

COUNTY GOVERNMENT OF KITUI

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Kitui County Public Service Board Offices,
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P.O Box 33- 90200

KITUI

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:

DEPARTMENT OF FINANCE, REVENUE MANAGEMENT & ACCOUNTING

1. DEPUTY DIRECTOR – REVENUE MANAGEMENT, JOB GROUP ‘CPSB 04’ (Q), ONE (1) POST

Salary Scale: Ksh. 102,860 × 5,070 – 107,930 × 5,300 – 113,230 × 5,560 – 118,790 × 5,840 – 124,630 × 6,070 – 130,700 × 6,370 – 137,070 p.m.

Terms of Service: Permanent

Requirements for Appointment

- i. Be a Citizen of Kenya.
- ii. Served in the grade of Assistant Director – Revenue Management, Job Group ‘CPSB 05’ (P) or in a comparable and relevant position in the public service for a minimum period of three (3) years.
- iii. Bachelor’s Degree in any of the following disciplines: - Accounting, Finance, Business Administration, Commerce, Economics, Statistics or their equivalent qualification from a recognized institution;
- iv. Masters’ degree in any of the following disciplines: - Accounting, Finance, Business Administration, Commerce, Economics, Statistics or their equivalent qualification from a recognized institution;

- v. Passed Part III of Certified Public Accountants (CPA), Association of Chartered Certified Accountants (ACCA) Examination or Institute of Chartered Financial Analysts (ICFA) Examination;
- vi. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK), Association of Chartered Certified Accountants (ACCA) or Institute of Chartered Financial Analysts (ICFA) or any other relevant professional body and in good standing;
- vii. Attended a Strategic Leadership Management Course lasting not less than six (6) weeks from a recognized institution;
- viii. Be computer literate; and
- ix. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assist in planning, organizing, coordination, supervision and administration of all revenue matters;
- ii. Assist in provision of advisory on revenue matters to the Director, Revenue Management;
- iii. Assist in ensuring proper enactment of laws, financial regulations and procedures pertaining to revenue matters;
- iv. Assist in initiating internal controls and procedures within the Department of Revenue Management;
- v. Assist in provision of quality and timely accounting services in the Revenue Management Unit which include maintenance of accurate accounting records and preparation of management and statutory reports; and
- vi. Develop fresh revenue streams by giving annual collection targets.

2. ASSISTANT ACCOUNTANT GENERAL, JOB GROUP ‘CPSB 05’ (P), ONE (1) POST

Salary Scale: Ksh. 90,200 × 3,220 – 93,420 × 4,520 – 97,940 × 4,920 – 102,860 × 5,070 – 107,930 × 5,300 – 113,230 × 5,560 – 118,790 × 5,840 – 124,630 p.m.

Terms of Service: Permanent

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Principal Accountant, Job Group ‘CPSB 06’ (N) or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- iii. Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- iv. Masters’ degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution;

- v. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or any other relevant professional body and in good standing;
- vi. Attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Be computer literate; and
- viii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Monitoring implementation of accounting standards and systems for compliance including Integrated Financial Management Information System (IFMIS) operations;
- ii. Follow up on Audit matters including compilation of Treasury memorandum in respect of ministries allocated to the officer;
- iii. Follow up implementation of Public Accounts Committee recommendations for the ministries/departments allocated to officer;
- iv. Preparation of bi-annual accounts;
- v. Consolidation of cash flow projections submitted by ministries/departments; and
- vi. Maintaining a check-list of returns and reports received from ministries to ensure compliance with law and Treasury circulars.

DEPARTMENT OF ENERGY, NATURAL AND MINERAL RESOURCES

1. DIRECTOR – NATURAL & MINERAL RESOURCES, JOB GROUP ‘CPSB 03’ (R), ONE (1) POST

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

Terms of Service: Contract

Requirements for Appointment

- x. Be a Citizen of Kenya;
- xi. Served in the grade of Deputy Director Administration, Natural & Mineral Resources, for a minimum period of five (5) years or in a comparable and relevant position in the Public Service or Private Sector;
- xii. Bachelor’s degree in any of the following disciplines: - Natural Resource Management, Environmental Science, Water Resources, Geology, Mining or any other equivalent and relevant qualification from a recognized institution;
- xiii. Master’s degree in any of the following disciplines: - Natural Resource Management, Environmental Science, Water Resources, Geology, Mining or any other equivalent and relevant qualification from a recognized institution;
- xiv. Be a member of a professional body and in good standing, where applicable;

- xv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- xvi. Certificate in computer application skills from a recognized institution; and
- xvii. Demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to management of the natural resource function.

Duties and Responsibilities

Reporting to the Chief Officer, Department of Energy, Natural & Mineral Resources, the Director, Natural & Mineral Resources will be responsible for the following:

- i. Supervising programs, controlling and coordinating functions in the Natural & Mineral Resources section;
- ii. Coordination, development and implementation of Natural & Mineral Resources policies, legislations and related laws;
- iii. Ensure compliance and enforcement of environmental legislations within Kitui County;
- iv. Mitigate the risks associated with unregulated Natural & Mineral Resources utilization;
- v. Coordinate the vetting and approval for licensing and registration of all persons, institutions, vessels and premises to engage in the sand value chain and mining, and maintaining such registers as may be necessary;
- vi. Planning and coordination of capacity building and training programmes for the sand and artisanal mining cooperative societies and the community members in general;
- vii. Supervise the preparation and submission of monthly, quarterly and annual reports by the River Basins Based Cooperative Societies;
- viii. Prepare and submit to the Chief Officer monthly, quarterly, semi-annual and annual status reports;
- ix. Serve as the Secretary to the Kitui County River Basins Sand Utilization and Conservation Committee;
- x. Ensure the relevant support is given to staff development and training; and
- xi. Perform any other duty as may be assigned by a competent authority.

DEPARTMENT OF URBAN DEVELOPMENT

1. PRINCIPAL PHYSICAL PLANNER, JOB GROUP ‘CPSB 06’ (N), ONE (1) POST (*Re-advertisement*)

Salary Scale: Ksh. 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 x 3,540 – 70,650 x 3,890 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

Terms of Service: Permanent

Requirement for Appointment

For appointment to this grade, an officer must:

- i. Be a Citizen of Kenya;
- ii. Have served in the grade of Chief Physical Planner for a minimum period of three (3) years;
- iii. Have a Bachelor's degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- iv. Be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- v. Be registered by the Physical Planners Registration Board;
- vi. Have a certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Have a certificate in computer application skills from a recognized institution; and
- viii. Have demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

- i. Initiating, preparing and monitoring of the implementation of County and local physical development plans;
- ii. Providing advice on development applications and development control matters;
- iii. Implementing and providing feedback on physical planning guidelines and standards;
- iv. Undertaking thematic regional studies on matters relating to physical planning;
- v. Managing physical planning data;
- vi. Setting agenda and convening physical planning liaison committee meetings;
- vii. Keeping record of deliberations and communicating decisions of the physical planning liaison committees;
- viii. Carrying out public education on physical planning matters; and
- ix. Preparing annual state of physical planning reports on County and local physical development plans.

2. SENIOR SUPERINTENDING ENGINEER (STRUCTURAL), JOB GROUP 'CPSB 06' (N), ONE (1) POST (*Re-advertisement*)

Salary Scale: Ksh. 58,360 × 2,750 – 61,110 × 2,920 – 64,030 × 3,080 – 67,110 × 3,540 – 70,650 × 3,690 – 74,340 × 3,890 – 78,230 × 3,900 – 82,130 × 4,010 - 86,140 × 4,060 – 90,200 p.m.

Terms of Service: Permanent

Requirement for Appointment

For appointment to this grade, an officer must:

- i. Be a Citizen of Kenya;

- ii. Have served in the grade of Superintending Engineer (Structural) or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iii. Have a Bachelor's degree in Civil Engineering or its equivalent and relevant qualification from a recognized institution;
- iv. Have been registered with the Engineers Registration Board of Kenya (ERB);
- v. Have a current valid annual practicing license from the Engineers Registration Board of Kenya (ERB);
- vi. Corporate membership with the Institution of Engineers of Kenya (IEK);
- vii. Have attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- viii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Planning structural designs for buildings, civil and marine works and other structures;
- ii. Supervision of construction works;
- iii. General administration of projects;
- iv. Preparation of tender documents and cost estimates for civil, structural and marine works; and
- v. Supervision of staff working in the unit.

OFFICE OF THE COUNTY SECRETARY

1. SENIOR SUPPORT STAFF, JOB GROUP 'CPSB 15' (D), TWO (2) POSTS

Salary Scale: Ksh. 16,870 × 550 – 17,420 × 580 – 18,000 × 580 – 18,580 × 640 – 19,220

Terms of Service: Permanent

Requirement for Appointment

- i. Be a Citizen of Kenya; and
- ii. Kenya Certificate of Education (KCE) Division IV or Kenya Certificate of Secondary Education (KCSE) Mean Grade D (Plain).

Duties and Responsibilities

- i. Undertaking cleaning duties in area of deployment;
- ii. Performing office messengerial duties;
- iii. Preparing tea and washing utensils; and
- iv. Undertaking any other related duties as may be assigned by a competent authority.

NOTE: Other benefits will be as advised by the Salaries and Remuneration Commission of Kenya (SRC-K)

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 applicants

- Applications should reach the Secretary, County Public Service Board on or before **WEDNESDAY, 4TH DECEMBER, 2024;**
- Only shortlisted and successful applicants 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
- Shortlisted candidates will be required to produce originals of their National Identity cards, birth certificates, academic and professional certificates, transcripts and testimonials during the interviews;
- It is a criminal offence to present fake certificates/documents;
- Serving officers shall be required to avail original letters of appointment to the current substantive posts during the interviews; and
- Canvassing in any form will lead to automatic disqualification.

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

Affirmative action as stipulated in the Constitution shall be applied.