

## COUNTY GOVERNMENT OF KITUI

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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:

### COUNTY MINISTRY OF LANDS AND PHYSICAL PLANNING

#### 1. DIRECTOR, LANDS AND PHYSICAL PLANNING JG ‘CPSB 03’ (R) ONE (1) POST

**Terms of Service:** Contract

#### **Requirements for Appointment**

- i. Be a Kenyan Citizen;
- ii. Bachelor's degree in Urban and Regional Planning or related discipline from a recognized university;
- iii. Registered as a physical planner under the Physical Planners Registration Act, 1996 and in good standing with the relevant professional body;
- iv. At least five years' post-qualification professional experience in physical and land use planning; and
- v. Is not otherwise disqualified under the provisions of Chapter Six of the Constitution or any other written law.

#### **Duties and Responsibilities**

The County Director of Lands and Physical Planning shall be responsible for:

- i. Advising the County Government on physical and land use planning matters that impact the County;
- ii. Formulating County physical and land use planning policies, guidelines and standards;

- iii. Preparation of County physical and land use development plans;
- iv. Preparation of local physical and land use development plans;
- v. Participating in the preparation of inter-county physical and land use development plans;
- vi. Undertaking research on matters relating to physical, and land use development planning at the County;
- vii. Recommending to the County Government the establishment of planning units as may be necessary;
- viii. Maintaining a land information system to guide physical and land use planning;
- ix. Communicating decisions of the County Government development applications; and
- x. Issuance of development permission and other development control instruments under the Physical and Land Use Planning Act, 2019, with the approval of the County Executive Committee.

## **2. TOWN ADMINISTRATOR, JG ‘CPSB 05’ (P) TWO (2) POSTS**

**Terms of Service:** Permanent and Pensionable

### **Requirements for Appointment**

- i. Be a Kenyan Citizen;
- ii. Be a holder of a Master’s Degree in Strategic Management, Public Administration, Urban & Rural Development, Finance or its equivalent qualification from a recognized institution;
- iii. Seven (7) years relevant working experience, five (5) of which should have been at senior management level/management;
- iv. Valid membership to a legally recognized professional body;
- v. Proficiency in computer applications; and
- vi. Meet requirements of chapter six of the Constitution of Kenya, 2010, on leadership and integrity.

### **Duties and Responsibilities**

- i. Formulate and implement strategies for sustainable development of the Town as an integrated area of economic and social activity;
- ii. Develop and implement effective revenue raising policies and strategies;
- iii. Prepare the Town Integrated Plan and Spatial Development framework as provided under the Urban Areas and Cities Act;

- iv. Implement financial and debt policies including collection of rates, levies, rent, fees and charges;
- v. Initiate and undertake the urban planning process within the Town;
- vi. Provide strategic guidance for orderly and sustainable development of informal settlements/commercial activities in the Town;
- vii. Harmonize development of the Town infrastructure and identify areas where strategic intervention is required;
- viii. Ensure cleanliness and provision of other service to Town residents;
- ix. Maintain a comprehensive database and information system of the Town administration
- x. Prepare and submit regular reports and the Town annual budget estimates;
- xi. Develop and monitor performance management systems for Town services;
- xii. Maintain sound positive public relations between the Town, its citizens and other stakeholders; and
- xiii. Perform such other functions as may be assigned.

### **3. LAND SURVEYOR II, JOB GROUP ‘CPSB 09’ (K) ONE (1) POST**

**Terms of Service:** Permanent and Pensionable

#### **Requirements for Appointment**

- i. Be a Kenyan Citizen;
- ii. Bachelor’s degree in any of the following disciplines: Land Surveying and Photogrammetry, Geomatics, Geomatics Engineering, Technology in Geomatics, Technology in Geo – informatics, Geo – special Engineering, Philosophy in Technology (Survey) from a recognized institution; and
- iii. Certificate in computer applications.

#### **Duties and Responsibilities**

Carrying out angular and distance measurements and computation for medium and high density topographical, general engineering, sub divisional schemes, medium area cadastral and photo control surveys.

### **4. LAND SURVEY ASSISTANT III, JOB GROUP ‘CPSB 11’ (H) FOUR (4) POSTS**

**Terms of Service:** Permanent and Pensionable

#### **Requirements for Appointment**

- i. Be a Kenyan Citizen;
- ii. Diploma in Land Surveying from a recognized institution; and
- iii. Certificate in computer applications.

### **Duties and Responsibilities**

Carrying out angular and distance measurements and computation for small density topographical, site engineering, general boundary and photo control surveys.

#### **5. SENIOR PRINCIPAL SUPERINTENDENT (ELECTRONICS), JOB GROUP 'CPSB 05' (P) ONE (1) POSITION**

**Terms of Service:** Permanent and Pensionable

#### **Requirements for Appointment**

- i. Be a Kenyan Citizen;
- ii. Degree in Electrical Engineering or its equivalent and relevant qualification from a recognized institution;
- iii. Registration by the Engineers Board of Kenya (EBK); and
- iv. Relevant working experience of at least five (5) years.

### **Duties and Responsibilities**

- i. Responsible for planning of inspections, repair and maintenance programmes for electrical services;
- ii. Preparation of monthly/quarterly progress reports; and
- iii. Periodic site inspection visits to ascertain adherence to electrical specification/standards and work progress.

#### **6. SUPERINTENDENT (ELECTRICAL), JOB GROUP 'CPSB 09' (K) ONE (1) POST**

**Terms of Service:** Permanent and Pensionable

#### **Requirements for Appointment**

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

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Senior Inspector (Electrical) 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; and
- iv. Shown merit and ability as reflected in work performance and result.

### **Duties and Responsibilities**

- i. Inspection, and maintenance of electrical installation in public buildings and Government Quarters;
- ii. Commissioning, testing and maintenance of electrical controls related to fire-detection equipment, cookers, water- heaters and general domestic appliances;
- iii. Inspection and Maintenance of electrical controls in power generating plants and machinery, catering equipment, lifts, boilers, cookers water heaters and general domestic appliances;
- iv. Inspection and maintenance of electrical controls in power generating plants and machinery, catering equipment, lifts, boilers, cookers, water heaters and general domestic appliances; and
- v. Testing and maintenance of low and medium voltage distribution system.

**7. ASSISTANT ENGINEER II (MECHANICS) JOB GROUP ‘CPSB 09’ (K) 1 (ONE) POST**

**Terms of Service:** Permanent and Pensionable

**Requirements for Appointment**

- i. Be a Kenyan Citizen;
- ii. Be in possession of a Bachelor’s degree in Mechanical Engineering or equivalent and relevant qualification from a recognized institution in Kenya;
- iii. Be registered by the Engineers Registration Board of Kenya as a Graduate Engineer and
- iv. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

Specific duties and responsibilities will include: -

- i. Preparation of drawings and designs for manufacture and fabrication of tools, equipment and machine/plant/vehicle component; and
- ii. Repair and preparation of maintenance schedules for vehicles and plant machinery.

**8. PLANT OPERATOR III JOB GROUP ‘CPSB 15’ (D) ONE (1) POST**

**Terms of Service:** Permanent & Pensionable

**Requirements for Appointment**

For appointment to this grade, a candidate must:

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education mean grade D (Plain) or equivalent qualification from a recognized institution;
- iii. Passed the suitability test for plant operators Grade III;

- iv. Possess a valid Driving License free from current endorsements for class(es) of machine(s) that one may be required to operate;
- v. Be able to operate at least two (2) plants of 'difficult rating' C;
- vi. attended a First Aid Certificate Course lasting not less than one (1) week from St John Ambulance or the Kenya Institute of Highways and Technology (KIHBT) or any other recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- i. Operating machines of 'difficult rating' C,
- ii. Assisting machine attendance in identifying possible breakdowns;
- iii. Liaising with mechanics for servicing;
- iv. Making daily and weekly oil checks; and
- v. Maintaining the cleanliness of the plants.

## **OFFICE OF THE COUNTY SECRETARY**

### **1. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER II, JOB GROUP 'CPSB 10' (J) FOUR (4) POSTS**

#### **Requirements for Appointment**

For appointment to this grade, a candidate must:

- i. Be a Kenyan Citizen;
- ii. Bachelor's Degree in any of the following Social Sciences:- Sociology, Political Science/Government, Anthropology or any other relevant qualification from a recognized institution; and
- iii. Certificate in Computer applications skills from a recognized institution.

#### **Duties and Responsibilities**

- i. Verifying information related to recruitment, appointments, transfers and human resource information system;
- ii. Implementing human resource decisions within existing rules, regulations and procedures;
- iii. Collecting and collating data for assessing training needs;
- iv. Preparing training projections; and
- v. Preparing agenda and minutes for Human Resource Advisory Committee.

### **2. PUBLIC RELATIONS AND COMMUNICATION OFFICER III, JOB GROUP 'CPSB 11' (H) ONE (1) POST**

**Terms of Service:** Permanent and Pensionable

**Requirements for Appointment**

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate Secondary Education (KCSE) mean grade C (plain) with a minimum C+ (plus) in English or Kiswahili and C (plain) in any other relevant subject or its approved equivalent qualification;
- iii. Diploma in any of the following disciplines:- Journalism, Mass Communication, Internal Relations, Communication Studies, Public Relations or any other relevant and equivalent qualification from a recognized institution; and
- iv. Certificate in Computer applications skills from a recognized institution.

**Duties and Responsibilities:**

- i. Information gathering on topical issues within the Ministry/Department; and
- ii. Verifying its authenticity, editing and dispatching the information for dissemination to the public and media under the guidance of a senior officer.

**3. PUBLIC RELATIONS AND COMMUNICATION OFFICER II, JOB GROUP ‘CPSB 10’ (J) ONE (1) POST**

**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 institution;
- iii. Possess good oral written communication skills in both English and Kiswahili; and
- iv. Certificate in Computer applications skills from a recognized institution.

**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.

**4. ASSISTANT DIRECTOR, OFFICE ADMINISTRATIVE SERVICES, JOB GROUP ‘CPSB 05’ (P) ONE (1) POST**

**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.



## **5. RECORDS MANAGEMENT OFFICER II, JOB GROUP ‘CPSB 10’ (J) THREE (3) POSTS**

**Terms of Service:** Permanent and Pensionable

### **Requirements for Appointment**

- i. Be a Kenyan Citizen; and
- ii. Bachelor’s degree in Information Science/Records Management or any of the Social Sciences from a recognized institution.

### **Duties and Responsibilities**

- i. Ensuring security of files and documents;
- ii. Renewing file covers;
- iii. Ensuring proper handling of documents, pending correspondence and bring-ups;
- iv. Receiving and dispatching letters and maintaining related registers;
- v. Preparing disposal dispatches; and
- vi. Disposing dead files in accordance with relevant Government regulations.

## **6. RECORDS MANAGEMENT OFFICER III, JG ‘CPSB 11’ (H) EIGHT (8) POSTS**

**Terms of Service:** Permanent and Pensionable

### **Requirement for appointment**

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

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Examination (KCSE) mean grade C plain from the Kenya National Examination Council (KNEC) or equivalent qualifications from a recognized institution; and
- iii. A Diploma in Records/Information Management or equivalent qualifications from a recognized institution.

### **Duties and responsibilities**

Specific duties and responsibilities will include:-

- i. Receiving, Sorting, Opening, filing, Minuting and Distribution of mail;
- ii. Dispatching of mails; and
- iii. Guiding on file disposal.

## **7. CLERICAL OFFICER, JOB GROUP ‘CPSB 13’ (F) TWENTY (20) POSTS**

**Terms of Service:** Permanent & Pensionable

### **Requirement for appointment**

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

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education mean grade C (Plain) or its approved equivalent; and
- iii. A certificate in computer applications.

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail

- i. Compiling statistical records;
- ii. Sorting out letters and filing them;
- iii. Dispatching letters and maintaining an efficient filing system;
- iv. Processing appointments, promotions, discipline cases, transfers and other related duties in human resource management;
- v. Preparing payment vouchers;
- vi. Computation of financial or statistical records based on routine or special sources of information; and
- vii. Compiling data and drafting simple letters.

## **8. SENIOR SUPPORT STAFF, JOB GROUP 'CPSB 15' (D) TWELVE (12) 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.

## **9. DRIVER III, 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 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.

## **COUNTY TREASURY**

### **1. ASSISTANT DIRECTOR, MONITORING AND EVALUATION (M&E), JOB GROUP 'CPSB 05' (P) ONE (1) POST**

**Terms of Service:** Permanent and Permanent

### **Requirements for Appointment**

- i. Be a Kenyan Citizen;
- ii. Bachelor's degree in Management Science, Economics, Project Management, Statistics or any other relevant discipline from a university recognized in Kenya;
- iii. Master's degree or Postgraduate Diploma and will be an added advantage;
- iv. Membership to a relevant professional body;
- v. Relevant working experience and a distinguished career of not less than seven (7) years, three (3) of which should be at supervisory level;
- vi. Understanding of wealth indicators and ability to translate such information into prospect ratings and gift estimates;
- vii. Strong analytical skills, including expertise in the modeling and analysis of data;
- viii. Ability to appropriately communicate sensitive information and to judge how and with whom this information should be shared; and

- ix. Advanced computer skills.

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail

- i. Maintaining an awareness of the goals and accomplishments of the County Government;
- ii. Developing and documenting a continuous monitoring strategy/ framework for the County Government initiatives/ activities;
- iii. Providing regular monitoring and evaluation reports on the implementation of County Government initiatives;
- iv. Providing linkage between the County Government and various sectors regulators
- v. Reviewing and analyzing weekly reports to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting; and
- vi. Analyzing compliance gaps and providing advice on possible solutions

## **2. SUPPLY CHAIN MANAGEMENT OFFICER II, 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 have: -

- i. Be a Kenyan Citizen; and
- ii. Bachelor’s Degree in any of the following; Commerce, Business Administration  
Supplies Management Option, Economics, Procurement and Supplies Management,  
Marketing or their equivalent from a recognized Institution.

### **Duties and Responsibilities**

- i. Warehousing;
- ii. Distribution Management;
- iii. Fleet Management;
- iv. Disposal of stores and equipment;
- v. Procurement;
- vi. Market surveys and research;
- vii. Inventory and stock control in accordance with the laid down regulations and procedures.

## **3. FINANCE OFFICER II, JOB GROUP ‘CPSB 09’ (K) 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. Have a Bachelor's Degree Commerce (Finance Option), Business Management or Finance, Economics, Business Administration plus Certified Public Accountant (CPA) K or Association of Chartered Certified Accountant (ACCA) or Chartered Financial Analyst (CFA).

**Duties and Responsibilities**

- i. Gathering, compiling and analyzing information on commitment and expenditure trends and initiating appropriate corrective action as may be required;
- ii. Compiling information required on budget monitoring and expenditure control including expenditures on salaries and allowances; and
- iii. Initial processing of reallocations within the budget.

**4. SUPPLY CHAIN MANAGEMENT ASSISTANT IV, JOB GROUP 'CSPB 12' (G)  
FOURTEEN (14) POSTS**

**Terms of Service:** Permanent and Pensionable

**Requirements for Appointment**

For appointment to this grade, an officer must: -

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) with a minimum of C- (minus) in Mathematics and English or Kiswahili or its equivalent qualification from a recognized institution; and
- iii. A certificate in Supplies Management or its approved equivalent from a recognized institution.

**OR**

- iv. Advanced Certificate in Supply Chain Management from a recognized institution.

**Duties and Responsibilities**

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

- i. Issuing and receiving stores; and
- ii. Preparation and maintenance of records under the supervision of a more experienced officer.

## **5. ECONOMIST II/STATISTICIAN II, JOB GROUP ‘CPSB 09’ (K) FOUR (4) POSTS**

**Terms of Service:** Permanent and Pensionable

### **Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of:

- i. Be a Kenyan Citizen;
- ii. A minimum of an Upper Second Class Honours Degree in Economics, or Economics and Mathematics, or Economics and Statistics from a recognized university/institution; or
- iii. A minimum of an Upper Second Class Honours degree in any of the subjects enumerated at (i) above with a bias towards Computer Science, Operations Research, Survey Techniques and Demographic Techniques from a recognized university/institution; or
- iv. A minimum of an Upper Second Class Honours degree in Statistics with appropriate specialization from a recognized university/institution; or
- v. A postgraduate Bachelor of Philosophy degree in Economics or a postgraduate diploma or Master’s degree in subjects enumerated at (i)-(iii) above.

### **Duties and Responsibilities**

- i. Providing economic planning data;
- ii. Economic analysis;
- iii. Formulation of development strategies;
- iv. Identification, preparation and evaluation of development projects and programmes and monitoring of their implementation;
- v. Conducting feasibility studies, determining project viability and setting project priorities;
- vi. Collation and analysis of data relating to production and marketing of agricultural/industrial products, computerization and analysis of data;
- vii. Writing and submitting reports on specific assignments;
- viii. Control and supervision of technical and other supporting staff;
- ix. Management of a specific economic sector or an area of statistical activity;
- x. Drawing up survey questionnaires and setting up control procedures for receiving returns and taking the necessary action;
- xi. Collection, collation, computerization and analysis of data; and
- xii. Writing and submitting reports on specific assignments.

## **6. ACCOUNTANT II, JOB GROUP ‘CPSB 10’ (J) TEN (10) 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.

### **COUNTY MINISTRY OF GENDER, SPORTS AND CULTURE**

#### **1. ASSISTANT DIRECTOR, GENDER AND SOCIAL DEVELOPMENT, JOB GROUP 'CPSB 05' (P) ONE (1) POST**

**Terms of Service:** Permanent and Pensionable

#### **Requirements for Appointment**

For appointment to the grade, a candidate must:

- i. Be a Kenyan Citizen;
- ii. Served for a minimum period of three (3) years in the grade of Principal Gender Officer, Job Group 'N' or in a comparable and relevant position in the Public Service or Private Sector;
- iii. Bachelor's degree in any of the following disciplines:- Gender Studies, Gender and Development, Sociology, Business Administration (Finance/Entrepreneurship), Anthropology, Counseling and Psychology, Economics, Law or any other relevant Social Science from a university recognized in Kenya;
- iv. Master's degree in any of the following disciplines:- Gender and Development, Business Administration, Project Development and Management, Anthropology, Counseling, Project Planning and Management, Public Administration/Policy, Economics, Law or any other relevant qualification from a university recognized in Kenya;
- v. Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Membership to a relevant professional body; and

- vii. Demonstrated professional competence as reflected in work performance and results.

### **Duties and Responsibilities**

Duties and Responsibilities Specific duties and responsibilities at this level include:

- i. Coordinating collection and development of gender disaggregated data and management information systems;
- ii. Monitoring gender mainstreaming, socio-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence projects and programmes and establishing the level of compliance;
- iii. Facilitating gender mainstreaming activities in Ministries, State Departments, Counties and Agencies;
- iv. Promoting gender socio-economic empowerment;
- v. Monitoring prevalence of Female Genital Mutilation and Sexual and Gender Based Violence; and
- vi. Engaging with partners and stakeholders on Gender related matters

## **COUNTY MINISTRY OF HEALTH AND SANITATION**

### **1. DIRECTOR, HEALTH ADMINISTRATIVE SERVICES, JOB GROUP ‘CPSB 03’ (R) ONE (1) POST**

**Terms of Service:** Contract

#### **Requirements for Appointment**

For appointment to this position, a candidate must have:

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Deputy Director, Administration of Health Services or in a comparable position for a minimum period of three (3) years;
- iii. Master’s degree in any of the following: Health Management, Hospital Administration, Health Planning, Public Health, Health Economics, Business Administration or its equivalent qualification from a recognized institution; and
- iv. Demonstrated outstanding professional competence and administrative ability in the management of Health Services in a large health institution.

#### **Duties and Responsibilities**

- i. Efficient and effective management of health administrative services;
- ii. Providing administrative support services to health related projects;



- iii. Coordination of County Government programmes and Non-Governmental Organizations (NGOs) involved in the delivery of health care services or in health related services
- iv. Review, formulation and implementation of health and administrative policies, procedures and programmes; and
- v. Effective supervision, deployment, discipline, training and development of staff in the health administrative service.

## **2. CHIEF REGISTERED NURSE, JOB GROUP ‘CPSB 07’ (M) ONE (1) POST**

**Terms of Service:** Contract

### **Requirements for Appointment**

For appointment to this grade, an officer must:

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Senior Registered Nurse for a minimum period of three (3) years;
- iii. 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;
- iv. Registration Certificate issued by the Nursing Council of Kenya;
- v. Valid Practicing License from the Nursing Council of Kenya;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

### **Duties and responsibilities**

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive health;
- iii. Providing health education and counselling to patients/clients and community on identified health needs;
- iv. Facilitating patients/clients referral appropriately;
- v. Ensuring tidy and safe clinical environment;
- vi. Conducting clinical teaching and assessment of nursing staff and students;
- vii. Evaluating healthcare outcomes on patients/clients and preparing individualized reports; conducting occupational health needs assessment and making appropriate recommendations;
- viii. Managing a health service delivery section/units;
- ix. Ensuring effective utilization and safety of assigned medical supplies and equipment;

- x. Conducting desk reviews on health reports and implementing recommendations related to nursing;
- xi. Caring for patients at the health service delivery unit using the nursing process;
- xii. Monitoring healthcare outcomes at the service delivery unit and preparing reports; and
- xiii. Analyzing data for research and compiling reports.

### **3. REGISTERED NURSE III, JOB GROUP ‘CPSB 11’ (H) THREE (3) 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. Diploma in any of the following disciplines: Kenya Registered Community, Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing Mental Health and Psychiatry from a recognized institution;
- iii. Registration certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from Nursing Council of Kenya; and
- v. Certificate in computer application skills from a recognized institution.

#### **Duties and Responsibilities**

Duties and responsibilities will include:

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

### **4. DENTAL OFFICER, JOB GROUP ‘CPSB 07’ (M) TWO (2) POSTS**

**Terms of Service:** Permanent and Pensionable

Requirements for Appointment

For appointment to this position, a candidate must:

- i. Be a Kenyan Citizen;
- ii. Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution Recognized by Medical Practitioners and Dentists Board;
- iii. Successfully completed one (1) year internship from a recognized institution;
- iv. Certificate of Registration by the Medical Practitioners and Dentists Board; and
- v. Certificate in computer application skills from a recognized institution.

**Duties and Responsibilities: -**

Duties and responsibilities at this level will include:

- i. Providing dental care including: diagnosing common oral conditions, treating, prescribing and referring;
- ii. Carrying out minor oral and maxillofacial surgery;
- iii. Prosthetics and conservative dentistry;
- iv. Facilitating admission, disease investigations of patients, report writing and assisting in theatre activities;
- v. Collecting information on dental health information system;
- vi. Organizing discharge summaries and follow-up of patients; and
- vii. Acting as the first on call on duty

**5. COUNSELLOR I, JOB GROUP ‘CPSB 09’ (K), 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. Bachelor’s Degree in Counselling or a Bachelor’s Degree in any of the Social Sciences with a Post-Graduate Diploma in Counselling from a recognized institution;
- iii. Psychological Debriefing Course lasting not less than one week;
- iv. Registration with the Kenya Counselling Association (KCA); and
- v. Certificate in computer application skills from a recognized institution.

**Duties and Responsibilities**

Duties and responsibilities will include:

- i. Conducting client intake, individual and group sessions;
- ii. Keeping appropriate records; and
- iii. Performing any other related duties as may be assigned.

**6. MEDICAL SOCIAL WORKER III, JOB GROUP ‘CPSB 11’ (H) TWO (2) 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. KCSE mean grade C (plain) or its equivalent qualification; and
- iii. Diploma in any of the following disciplines:- Social Work, Sociology, Psychology, Anthropology, Mental Health or its equivalent qualifications 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. Participating as a member of Health Team in addressing the psychosocial effects as related to patients' diagnosis, prognosis and future resettlement and counseling patients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy;
- ii. Extracting psychosocial information from the patient and observation of casual factors which might be useful to the treatment plan; and
- iii. Implementing patients' treatment programmes and follow up on discharge

## **7. TRANSPORT OFFICER II, JOB GROUP 'CPSB 10' (J) THREE (3) POSTS**

**Terms of Service:** Permanent and Pensionable

## **Requirements for appointment**

- i. Be a Kenyan Citizen;
- ii. Bachelor's degree in Fleet Management / Automotive Engineering/ Logistics and Transport or its equivalent;

**OR**

- iii. Bachelor's degree in any Social Science and a diploma in Fleet Management/ Automotive Engineering / Logistics and Transport or its equivalent;
- iv. A valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- v. Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
- vi. Passed the Occupational Test I for Drivers; and,
- vii. Show ability as reflected in work performance and results.

## **Duties and Responsibilities:**

- i. Supervise drivers in their day-to-day duties;

- ii. Allocate vehicles and duties to drivers;
- iii. Prepare maintenance / repair schedules for vehicles;
- iv. Ensure all vehicles are kept in good condition;
- v. Analyze work-tickets and ensure compliance;
- vi. Receive and compile motor vehicle statistics for management use;
- vii. Manage motor-vehicle file registry and maintain motor-vehicle fleet register;
- viii. Coordinate the ordering of new vehicles; and
- ix. Vehicle insurance and licensing.

## **COUNTY MINISTRY OF TRADE, COOPERATIVES AND INVESTMENT**

### **1. MARKETING OFFICER II, JOB GROUP 'CPSB 10' (J) ONE (1) POST**

**Terms of Service:** Permanent and Pensionable

#### **Requirements for Appointment**

- i. Be a Kenyan Citizen;
- ii. Bachelor's degree in Business Management or Business Administration preferably with a bias in Marketing or related field from a recognized institution (2nd class upper honors);
- iii. Ability to develop programmes on marketing planning and implementing marketing campaigns involving a range of media and current technologies; social media; editing and proof reading; working with marketing/ design agencies;
- iv. Creative and innovative thinker;
- v. Ability to effectively manage and prioritize own work load and achieve goals, including working on multiple projects simultaneously, working flexibly to tight and changing timescales;
- vi. Networking, interpersonal and collaboration skills for effective partnership working;
- vii. Excellent presentation, written and oral communication skills;
- viii. Ability to contribute to a positive and supportive team approach throughout work; and
- ix. Good IT skills, including Microsoft Office/ social media/ online applications

#### **Duties and Responsibilities**

- i. Profiling products with export potential within the county;
- ii. Developing the marketing strategy for new and existing products within the county;
- iii. Work closely with director to define and develop marketing materials and programs;
- iv. Carrying out the day to day activities of the marketing team;
- v. Developing marketing strategies including branding, advertising aimed at improving marketing of the community products;
- vi. Working closely and assisting individuals and producer business groups such as co-operative societies, self-help groups in developing marketing strategies;
- vii. Undertaking market research and advise on the director on market trends;
- viii. Preparing and submitting periodic reports to the Director Marketing; and
- ix. Any other duties as assigned by the supervisor.

## **2. MARKETING ASSISTANT III, JOB GROUP 'CPSB 11' (H) FOUR (4) POSTS**

**Terms of Service:** Permanent and Pensionable

**Terms of Service:** Permanent and Pensionable

### **Requirements for Appointment**

- i. Diploma in Business Management or Business Administration preferably with a bias in Marketing or related field from a recognized institution;
- ii. Ability to develop programmes on marketing planning and implementing marketing campaigns involving a range of media and current technologies;
- iii. Social media, editing and proof reading; working with marketing/ design agencies;
- iv. Creative and innovative thinker;
- v. Ability to effectively manage and prioritize own work load and achieve goals, including working on multiple projects simultaneously; working flexibly to tight and changing timescales;
- vi. Networking, interpersonal and collaboration skills for effective partnership working;
- vii. Excellent presentation, written and oral communication skills;
- viii. Ability to contribute to a positive and supportive team approach throughout work; and
- ix. Good IT skills, including Microsoft Office/ social media/ online applications

### **Duties and Responsibilities**

- i. Profiling products with export potential within the county;
- ii. Developing the marketing strategy for new and existing products within the county;
- iii. Work closely with director to define and develop marketing materials and programs;
- iv. Carrying out the day to day activities of the marketing team;
- v. Developing marketing strategies including branding, advertising aimed at improving marketing of the community products;
- vi. Working closely and assisting individuals and producer business groups such as co-operative societies, self-help groups in developing marketing strategies;
- vii. Undertaking market research and advise on the director on market trends;
- viii. Preparing and submitting periodic reports to the Director Marketing; and
- ix. Any other duties as assigned by the supervisor.

## **3. INFORMATION COMMUNICATION TECHNOLOGY OFFICER III, JOB GROUP 'CPSB 11' (H) FIVE (5) POSTS**

**Terms of Service:** Permanent and Pensionable

## **Requirements for Appointment**

For appointment to this grade a candidate must have

- i. Kenya Certificate of Secondary Education mean grade C (plain) with at least a C- in Mathematics and English /Kiswahili or its approved equivalent;
- ii. Diploma in any of the following fields: Computer Science, Electrical/ Electronic engineering or its equivalent qualification from a recognized institution.

## **Duties and Responsibilities**

Duties and responsibilities at this level will include:

- i. Writing and testing simple computer programs according to instructions and specifications;
- ii. Assisting in the implementation of the computer systems;
- iii. Providing user support and training of users; repairs and maintenance of ICT equipment and associated peripherals;
- iv. monitoring the performance of ICT equipment; and
- v. reporting any faults for further action.

### **4. CHIEF SUPERINTENDING ENGINEER, JOB GROUP 'CPSB 05' (P) ONE (1) POST**

**Terms of Service:** Permanent and Pensionable

## **Duties and Responsibilities**

Specific duties include:

- i. Coordinating and supervision of all administrative and professional activities of any of the branches within the Agricultural Engineering Services;
- ii. Planning, preparation of various projects and programs including mechanization, Agro-processing or major structures in soil and water engineering;
- iii. Designing and executing the training program for the technical staff;
- iv. Overall coordination of activities and administration of services in the divisions;
- v. Initiation and provision of technical support to the development of policies and legislation;
- vi. Collaboration with relevant stakeholders in development and implementation of agricultural activities;
- vii. Extension, Research liaison and training on agro-processing, food processing and value addition;
- viii. Monitoring and evaluation of programmes and projects in the section;
- ix. Handling technical, administrative, human resource, budgetary and assets management issues;

- x. Participate in preparation and supervision of the implementation of departmental financial documents;
- xi. Team building and setting performance targets in consultation with Deputy director;
- xii. Promote value addition and food processing of agricultural produce.

### **Requirements for Appointment**

For appointment to this grade a candidate must have:

- i. Must have a Bachelor's degree in a field of Agricultural/food processing Engineering such as Soil and water, chemical and processing, mechanization/farm power structures or any other relevant and equivalent qualification from a recognized institution.
- ii. Master's degree in a field of Agricultural Engineering such as Soil and water, mechanization/farm power structures or any other relevant and equivalent qualification from a recognized institution is an added advantage.
- iii. Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage.

## **KITUI MUNICIPALITY**

### **1. MUNICIPAL MANAGER – KITUI MUNICIPALITY, JOB GROUP 'CPSB 04' (Q) ONE (1) POST**

#### **Terms of Service: Contract**

#### **Requirements for Appointment**

A person shall qualify to be appointed as the Municipal Manager if the Person:

- (i) Relevant degree from a university recognized in Kenya;
- (ii) Has at least four years' experience in management; and
- (iii) Satisfies the requirements of Chapter Six of the Constitution.

#### **Duties and Responsibilities**

- (i) Ensuring the execution of the decisions of the Board;
- (ii) Prepare and present for approval to the Board, an annual estimate of revenue and expenditure;
- (iii) Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board and the Civil society, private sector and community-based organizations;
- (iv) Prepare and submit to the Board an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the Municipality;
- (v) Act as the Secretary (an ex-officio member) of the Board and all her committees;
- (vi) Exercise supervision over all departments and agencies of the Municipality and coordination of its activities on daily basis;



- (vii) Administer and enforce all Municipality By-Laws, resolutions, franchises, leases, contracts, permits and other Municipality decisions;
- (viii) Prepare and administer the annual Municipality budget;
- (ix) Administer Municipality utilities and property;
- (x) Encourage and support regional and intergovernmental cooperation;
- (xi) Promote cooperation among the Board, staff and citizens in developing Municipality policies and building a sense of community; and
- (xii) Any other duties as may be assigned by the Board.

## **COUNTY MINISTRY OF LIVESTOCK, APICULTURE & FISHERIES DEVELOPMENT**

### **1. LIVESTOCK PRODUCTION ASSISTANT II, JOB GROUP 'CPSB 12' (G) NINE (9) POSTS**

**Terms of Service:** Permanent & Pensionable

#### **Requirements for Appointment**

- i. Be a Kenyan Citizen;
- ii. Certificate in any of the following: -Animal Production, Dairy Science and Technology, Animal Science, Animal Health and Production, Farm Management, Apiculture or Range/Natural Resource Management from a recognized training institution; and
- iii. A certificate in computer applications.

#### **Duties & Responsibilities**

- i. Collecting livestock data and information;
- ii. Accompanying extension teams during farm visits and farmer training;
- iii. Participating in field days and agricultural shows to disseminate livestock production technologies; and
- iv. Carrying out practical demonstrations on livestock production technologies and techniques.

### **2. ANIMAL HEALTH ASSISTANT II, JOB GROUP 'CPSB 12' (G) NINE (9) POSTS**

**Terms of Service:** Permanent & Pensionable

#### **Requirements for Appointment**

- i. Be a Kenyan Citizen;

- ii. Certificate lasting not less than two (2) years in any of the following disciplines: - Animal Health, Environmental Health, Animal Health and Production from a recognized institution;
- iii. Be registered by Kenya Veterinary Board (KVB); and
- iv. Certificate in computer applications from a recognized institution.

### **Duties & Responsibilities**

- i. Carrying out simple treatment of animals;
- ii. Participating in disease search and reporting;
- iii. Demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting;
- iv. Carrying out vaccination; and
- v. Undertaking closed castration, dehorning, de-worming, disbudding, docking, debeaking and hoof trimming.

### **3. HIDES AND SKINS INSPECTOR, JOB GROUP 'CPSB 12' (G) ONE (1) POST**

**Terms of Service:** Permanent & Pensionable

### **Requirements for Appointment**

- i. Be a Kenyan Citizen;
- ii. Certificate in Hides and Skins Inspection from recognized training institute;
- iii. Kenya Certificate for Secondary Education (KCSE) mean grade C- (Minus) or its equivalent qualification; and
- iv. Certificate in computer applications from a recognized institution.

### **Duties & Responsibilities**

- i. Inspecting hides and skins;
- ii. Carrying out quality control;
- iii. Advising traders in the leather industry;
- iv. Advising County Management on issues relating to hides and skins of livestock; and
- v. Training farmers on improvement of quality for their livestock hides and skins.

## **OFFICE OF THE COUNTY SECRETARY**

### **GRAPHICS DESIGNER, JOB GROUP ‘CPSB 10’ (J) ONE (1) POST – *Re-advertisement***

**Terms of Service:** Permanent & Pensionable

#### **Requirements for Appointment**

- i. Be a Kenyan Citizen;
- ii. Bachelor’s Degree in Graphic Design or its equivalent from a recognized institution;
- iii. At least two (2) years’ experience in graphic design work;
- iv. Excellent Information Technology skills, especially with design and photo editing software;
- v. Exceptional creativity, innovation; and
- vi. Excellent time management and organizational skills.

#### **Duties & Responsibilities**

- i. Design graphics for use in media products such as magazines, labels, advertising and signage for our brands;
- ii. Study the design briefs and create engaging graphics out of it;
- iii. Design web pages, brochures, logos, signs, books, magazine covers, annual reports, advertisements and other communication materials;
- iv. Meet with brand owners to gain an understanding of their needs;
- v. Create or incorporate illustrations, pictures and designs to reflect the desired theme and tone of communications;
- vi. Determine the size and arrangement of copy and illustrative material as well as font style and size;
- vii. Produce drafts for review by stakeholders and make revisions based on the feedback received;
- viii. Review final productions for errors and ensure that final prints reflect stakeholder specifications; and
- ix. Any other duty as may be assigned by a competent authority.

## **COUNTY MINISTRY OF AGRICULTURE, WATER AND IRRIGATION**

### **DIRECTOR – WATER, JOB GROUP ‘CPSB 03’ (R) ONE (1) POST – *Re-advertisement***

**Terms of Service:** Contract

#### **Requirements for Appointment**

**For appointment to this position, a candidate must:**

- i. Have a Bachelor of Science Degree in Civil Engineering, Agricultural Engineering, Water Engineering, Soil water and Environmental Engineering, Integrated Water Resources or equivalent qualifications from a recognized Institution;
- ii. Have masters in Civil Engineering, Agricultural Engineering, Water Engineering, Soil water and Environmental Engineering, Integrated Water Resources Management or equivalent qualifications from a recognized Institution;
- iii. Have attended a leadership course lasting not less than six (6) weeks from a recognized institution;
- iv. Have twelve (12) years relevant work experience and at least three (3) as Deputy Director JG ‘Q’ Water or served in a comparable and relevant position in the public/private sector;
- v. Be a member of Institute of Engineers of Kenya; and
- vi. Have registered with Engineers Board of Kenya.

### **Duties and Responsibilities**

- i. Development of appropriate county water policies, legal and institutional framework for the implementation of the mandate of the department;
- ii. Implementation of the strategic plan and objectives of the department;
- iii. Provide technical and management guidance in all aspects of water resources management;
- iv. Provide technical guidance in performing design work and scientific calculations;
- v. Incorporating new initiatives into the schemes of work; and
- vi. Handling technical, administrative, human resource, budgetary and assets management issues

## **COUNTY MINISTRY OF HEALTH AND SANITATION**

### **DEPUTY DIRECTOR MEDICAL SERVICES, JOB GROUP ‘CPSB 04’ (Q) ONE (1) POST – *Re-advertisement***

**Terms of Service:** Permanent and Pensionable

### **Requirements for Appointment**

- i. Must have served in Job Group ‘P’ for a minimum period of three (3) years;
- ii. Must have a first degree in health sciences;
- iii. Must have a Master’s Degree in a health-related field;
- iv. Must be registered with relevant regulatory bodies with active and valid practicing license;
- v. Must have demonstrated leadership and good performance in the previous assignments; and
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.

### **Duties and Responsibilities**

- i. Promote the mission, vision and objectives of the department of health;
- ii. Responsible for full implementation of approved County Medical services systems, structures and policies;
- iii. Evaluate the quality of medical services practices through the advancement of appropriate standards and research priorities within the County;

- iv. Evaluate the quality of medical services practices through the advancement of appropriate standards and research priorities within the County;
- v. Ensure continuous assessment of the effectiveness of the existing programs and project designs, structures, methodology, planning and budgeting processes and making recommendations for future project implementation;
- vi. Develops systems and structures for sound implementation of Public Health standards;
- vii. Coordinate performance appraisal of officers in the department and responsible for ensuring all the officers are appraised;
- viii. Coordinates continual evaluation and appraisal of current health management programs, identify priorities and recommend opportunities for up-scaling and or replication; and
- ix. Perform any other duties as may be assigned by the County Director for Health.

### **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, 22<sup>nd</sup> 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.***