

COUNTY GOVERNMENT OF TRANS-NZOIA



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P.O. BOX 4210-30200

KITALE

19/10/2024

COUNTY PUBLIC SERVICE BOARD

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Transforming the public service workforce

CANCELLATION OF VACANCIES

We refer to the below listed vacancies that were advertised in the daily print media of 30th May 2024, which are hereby cancelled. Any inconvenience caused is highly regretted.

No.	Cadre	JG	No. Required	Advert No.
1.	County Director of Health Services and Sanitation (Re-Advertisement)	R	1	TCPSB/1/2024
2.	Clinical Officer	K	3	TCPSB/2/2024
3.	Nursing Officer	K	8	TCPSB/3/2024
4.	Registered Nurse [3]	H	70	TCPSB/4/2024
5.	Pharmaceutical Technologist [3]	H	1	TCPSB/5/2024
6.	Registered Clinical Officer [3]	H	8	TCPSB/6/2024
7.	Enrolled Nurse [3]	G	10	TCPSB/7/2024
8.	Laboratory Technologist [3]	H	5	TCPSB/8/2024
9.	Assistant Occupational Therapist [3]	H	1	TCPSB/9/2024
10.	Assistant Physiotherapist [3]	H	2	TCPSB/10/2024
11.	Assistant Public Health Officer [3]	H	5	TCPSB/11/2024
12.	Medical Social Work [3]	H	4	TCPSB/12/2024
13.	Office Administrative Assistant [3]	H	7	TCPSB/13/2024
14.	Economist [2]/Statistician [2]	K	10	TCPSB/14/2024
15.	County Solicitor/Deputy Chief Legal Officer	S	1	TCPSB/15/2024
16.	Municipal Manager	R	1	TCPSB/16/2024
17.	Assistant ECDE Teacher [3]	H	1	TCPSB/17/2024
18.	Assistant ECDE Teacher [3]	F	19	TCPSB/18/2024
19.	Assistant ECDE Teacher [2]	G	3	TCPSB/19/2024

VACANCIES

Trans Nzoia County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions in the county public service. Interested and qualified persons are requested to make their applications **ONLINE** through the County Public Service Board's website: www.cpsbtransnzoia.co.ke/vacancies.

I) DEPARTMENT OF HEALTH SERVICES AND SANITATION.

Terms of Service: One (1) year Contract Renewable subject to satisfactory performance

Remuneration (Consolidated package):

Diploma Holders - Ksh.50,000

Certificate Holders - Ksh.40,000

#	POST	Required	Terms of Service	Advert No.
1	Registered Nurse	114	Contract	TCPSB/20/2024
2	Enrolled Nurse	20	Contract	TCPSB/21/2024
3	Medical Social Worker	1	Contract	TCPSB/22/2024
4	Medical Laboratory Technologist	8	Contract	TCPSB/23/2024
5	Registered Clinical Officer	13	Contract	TCPSB/24/2024
6	Nutrition and Dietetics Technologist	4	Contract	TCPSB/25/2024
7	Mortician	1	Contract	TCPSB/26/2024
8	Assistant Occupational Therapist	2	Contract	TCPSB/27/2024
9	Radiographer	4	Contract	TCPSB/28/2024
10	Assistant Public Health Officer	1	Contract	TCPSB/29/2024
11	Assistant Physiotherapist	3	Contract	TCPSB/30/2024
12	Orthopaedic Trauma Technician	3	Contract	TCPSB/31/2024
13	Health Records and Information Management Assistant	4	Contract	TCPSB/32/2024
14	Orthopaedic Technologist	3	Contract	TCPSB/33/2024
15	Medical Engineering Technologist	4	Contract	TCPSB/34/2024
16	Pharmaceutical Technologist	1	Contract	TCPSB/35/2024

II OTHER DEPARTMENTS

Please note that candidates who previously applied for the under listed positions 1 and 6 -12 need not reapply.

#	POST	Required	Terms of Service	Advert No.
1	County Director of Health Services and Sanitation (Re-Advertisement) JG 'R'	1	Contract	TCPSB/1/2024
2	Principal Human Resource Management Officer JG 'N'	1	Contract	TCPSB/35/2024
3	Human Resource Management Officer [2] JG 'J'	1	Contract	TCPSB/37/2024
4	ICT Officer [3] JG 'H'	2	Contract	TCPSB/38/2024
5	Medical Officer JG 'M'	13	Contract	TCPSB/39/2024
6	County Solicitor/Deputy Chief Legal Officer JG 'S'	1	Contract	TCPSB/15/2024
7	Municipal Manager JG 'R'	1	Contract	TCPSB/16/2024
8	Office Administrative Assistant [2] JG 'G'	7	P & P	TCPSB/13/2024
9	Economist [2]/Statistician [2] JG 'K'	10	P & P	TCPSB/14/2024
10	Assistant ECDE Teacher I JG 'H'	1	P & P	TCPSB/17/2024
11	Assistant ECDE Teacher [3] JG 'F'	19	P & P	TCPSB/18/2024
12	Assistant ECDE Teacher [2] JG 'G'	3	P & P	TCPSB/19/2024

Please Note:

- A. Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- B. All applications **MUST** be received on or before 8th November, 2024 by 5.00 p.m(E.A.T.).
- C. Trans Nzoia County Public Service Board is an equal opportunity employer. Persons with disability, marginalized and minorities are encouraged to apply.
- D. Trans Nzoia County Public Service Board does not charge any fee at any stage of the recruitment and selection process. Our official communication channels are email address cpsbtransnzoia@gmail.com and phone number: 0713635352 and **not any other**.
- E. **ONLY** applicants who meet ALL the requirements will be shortlisted and contacted.
- F. Shortlisted candidates **MUST** present their original academic and professional certificates during the interview.
- G. It is a criminal offence to present fake certificates/documents.
- H. **ONLY** successful candidates will be required to avail the following documents:
 - ✓ Clearance from Higher Education Loans Board (HELB);
 - ✓ Clearance from Criminal Investigations Department;
 - ✓ Clearance from the Ethics and Anti-Corruption Commission (EACC);
 - ✓ Clearance from Kenya Revenue Authority (Tax Compliance Certificate)

- I. Canvassing in any form will lead to automatic disqualification.**
- J.** Should you encounter any difficulties in the online job application process, feel free to visit the Board's offices for assistance at our help desk, or you can reach out for support by calling **0713635352**.

TRANS NZOIA COUNTY PUBLIC SERVICE BOARD
P.O. BOX 4210 - 30200
KITALE

DETAILED JOB SPECIFICATIONS AND REQUIREMENTS

1. REGISTERED NURSE, ONE HUNDRED AND FORTEEN (114) POSTS

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; 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; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring a tidy and safe clinical environment; and collecting and compiling data.

Requirements for Appointment

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

- (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.

2. ENROLLED NURSE, TWENTY 20 POSTS

Duties and responsibilities

Assessing patients and clients and establishing health care needs; Planning and implementing nursing care interventions based on patients'/clients' health needs;

Providing appropriate healthcare service, including immunization, ante-natal care, delivery, referring patients and clients appropriately; Evaluating healthcare outcomes on patients/clients preparing individualized reports; Making appropriate discharge plan for patients; Conducting assessment of school health needs; Planning, implementing interventions and preparing periodic reports; Maintaining records on patients/clients personal and health condition/care; Ensuring a tidy and safe clinical environment; Ensuring safe custody for in-patients belongings; Conducting home visits, following up discharged patients/clients and providing continuity of care and; Treating minor ailments.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse, or Enrolled Nurse/Midwife from a recognized training institution;
- ii. Enrolment 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.

3. MEDICAL SOCIAL WORKER, ONE (1) POST

Duties and responsibilities

This will be the entry and training grade. An officer at this level will be a member of a health team addressing the psychosocial effects as related to patients, diagnosis and resettlement, and counseling of patients especially in case associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy etc.

Requirement for Appointment

For appointment to this grade, a candidate must have;

- i. Kenya Certificate of Secondary Education (KCSE) Mean Grade of C or its equivalent qualification; and
- ii. Diploma in any of the following disciplines; Social work, Sociology psychology, Anthropology, Mental Health or its equivalent qualification from a recognized institution.

4. MEDICAL LABORATORY TECHNOLOGIST, EIGHT (8) POSTS

Duties and Responsibilities

Duties and responsibilities at this level will entail: receiving and scrutinizing laboratory requisition forms and specimens; preparing clients for collection of specimens; receiving, collecting, labeling and registering specimens; disaggregating specimens for processing and analysis; preparing reagents, supervising the disinfection, washing and sterilization of apparatus; preparing media for culture and sensitivity testing; examining specimens for quality; writing and recording of laboratory findings and results; dispatching laboratory results for use in clinical management; preparing blood products; processing the specimen according to the specific standard operating procedures and preparing operational research proposals and periodical laboratory reports.

Requirements for Appointment

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

- (i) Diploma in Medical Laboratory Sciences or any other relevant and equivalent qualification from a recognized institution;
- (ii) Registration certificate from the Kenya Medical Laboratory Technicians and Technologists Board
- (iii) Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board
- (iv) Certificate in computer application skills from a recognized institution.

5. REGISTERED CLINICAL OFFICER, THIRTEEN (13) POSTS

Duties and Responsibilities

Offering pre-operative assessment (anaesthetic screening) and management of patients; Offering intra-operative management to patients; Offering post-operative management / follow up of theatre patients/clients; Giving anaesthetic advice to the theatre /hospital team in all matters pertaining to anaesthesia; Guiding and counselling patients/ clients/ staffs in matters pertaining to anaesthesia; Responsible for the anaesthetic machines and drugs; Collecting and Compiling anaesthetic data and report; Performing any other duty that may be given by the supervisor.

Requirements for Appointments

- i. Be a holder of a Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- ii. Have a Certificate of Registration from the Clinical Officers' Council; and
- iii. Have a valid practice license.

6. NUTRITION AND DIETETS TECHNOLOGIST -FOUR (4) POSTS

Duties and responsibilities

This is the and training grade into this cadre. Duties and responsibilities at this level will include: Implementing nutrition programmes: providing nutrition services in health care facilities: conducting nutrition assessments; collecting and compiling nutrition data ;providing nutrition health education and demonstrations: counselling patients with specific nutritional needs; monitoring preparation of therapeutic feeds; implementing outpatient and inpatient supplementary and therapeutic feeding programmes; and providing micronutrient supplementation.

Requirements for Appointment

For Appointment to this grade, a candidate must have;

- i. Diploma in Community Nutrition, clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- ii. Certificate in Computer Application Skills from a Recognized institution; and
- iii. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND)

7. MORTICIAN -ONE (1) POST

Duties and Responsibilities

Carry out duties in the mortuary including: preparation of bodies; embalming of bodies; assisting in post mortems;

Requirements for Appointments

- i. Relevant training from a recognized institution
- ii. Training in embalming will be an added advantage
- iii. Minimum experience of two (2) years

8. ASSISTANT OCCUPATIONAL THERAPISTS, TWO (2) POSTS

Duties and Responsibilities

Assessing, formulating and implementing patient's treatment plan; Maintain records and data relating to patients; Sensitizing the community on occupational therapy issues; Preparing periodic reports; and Perform any other duties and responsibilities as shall be assigned from time to time.

Requirements for Appointment

- i. Diploma in Occupational Therapy from a recognized institution;
- ii. Be a registered and active member of relevant regulatory body;
- iii. Certificate in computer application skills from a recognized institute

9. RADIOGRAPHER, FOUR (4) POSTS

Duties and Responsibilities

This will be the entry and training grade for Radiographers cadre. An officer at this level will work under the supervision and guidance of an experienced officer. Specific duties will include:

providing radiographic services to the patients; processing, verifying and maintaining information relating to patients; ordering and maintaining records of radiographic and photographic supplies.

Requirements for Appointment

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

- 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. Certificate of computer applications;

10. ASSISTANT PUBLIC HEALTH OFFICER, ONE (1) POST

Duties and Responsibilities

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities; carrying out immunization; identifying environmental health issues at community level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered; assessing health needs of the

community; implementing vector, vermin and rodent control measures; and implementing integrated mosquito control strategies.

Requirements for Appointment

For appointment to this grade, a candidate must have:

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

11. ASSISTANT PHYSIOTHERAPIST-THREE (3) POSTS

Duties and Responsibilities

This will be the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer.

Specific duties and responsibilities will involve:- providing physiotherapy services to inpatients and outpatients at an outpatient unit/ward/health institution; assessing patient needs including rehabilitation; verifying and maintaining information and records relating to patients; screening, assessing and providing therapeutic patients/clients formulated treatment plan; collecting data for operational research; sensitizing the community on physiotherapy issues; and preparing periodic reports.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Diploma in physiotherapy from a recognized institution;
- ii. Certificate of Registration from the physiotherapy Council of Kenya (PCK)
- iii. Current Certificate of practice from physiotherapy Council of Kenya (PCK); and
- iv. Certificate in any computer application skills.

12. ORTHOPAEDIC TRAUMA TECHNICIAN- THREE (3) POSTS

Duties and Responsibilities

Duties and responsibilities at this level entail: interpretation radiological images of orthopedic and trauma cases; coaching, mentoring and providing on job training to staff working under them; carrying out minor orthopedic operative techniques involving insertion and removal of Steinman's pins and skull calipers; removing external fixators; manipulating and reducing fractures and dislocations; fixing and removing casts, bandages and tractions to and from patients; correcting Congenital Equino- Varus (C.T.E.V); Participating in the management of minor orthopaedic and trauma cases in emergencies and accidents; sensitizing and creating awareness on orthopaedic trauma conditions to the communities; and counseling patients/ clients with orthopaedic trauma needs.

Requirements for Appointment

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

- i. Certificate in either Orthopedic Plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution;
- ii. Certificate in computer application skills from a recognized institution;

13. HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT, FOUR (4) POSTS

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a more senior officer. Duties and responsibilities will entail: - receiving and registering patients at hospital reception; booking appointment for patients to specialty and consultants clinics; storing and retrieving medical records and documents; preparing clinics; updating bed bureaus; capturing data from service points; maintaining record safety and confidentiality; and directing patients to relevant clinics.

Requirements for Appointment.

For appointment to this grade, an Officer must have;

- i. Certificate in Health Records and Information Technology from a recognized institution and;
- ii. Certificate in Computer application skills from a recognized institution

14. ORTHOPAEDIC TECHNOLOGIST: THREE (3) POSTS

Duties and Responsibilities:

This is the entry grade into the Orthopedic Technologists cadre. Work at this level is of limited scope and complexity and is carried out under the guidance of a more senior officer. Duties and responsibilities involve provision of supportive services in orthopedics which entail preparation and fitting of appliances that are required in orthopedics in health institutions. In addition, the officer will be expected to assess patient needs; verify and maintain information relating to patients; order and maintain records of supplies as well as guiding, supervising and counselling of staff working under him.

Requirements for Appointment:

For appointment to the grade of Orthopedic Technologist, a candidate must:

- i. Be in possession of at least the Kenya Certificate of Education Division II or its equivalent with credit passes in the relevant subjects; and
- ii. Have successfully completed at least three years pre-service training at a Medical Training Centre.
- iii. Diploma in Orthopedic Technology or possess an equivalent qualification from any other recognized medical training institution.

15. MEDICAL ENGINEERING TECHNOLOGIST-FOUR (4) POSTS

Duties and Responsibilities

Duties and responsibilities at this level will involve undertaking medical equipment, plants, instruments and limited health facilities and utilities, implementing medical engineering programmes and projects, providing user support, undertaking preventive maintenance and repairs of medical/hospital equipment ,plants furniture and instruments ,compiling information for research ,compiling information on medical engineering services for input into the health information management system, carrying out minor repairs of health facilities and utilities ordering for spare parts and consumables and taking /maintaining inventory of medical / hospital equipment, furniture and plants.

Requirements for appointment

For appointment to this grade, an officer must have-

- i. Be a Kenyan citizen;
- ii. Diploma in Medical Engineering or any other equivalent qualification from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Be a registered and active member of relevant regulatory board.

16. PHARMACEUTICAL TECHNOLOGIST -ONE (1) POST

Duties and Responsibilities

This is an entry and training grade for this cadre. An officer at this level will be responsible for Dispensing drugs/ medicines to patients under the supervision of a senior officer.

Specific duties and responsibilities at this level will include: Receiving, interpreting, and processing of prescription: recording prescriptions in a pharmacy unit; prepacking, re-packing and writing instructions on the labels; maintaining drug books/ register; and stock taking of

Requirements for Appointment

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

- i. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and poisons Board from a recognized institution;
- ii. A Certificate of Enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and poisons Board (PPB); and
- iii. Certificate in computer application skills from a recognized institution.

17. MEDICAL OFFICERS CPSB 07- THIRTEEN (13) POSTS

Salary Scale -KSH. 50,610-KSH. 67,110 p.m

Duties and Responsibilities

An officer at this level will work under the supervision and guidance of senior officer. Specific Duties and responsibilities will involve: Diagnosing , caring and treating diseases ; performing medical and surgical procedures; preparing and responding to emergencies and disasters; participating in management of medicines, medical instruments and equipment; providing health education; maintaining medical records, health information and data; counselling patients and their relatives on diagnoses and bereavement; teaching and coaching medical students, nursing students and clinical officer interns; and preparing requisite documents for registration.

Requirements for Appointment

For appointment to the candidates must have:

- (i) A Bachelor of Medicine and Bachelor of Surgery (M.B; Ch.B.) degree from an institution recognized by the 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;
- (iv) Have a Certificate in Computer Application Skills.

Terms of Employment: *One year contract renewable subject to satisfactory performance*

OTHER DEPARTMENTS

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

1. ECONOMIST [2]/STATISTICIAN [2] - JG 'K' (CPSB 09) - TEN (10) POSTS

Salary Scale: Ksh. 39,700x1,470-41,170x1,520-42,690x1,710-44,400x1,920-44,890x2000-46,320x2,000-48,320x2,290-50,610x2,350-52,960 P.M

This is the entry and training grade for the Economists/Statisticians cadre. An officer at this level will work under the guidance and supervision of a senior officer in undertaking the County Economic Planning function.

Duties and responsibilities:-

- i) Collecting, collating and analyzing data in the relevant sectors;
- ii) Compiling department/sector-specific reports;
- iii) Providing support in the preparation of policy briefs and reports on the relevant sectors;
- iv) Capturing data on departmental budgetary requirements;
- v) Assisting in formulation of programme based budget in line with MTEF;
- vi) Tracking and reporting progress of CIDP projects implementation;
- vii) Undertaking County Projects Monitoring and Evaluation;
- viii) Preparing County Annual and Quarterly progress reports on implementation of County Government programmes/projects.
- ix) Facilitating research/surveys on topical and emerging socio-economic issues in the county;
- x) Identification and documentation of cross cutting and emerging economic issues;
- xi) Preparing briefs and reports on economic trends at the county level.

Requirements for Appointment

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

- i) Bachelors degree in any of the following fields: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution; and
- ii) Certificate in computer application skills from a recognized institution.

Terms of Employment: *Permanent and Pensionable*

OFFICE OF THE COUNTY ATTORNEY

2. COUNTY SOLICITOR/DEPUTY CHIEF LEGAL OFFICER, JG 'S' (CPSB 02) ONE POST (1)

Salary Scale: Ksh 137,070 x 6,570 - 143,640 x 6,770 - 150,410 x 6,960 - 157,370 x 7,160 - 164,530 x 7,820 - 172,350 x 13,680 - 186,030 x 16,980 - 203,010 p.m

The County Solicitor shall be the principal assistant of the County Attorney in the execution of the functions of the Office of the County Attorney as prescribed in the Act and any other written law.

Duties and Responsibilities

The County Solicitor shall be the principal assistant of the County Attorney in the execution of the functions of the County Attorney.

Further duties and responsibilities at this level will entail: - identifying issues and areas for policy formulation and reform; undertaking research on legal issues; reviewing legal documents/instructions; opinions and briefs; preparing periodic/ county reports and ensuring compliance with regional and international instruments; coordination stakeholder consultations; undertaking law review; ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity; and advising Departments/Agencies on legal policy issues.

In addition, the Solicitor will be responsible for the implementation and realization of the strategic plans and objectives in respect of the legal function; coordinating and implementing work plans for the Section/Unit, preparing and implementing

performance appraisal systems, preparing Section/Units budgets; managing resources; overall supervision, control, discipline, staff training and development; and liaising with the administrator of the Scheme and the State Law Office.

Requirements for Appointment

A person is qualified for appointment to the office of the County Solicitor if the person;

- i. Has at least 5 years' experience as an Advocate of the High Court of Kenya;
- ii. Bachelor of Laws (LL. B) degree from a recognized University;
- iii. Postgraduate Diploma in Legal Studies from the Council of Legal Education
- iv. Master's degree in Law or any other relevant Social Science from a recognized University will be added advantage;
- v. Proficiency in computer applications; and
- vi. Shown merit and ability as reflected in work performance and results.

Terms of Employment: 3 years contract

THE MUNICIPAL BOARD

3. MUNICIPAL MANAGER (KITALE MUNICIPALITY) JG 'R' (CPSB 03) (1 POST)

Salary Scale: KSH. 124,630 X 6,070 - 130,700 X 6,370 - 137,070 X 6,570 - 143,640 X 6,770 - 150,410 X 6,960 - 157,370 X 7,160 - 164,530 X 7,820 - 172,350 p.m

Duties and Responsibilities

The Municipal Manager shall:

- a) Act on behalf of the Municipal Board;
 - i. Carry out the directives of the Municipal Board
 - ii. As the Authorized and Accounting Officer of the Board
- b) Prepare and present annual estimates of revenue and expenditure to fund and carry out the programmes and operations of the board as per Section 28 of the Urban Areas and Cities Act 2012

- c) Be principally responsible for building and maintain strong alliances and effective working relationships between the Municipal Board and the Civil Society, Private Sector and community based organizations among others
- d) Prepare a report on the activities and accomplishment of the departments and agencies to be transmitted to the Municipal Board, and distributed to the public annually.
- e) Exercise supervision over all departments and agencies of the Municipal Board and provide for the coordination of their activities.
- f) Be an ex-officio member of all committees of the Municipal Board
- g) Perform such other duties as may from time to time be conferred by the Municipal Board

Further to the above, the Municipal Manager shall be responsible for:-

- a) Attending all Municipal Board meetings unless by the authority Chairperson of the Board
- b) Makin reports and recommendations to the Municipal Board aboutn the needs of the Municipality;
- c) Administering and enforcing all Municipality laws, resolutions, franchises, leases, contracts, permits and other Municipal board decisions;
- d) Supervising and making request for required personnel (Municipal employees);
- e) Organizing Municipal departments and administrative structures;
- f) Preparing and administering the annual Municipal budget;
- g) Administering Municipality utilities and property;
- h) Encouraging and supporting regional and intergovernmental cooperation;
- i) Promoting cooperation among the Municipal Board staff and citizens in developing Municipal policies and building.

Requirement for appointment:

- a) Be a Kenyan citizen
- b) Possess a bachelor's degree in relevant field from qualified University
- c) Post graduate degree in administration will be an added advantage
- d) Have not less than 10 years' experience in relevant field of practice

- e) Have a thorough understanding of Urban Development policies, Urban Area and Cities Act, Labor Laws, and other relevant statutes
- f) Have shown exemplary leadership qualities
- g) Have capacity to work under pressure to meet strict timelines
- h) Have ability to work in multi-ethnic environment with sensitivity and respect to diversity
- i) Possess knowledge of structural, legislative and regulatory framework of Municipal management
- j) Be a member of relevant professional body
- k) Be proficient with relevant computer applications; and
- l) Satisfy the requirements of chapter six of the constitutions

Terms of Service: 5 years' non - renewable contract

DEPARTMENT OF EDUCATION AND TECHNICAL TRAINING

4. ASSISTANT ECDE TEACHER I, JG 'H' (CPSB 11)- ONE (1) POST

Salary Scale: Ksh. 26,900 x 1,110 - 28,010 x 1,120-29,130 x 1,150 - 30,280 x 1,170 - 31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380 P.M

This shall be entry grade for graduate teachers in Early Childhood Development and Education. A Teacher at this level will work under the supervision of a more senior teacher for the purposes of professional mentoring and growth.

Duties and Responsibilities

- i. Class teaching;
- ii. Role modeling, guidance and counselling, mentoring and motivation of the learners;
- iii. Preparing reports;
- iv. Ensuring the safety and security of the learners;
- v. Assist in designing, organizing and facilitating play/learning activities for learners;

- vi. Caring and nurturing the emotional, aesthetic, spiritual, moral, social, mental and physical growth of children (holistic development);
- vii. Providing opportunities for fostering hands on learning, exploration, creativity, and self-expression, discovery, making choices, self-control and the development of motors skills;
- viii. Enhancement of communication, pre-writing, pre-reading and number skills and experimentation;
- ix. Preparing and developing play/learning materials, schemes of work, lesson plans and daily program of activities, children's progress records of work, health records and other records.

Requirements for Appointment

For Direct Appointment to this grade, a candidate must be in possession of: -

- i. Degree in Early Childhood Development and Education offered by a recognized institution of higher learning; and either: -
 - a) Kenya Certificate of Secondary Education (KCSE) minimum grade C+ (Plus), or its approved equivalent;

OR

 - b) Kenya Certificate of Secondary Education (KCSE) minimum grade C (Plain) *plus* Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent;

OR

 - c) Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (plus) and Certificate in Early Childhood Development Education offered by KNEC or Ministry of Education or its approved equivalent *plus* Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent
- ii. Registered by the Teachers Service Commission;
 - iii. A Certificate in Computer applications;

- iv. Certificate of Good Conduct from the National Police Service;
- v. Valid medical report from a recognized government Health Facility;

In addition to the above requirements, an ECDE Teacher must have the following:

Personal Qualities

- i. Modest and of sound mind;
- ii. Relate well with children, parents, and members of the society;
- iii. Creative and innovative;
- iv. Professionalism and integrity.

Terms of Employment: *Permanent and Pensionable*

5. ASSISTANT ECDE TEACHER [3], JG 'F' (CPSB 13) - NINETEEN (19) POSTS

Salary Scale: 19,220 X 680 - 19,900 X 700 - 20,600 X 780 - 21,380 X 800 - 22,180 X 950 - 23,130 p.m.

This is the entry grade for teachers with a Certificate in ECDE. A teacher at this level will work under the guidance of a more senior teacher for the purposes of professional mentoring and growth.

Duties and Responsibilities

- i. Class teaching;
- ii. Role modeling, 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;
- viii. Preparing and developing play/learning materials.

Requirements for Appointment

For Direct Appointment to this grade, the candidate must be in possession of:-

- i. Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (Plus) or KCE division IV at 'O' Level;
- 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. Certificate of Good Conduct from the National Police Service;
- vi. Valid medical report from a registered government health facility.

In addition to the above requirements, an ECDE Teacher must have the following:

Personal qualities;

- i. Creative and innovative;
- ii. Professionalism and integrity;
- iii. Relate well with children, parents, and members of the society;
- iv. Modest and of sound mind.

Terms of Employment: *Permanent and Pensionable*

6. ASSISTANT ECDE TEACHER [2], JG 'G' (CPSB 12) - THREE (3) POSTS

Salary Scale: 23,700x1,040-24,740x1,070-25,810x1,090-26,900x1,110, 28,010x1,120-29,130x1,150-30,280x1,170-31,450 P.M.

Duties and Responsibilities.

- i. Class teaching;
- ii. Role modeling, guidance, and counselling, mentoring and motivation of the learner;
- iii. Preparing reports;
- iv. Ensuring the safety and security of the learners;
- v. Assist in designing, organizing, and facilitating play/learning activities for learners;
- vi. Assist in organizing and facilitating play/learning activities for the learners;
- vii. Caring and nurturing spiritual, moral, social, mental, physical, aesthetic, and emotional growth of the learners (holistic development);
- viii. 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;
- ix. Preparing and developing play/learning materials.

Requirements for Appointment:

For Direct Appointment to this grade, a candidate must be in possession of: -

- i. Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent; and either: -
 - a) Kenya Certificate of Secondary Education (KCSE) minimum grade C (Plain), or its approved equivalent;
- OR**
- b) Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (Plus), or its approved equivalent plus Certificate in Early Childhood Development and Education offered by KNEC or Ministry of Education or its approved equivalent;
- ii. Registered by the Teachers Service Commission;
 - iii. A Certificate in Computer applications;

- iv. Certificate of Good Conduct from the National Police Service;
- v. Valid medical report from a recognized government Health Facility.

In addition to the above requirements, an ECDE Teacher must have the following:

Personal qualities;

- v. Creative and innovative;
- vi. Professionalism and integrity;
- vii. Relate well with children, parents, and members of the society;
- viii. Modest and of sound mind.

Terms of Employment: *Permanent and Pensionable*

DEPARTMENT OF PUBLIC SERVICE MANAGEMENT AND GOVERNANCE

7. OFFICE ADMINISTRATIVE ASSISTANT [2], JG 'H' (CPSB 11) - SEVEN (7) POSTS

Salary Scale: Ksh. 26,900 X 1,110 -28,010x1,120-29,130x1,150-30,280x1,170-31,450X1,250-32,700X1,300-34,000X1,380-35,380 P.M

Duties and responsibilities

Duties and responsibilities at this level entail: taking oral dictation; word and data processing from manuscript; operating equipment; ensuring security of office equipment, documents, and records; attending to visitors/clients; handling telephone calls and appointments; keeping an up to date filing system in the office; supervision of office cleanliness; and undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Officer Administrative Assistant [3] for a minimum period of three (3) years;
- (ii) Business Education Single and Group Certificates (BES & GC) from the Kenya National Examination Council in the following subjects;

- (a) Typewriting II (minimum 40 w.p.m)/Computerized Document Processing II;
- (b) Business English II/Communications II;
- (c) Office Practice II;
- (d) Secretarial Duties II;
- (e) Commerce II;

OR

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

- (i) Kenya certificate of Secondary Education (KCSE) mean grade C (Plain) or its approved equivalent;
- (ii) Craft Certificate in Secretarial Studies from the Kenya National Examination Council;
- (iii) Certificate in Computer Applications Skills from a recognized institution;
and
- (iv) Shown merit and ability as reflected in work performance.

Terms of Employment: *Permanent and Pensionable*

8. PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER, JOB GROUP 'N' ONE (1) POST

Salary Scale -KSH. 58,360-KSH.90,200 and allowances as per SRC guidelines.

Duties and Responsibilities

Duties and responsibilities will be as follows: An officer at this level will be deployed to county department or board to act as head of secretariat to the Human Resource Management advisory committee. The officer will participate in collection, collation and analysis of human resource management and development data from county departments and making appropriate recommendations.

1. Preparing and processing cases for County Human Resource Management Advisory Committee;
2. Implementing human resource management decisions within existing rules, regulations, and procedures;
3. Preparing and compiling reports on the implementation of performance management systems including performance Appraisal systems;
4. Management of human resource information systems;
5. Undertaking training needs assessment;
6. Identifying training and development programs;
7. Carrying out training needs analysis
8. Preparing training projections and plans
9. Undertaking evaluation of training programs
10. Developing, updating, and maintaining human resource development data and records

Requirements for Appointment,

An officer must have: -

- (i) Served in the grade of Chief Human Resource Management Officer for a minimum period of three (3) years;
- (ii) A Bachelor's degree in the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology, or any other relevant social science from a recognized institution;
- (iii) Higher Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution:
- (iv) Membership to a relevant professional body;
- (v) Certificate in computer application skills from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

Terms of Employment: *One year contract renewable subject to satisfactory performance*

9. INFORMATION COMMUNICATION TECHNOLOGY OFFICER III, JOB GROUP H- TWO (2) POSTS

Salary Scale: Ksh. 26,900 X 1,110 -28,010x1,120-29,130x1,150-30,280x1,170-31,450X1,250-32,700X1,300-34,000X1,380-35,3800 P.M

Duties and Responsibilities This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include: writing and testing computer programmes according to instructions and specifications; assisting in the implementation of the computer systems; providing user support and training of users; repairs and maintenance of ICT equipment and associated peripherals; monitoring the performance of ICT equipment; and reporting any faults for further action.

Requirements for Appointment:

- (i) Diploma in any of the following fields: Computer Science, Information Communication and Technology (ICT), Systems Administration, Electrical/Electronic Engineering, or its equivalent qualification from a recognized institution; and Certificate of membership to a professional body from a recognized institution.

Terms of Employment: *One year contract renewable subject to satisfactory performance*

10. HUMAN RESOURCE MANAGEMENT OFFICER II, JOB GROUP 'J' POSTS: ONE (1)

Salary Scale -KSH. 32,700-KSH. 42,690.

Duties and Responsibilities

- i) 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 department or in a section within the Human Resource Division.
- ii) Specific duties and responsibilities will entail verification of information relating to recruitment, appointment, promotions, transfers, Human Resource Management records and complement control;
- iii) Processing cases for the County Human Resource Management Advisory Committee and
- iv) Assisting in the implementation of the decisions thereof and
- v) Collecting and collating data for assessing training needs
- vi) Preparing training projections and
- vii) Preparing agenda and minutes for Human Resource Advisory Committee

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.
- ii) Certificate in Computer application skills from a recognized institution
- iii) Those who have worked in the health department will be an added advantage.

Terms of Employment: *One year contract renewable subject to satisfactory performance*