JOB GROUP ‘CPSB 10’ (J) FIVE (5) POSTS

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. A pass in Part II of the Certified Public Accountants (CPA) Examination or equivalent qualifications from a recognized institution.

OR

- iii. Bachelor’s Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.

Responsibilities

Specific duties and responsibilities include:

- i. Preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc.; and
- ii. Safe custody of records and assets under him/her.

17. PUBLIC RELATIONS AND COMMUNICATION OFFICER II, JOB GROUP 'CPSB 10' (J) ONE (1) POST

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade a candidate must:

- i. Be a Kenyan Citizen;
- ii. Be in possession of a Bachelor's degree in any of the following disciplines; Mass Communication, Communication Studies, Journalism, Public Relations, Social Sciences or any other approved equivalent qualifications from a recognized University/Institution;
- iii. Possess good oral written Communication skills in both English and Kiswahili; and
- iv. Be proficient in computer applications.

Duties and Responsibilities:

- i. Gathering information on existing programmes, significant events and the impact on customers and forwarding the same to the head of the department for dissemination; and
- ii. Liaising with media practitioners and the public on issues of mutual concern under the guidance of a senior officer.

18. HOSPITALITY OFFICER II, JOB GROUP 'CPSB 10' (J) TWO (2) POSTS

Terms of Service: Permanent and Pensionable

Requirement for appointment

- i. Be a Kenyan Citizen;
- ii. Served in a relevant and comparable position for a minimum of three (3) years;
- iii. Bachelor Degree in any of the following disciplines:- Hotel and Hospitality Management, Hotel and Catering Management, Hospitality and Institutional Management or its relevant and equivalent qualification from a recognized institution;
- iv. Valid certificate of health from a recognized institution;
- v. Good interpersonal and communication skills; and
- vi. Certificate in computer applications from a recognized institution.

Duties and Responsibilities

- i. Ensuring the general welfare of clients;
- ii. Facilitating workflow in the hospitality service areas;
- iii. Taking appropriate action on customer's feedback;
- iv. Complying with standard operating procedures;
- v. Creating awareness on environmental, regulatory and statutory requirements;
- vi. Managing hospitality services as distinguished by the caliber of clientele and patronage;
- vii. Implementing hospitality policies and standards;
- viii. Providing quality catering, accommodation and conferencing services; and
- ix. Maintain expected service standards to guests and participants.

19. ARCHITECTURAL ASSISTANT III, JOB GROUP 'CPSB 11' (H) TWO (2) POSTS

Terms of Service: Permanent and Pensionable

Requirement for appointment

- i. Be a Kenyan citizenship; and
- ii. Diploma or Technician Certificate part III in any of the following fields: Building/Civil Engineering, Architecture or its equivalent and a relevant qualification from a recognized institution.

Duties and Responsibilities

- i. Interpretation of Architect sketches and preparation of finished drawings; and
- ii. Reading and interpreting Engineering drawings in relation to the architects' sketch and incorporating these details in the finished drawings.

20. DEPUTY DIRECTOR – INTERNAL AUDIT, JOB GROUP 'CPSB 04' (Q) ONE (1) POSITION

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Have served in the grade of Assistant Internal Auditor General for at least three (3) years;
- iii. Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or the Institute of Internal Auditors (IIA);
- iv. Have demonstrated wide administrative capabilities and high degree of competence managing the audit function at a high level including the ability to device, develop and implement strategic corporate and operational audit; and
- v. Have demonstrated a high degree of integrity at previous position and be a team player.

Duties and Responsibilities

- i. Effective management of the Internal Audit function;
- ii. Assist in efficient organization, control and supervision of all Internal Audit Units;

- iii. Responsible for the review of audit plans and programmes; and
- iv. Carrying out any other duties that may be assigned by a competent authority.

21. SENIOR SUPPORT STAFF, JOB GROUP ‘CPSB 15’ (D) TEN (10) POSTS

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (K.C.S.E) mean grade D plain or its approved equivalent from a recognized institution; and
- iii. Certificate of Good Conduct.

Duties and Responsibilities

- i. Undertaking cleaning duties in the area of deployment;
- ii. Performing messengerial duties;
- iii. Preparing tea and washing utensils; and
- iv. Undertaking any other related duties.

22. DRIVER III, JOB GROUP ‘CPSB 15’ (D) FIVE (5) POSTS

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education mean grade D (plain) or its equivalent from a recognized institution;
- iii. A valid driving license free from any endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- iv. Attended a First Aid certificate course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- v. Passed suitability Test for Driver Grade III;
- vi. Passed Practical Test for Drivers conducted by the respective ministry;
- vii. A valid Certificate of Good Conduct from the Kenya Police; and
- viii. At least two (2) years driving experience.

Duties and Responsibilities

- i. Driving a motor vehicle as authorized;
- ii. Carrying out routine checks on vehicle's cooling, oil, electrical and break systems, tyre pressure etc.;
- iii. Detecting and reporting malfunctioning of vehicle systems;
- iv. Maintenance of work tickets for vehicle assigned;
- v. Ensuring security and safety of the vehicle on and off the road; safety of the passengers and /or goods therein; and
- vi. Maintaining cleanliness of the vehicle.

23. CHIEF PUBLIC HEALTH OFFICER, JOB GROUP 'CPSB 07' (M) ONE (1) POST

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Senior Public Health Officer for a minimum period of three (3) years;
- iii. Bachelor's Degree in Environmental Health or Public Health from a recognized institution;
- iv. Certificate of competence from the Association of Public Health Officers;
- v. Certificate in Computer Application Skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing promotive and preventive health programmes;
- ii. Monitoring compliance to urban and rural sanitation standards in dwellings, commercial premises and work places;
- iii. Monitoring the management of solid/liquid and other hazardous wastes;
- iv. Ensuring safety and quality of food and water for both domestic and industrial use;
- v. Carrying out surveillance on environmental health pollutants;
- vi. Promoting hygiene education including school health programmes;
- vii. Implementing international health regulations and rules at ports, airports, frontiers and border posts;
- viii. Carrying out surveillance and advising on prevention and control of disease incidences and outbreaks;
- ix. Liaising with other stakeholders in carrying out disaster preparedness and response;
- x. Compiling research reports on public health;
- xi. Compiling and analyzing public health data and reports; and
- xii. Promoting modern information and communication technology in the provision of public health services.

How to Apply:

Each application should be accompanied by detailed curriculum vitae, copies of relevant academic and professional certificates, National Identity Card or Passport, testimonials and other relevant supporting documents.

Applications should be submitted in a sealed envelope with the position **applied for clearly marked on the left side** and either hand delivered to the reception desk at the Kitui CPSB offices on Prisons Road, Kitui Town or posted to the following address:

**The Board Secretary,
Kitui County Public Service Board,
P.O. Box 33-90200, Kitui.**

Important information to all Candidates

- Applications should reach the Secretary, County Public Service Board on or before **Tuesday, 31st March, 2022**
- Only shortlisted candidates will be contacted.
- Shortlisted candidates **MUST** meet the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity and will be required to produce clearance/compliance certificates from the following agencies:
 - a) Ethics and Anti-Corruption Commission
 - b) Higher Education Loans Board
 - c) Kenya Revenue Authority
 - d) Credit Reference Bureau
 - e) Directorate of Criminal Investigation

The County Government of Kitui is an equal opportunity employer and does not charge commission for its recruitment process. Qualified Women, persons with disability and those from minority and marginalized groups are encouraged to apply.