



## COUNTY GOVERNMENT OF TRANS-NZOIA

Email:  
[cpsbtransnzoia@gmail.com](mailto:cpsbtransnzoia@gmail.com)



P.O. BOX 4210-30200  
KITALE

Date: 30-05-2024

## COUNTY PUBLIC SERVICE BOARD

Mob: (+254) 713 635 352

*Transforming the public service workforce*

### 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](http://www.cpsbtransnzoia.co.ke/vacancies).

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 [2]	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 I	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

**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 21<sup>st</sup> June, 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](mailto: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**

## DEPARTMENT OF HEALTH SERVICES AND SANITATION

### 1. COUNTY DIRECTOR OF HEALTH SERVICES AND SANITATION, JG 'R' (CPSB-03) (1 POST)

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

*Allowances as prescribed by the Salaries and Remuneration Commission (SRC).*

#### **Duties and Responsibilities**

- i) Chair the County Health Management Team (CHMT)
- ii) Provide leadership in formulating and implementing health policies in the department
- iii) Supervise medical superintendents, unit heads and Sub-County Medical Officers of Health (SCMOHs)
- iv) Provide leadership and guidance for service delivery
- v) Manage administrative responsibilities (preparation and approval of work plans, departmental budgets, etc.)
- vi) Chair disciplinary committee in the health department
- vii) Implement performance management system in the department
- viii) Implement monitoring and evaluation of health services
- ix) Ensure that health services and operations comply with the law or regulatory bodies
- x) Ensure compliance with financial regulations in the Department of Health
- xi) Coordinate County and National health programmes
- xii) Oversee health outreach activities
- xiii) Ensures implementation of affirmative, gender and disability mainstreaming in the Department of Health services and Sanitation
- xiv) Provide leadership and implement corporate governance in the Department of Health services and sanitation
- xv) Enhance sustainability of health operations through partnership and collaboration with development partners and health/learning institutions
- xvi) Establish and maintain a good working environment for health providers and the community
- xvii) Ensure inventory management in the Department of Health services and sanitation
- xviii) Receive and make reports about the Health and sanitation services within the county

#### **Requirements for Appointment**

For appointment to this grade a candidate must have:

- i) Bachelor of Medicine, Dental Surgery, Pharmacy or any health related degree;
- ii) Master's degree in Medicine, Dental Surgery, Health Systems Management, or a Master's degree in Public Health;
- iii) A certificate in Strategic Leadership Development Programme lasting not less than four (4) weeks or its equivalent from a recognized Institution;
- iv) Ten years in relevant field with at least Five (5) years in managerial position(s);
- v) Certificate of Registration by the Medical Practitioners and Dentists Board or a relevant professional body;
- vi) Valid practicing license;
- vii) Certificate in computer application skills from a recognized institution; and
- viii) Demonstrate professional competence and managerial capability as reflected in work performance and results.

**Terms of Service:** Contract of 3 years renewable.

## **2. CLINICAL OFFICER, JG 'K' (CPSB 09) THREE (3) 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

### ***Duties and Responsibilities***

This will be the entry and training grade for this cadre. An officer at this level will work under guidance of a senior officer where duties and responsibilities will include: taking history of the patient; examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility; guiding and counseling patients, clients and staff on health issues; referring patients and clients to appropriate health facilities; assessing, preparing and presenting medico-legal reports; coaching and mentoring students on attachment; carrying out surgical procedures as per training and skill; organizing health management teams and convening health management committee meetings; and collecting and compiling data for research on clinical services issues.

### ***Requirements for Appointment***

For appointment to this grade, a candidate must have:

- i. Bachelors degree in Clinical Medicine from a recognized institution:

- ii. Certificate of registration in Clinical Medicine from a recognized institution;
- iii. Certificate in Computer Application skills from a recognized institution

**Terms of Employment: Permanent and Pensionable**

### **3. NURSING OFFICER, JG 'K' (CPSB 09)- EIGHT (8) 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

#### ***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: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan ;performing a comprehensive physical examination within various settings ;assessing ,formulating ,planning and implementing a safe nursing care environment for client/patients; carrying out clinical audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary team to support clients/patients and their families ;carrying out therapeutic communication with patients/client; conducting a community health risk assessment and providing nursing outcomes; participation in quality improvement and quality assurance procedures; and diagnosing common health conditions and recommending necessary interventions.

#### ***Requirements for Appointment***

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in either nursing or midwifery from a recognized institution;
- ii. Registration certificate issued by the nursing council of Kenya;
- iii. Valid practicing license from nursing council of Kenya;
- iv. Certificate in computer application skills from a recognized institution;

**Terms of Employment: Permanent and Pensionable**

#### **4. REGISTERED NURSE [3] JG 'H' (CPSB 11) SEVENTY - (70) 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***

This is an entry grade and training 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 health care service including Integrated Management of Childhood Illness(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 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 Kenya Medical Training College or any other equivalent and relevant qualification from a recognized institution
- (ii) Registration certificate issued by Nursing Council of Kenya;
- (iii) Valid practicing license from Nursing Council of Kenya;
- (iv) Certificate in computer application skills from a recognized institution.

**Terms of Employment: Permanent and Pensionable**

#### **5. PHARMACEUTICAL TECHNOLOGIST [3], JG 'H' (CPSB 11) -ONE (1) POST**

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***

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.

**Terms of Employment: Permanent and Pensionable**

## **6. REGISTERED CLINICAL OFFICER [3] -JG 'H' (CPSB 11) - (8) EIGHT 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***

This is an entry and training grade into this cadre. An officer at this level will work under guidance of a senior officer. Duties and responsibilities at this level will include: taking history, examining, diagnosis and treating patient's common ailments at an outpatient or inpatient health facility; implementing Community Health Care activities in liaison with other health workers; guiding and counseling patients, clients and staff on health issues; sensitizing patients and clients on preventive and promotive health; carrying out minor surgical procedures as per the training and skill; collecting and compiling clinical data; and referring patients and clients to appropriate facilities;

### ***Requirements for appointment***

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

- (i) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health or its equivalent qualification from a recognized institution;
- (ii) Certificate of Registration from Clinical Officer's Council; and
- (iii) Certificate in computer application skills from a recognized institution

**Terms of Employment: Permanent and Pensionable**

## **7. ENROLLED NURSE [3], JG 'G' (CPSB 12) - TEN (10) 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***

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

Duties and responsibilities at this level will entail: 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, Prevention of Mother to Child Transmission of HIV (PMTCT), ante-natal care and delivery, providing health education and counselling on identified health and socio-economic needs to patients'/clients'; referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; ensuring a tidy and safe clinical environment; ensuring safe custody of in-patients belongings; maintaining records on patients/clients personal and health condition/care; ensuring a tidy and safe clinical environment; ensuring safe custody for in-patient 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, an officer 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 practising license from Nursing Council' of Kenya;
- (iv) Certificate in computer application skills from a recognized institution;

**Terms of Employment: Permanent and Pensionable**

## **8. LABORATORY TECHNOLOGIST [3], JG 'H' (CPSB 11) - FIVE (5) POSTS**

Salary 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 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 by the Kenya Medical Laboratory Technicians and Technologists Board
- (iii) Certificate in computer application skills from a recognized institution;

**Terms of Employment: Permanent and Pensionable**

## **9. ASSISTANT OCCUPATIONAL THERAPIST [3] JG 'H' (CPSB 11) ONE (1) POST**

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 will entail: assessing formulation and implementing patients treatment plan; carrying out functional and vocational assessments and formulate necessary interventions; maintaining records and data relating to patients; preparing occupational therapy health education materials; promoting health education in the area of disability; following up on patients progress; compiling and analyzing data for research; inducting students on practical training on occupational therapy services and compiling periodic reports.

### ***Requirements for Appointment***

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

- (i) Diploma in Occupational Therapy from a recognized institution;
- (ii) Certificate in computer application skills from a recognized institution

**Terms of Employment: Permanent and Pensionable**

## **10. ASSISTANT PHYSIOTHERAPIST [3] JG 'H' (CPSB 11) TWO (2) POSTS**

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

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail: providing Physiotherapy services to inpatients and outpatient 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 exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan; collecting data for operational research; sensitizing the community on Physiotherapy issues; and preparing periodic report

### ***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 Physiotherapy Council of Kenya (PCK).
- (iii) Current Certificate of Practice from Physiotherapy Council of Kenya (PCK).
- (iv) Certificate in Computer Application Skills from a recognized institution

**Terms of Employment: Permanent and Pensionable**

### **11. ASSISTANT PUBLIC HEALTH OFFICER [3] JG 'H' (CPSB 11) FIVE (5) 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 will involve providing 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 issues at community level; organizing community health days to advise communities in 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; and
- (ii) Certificate in Computer application skills from a recognized institution

**Terms of Employment: Permanent and Pensionable**

## **12. MEDICAL SOCIAL WORKER [3] JG 'H' (CPSB 11) FOUR (4) 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***

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.

**Terms of Employment: Permanent and Pensionable**

## **DEPARTMENT OF PUBLIC SERVICE MANAGEMENT AND GOVERNANCE**

## **13. 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**

#### **DEPARTMENT OF FINANCE AND ECONOMIC PLANNING**

#### **14. 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**

### **15. 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 Service: 3 years contract**

### **THE MUNICIPAL BOARD**

#### **16. 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) Making reports and recommendations to the Municipal Board about 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) Posses knowledge of structural, legislative and regulatory frame work 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**

#### **17. 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**

## **18. 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****19. 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**