



COUNTY GOVERNMENT OF ELGEYO MARAKWET

CHIEF OFFICERS VACANCIES

A. CHIEF OFFICERS POSTS

1. Roads, Transport, Public Works & Energy
2. Agriculture and Irrigation
3. Livestock Production & Cooperatives Development
4. Tourism, Culture, Wildlife, Trade and Industry
5. Health and Sanitation
6. Water, Environment, Natural Resources and Physical Planning
7. Education and Technical Training
8. Sports, Youth affairs, ICT, Social Services and Special Interest Groups
9. Finance
10. Economic Planning and Budgets
11. Public Service Management and Administration
12. Office of the Governor

B. DUTIES AND RESPONSIBILITIES

The Chief Officer shall be the Accounting and Authorized Officer in respect of exercise of delegated powers and shall be responsible to the respective County Executive Committee Member for: -

- Day to day administration of the department
- Providing strategic policy direction for effective service delivery within the department
- Implementation of policies and programmes within the department
- Development and implementation of strategic and sector plans.
- Formulate and implement effective programs to attain CIDP, Vision 2030 and sector goals.
- Promote national values and principles of the County Public Service
- Perform any other duties as may be assigned or delegated by the CEC, County Secretary and as delegated by the County Public Service Board from time to time

C. REQUIREMENTS FOR APPOINTMENTS

- Be a Kenyan citizen
- Be a holder of a first degree from a university recognized in Kenya. A master's degree in relevant field applied for will be an added advantage.
- Satisfy the requirements of Chapter six of the Constitution.
- Have knowledge, experience and distinguished career of not less than ten (10) years in the specific portfolio applied for, five of which should be in senior management position.
- Demonstrate a thorough understanding of devolution, the county Development Plan
- Must have attended a senior management course in Kenya School of Government
- All candidates must attach requirements of Chapter Six of the Constitution one must have the following current clearance certificates:
 1. Director of Criminal Investigations (Certificate of Good Conduct)
 2. Higher Education Loans Board (HELB)
 3. Kenya Revenue Authority (KRA)
 4. Ethics and Anti-Corruption Commission (EACC)

D. SPECIFIC ROLES, RESPONSIBILITIES AND QUALIFICATION FOR COUNTY CHIEF OFFICERS

NO	Chief Officer Positions	Roles and Responsibilities	Qualifications and Experience
1.	Roads, Transport Public Works and Energy	<ul style="list-style-type: none"> • Roads planning, design, research and supervision • Construction, development and maintenance of county roads and road structures • Provision of basic infrastructure facilities to the public which include development and maintenance of public buildings and other public works. • Procurement, management and disposal of county motor vehicles, plant and equipment • Control and management of public road transport • Procures, manages and disposes county motor vehicles, plants and equipment • Civil, Mechanical and electrical Services works • Quantity surveying • Public projects implementation management and supervision • Performs fire-fighting/lighting protection services and disaster management • Enhancing lighting of towns, markets and rural areas and promoting renewable sources of energy • Energy mapping and generation functions • Green technology initiatives and innovations • Pursuing energy development partnership opportunities • Tests material and advice on usage • Formulates policy, research and regulate standards of buildings and other public works, • Manages storm water systems • Formulates policy and regulate public transport roads 	<ul style="list-style-type: none"> • Must be a holder of first degree in mechanical, civil, energy and electrical engineering and quantity surveying from a University recognized in Kenya • Must have knowledge and experience in contract and projects management • Knowledge in computer MS Project and Computer Aided Design Software • Must be registered with Engineers Registered Board

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2.	Agriculture and Irrigation	<ul style="list-style-type: none"> • Plant disease surveillance and control • Undertaking agricultural extension services • Promote horticulture and fruits agriculture development • Promote agricultural mechanization and value addition initiatives • Promote soil conservation practices • Undertake irrigation infrastructure development • Promote irrigation development partnerships and resource mobilization • Promote irrigation schemes establishment and management • Enhances food and nutrition security strategies • Facilitates emerging agricultural technology transfers • Undertakes agricultural information management • Promote and facilitate agricultural based income generation and wealth creation programs • Formulates policies and regulations for the agriculture sub-sector • Promotes sustainable land use and resource management • Undertake survey and technical designs of irrigation projects and Land management structures 	<ul style="list-style-type: none"> • Must have a first degree in Agricultural Extension, Agricultural Economics, Crop Management, Horticulture, Agriculture, Agricultural Engineering and Natural Resource Management
3.	Livestock, Fisheries and Cooperatives Development	<ul style="list-style-type: none"> • Livestock production enhancement • Undertake livestock extension services • Livestock products value chains and marketing • Fisheries extension services • County fish seed bulking services • Fish pond siting and pegging • Animal husbandry practices • Animal diseases control and vaccination • Livestock breed improvement services • Promoting a strong and vibrant cooperatives movement • Builds capacity of cooperative societies, 	<ul style="list-style-type: none"> • Must have a degree either of the following areas; animal Production, Veterinary sciences, Cooperative Management, Fisheries and aquatic science

NO	Chief Officer Positions	Roles and Responsibilities	Qualifications and Experience
		<ul style="list-style-type: none"> • Monitors and audits cooperative societies 	
4.	Tourism, Culture, Wildlife, Trade and Industry	<ul style="list-style-type: none"> • Promotion, Revamping and developing tourism infrastructure to enhance diversified tourism attraction. • Management, protection and conservation of wildlife within the county reserves and promotion and development of community conservancies • Promotion of investments of small, medium and large scale industrial ventures • Establishment of markets • Provision of affordable credit services to traders and establishment of acceptable and fair standards of trading • Promoting industrial development and innovations initiatives • Promote cultural development, documentation and perpetuation • Mobilizing and managing human, financial and other resources for cultural development • Promoting and developing creative cultural industries, such as performing, visual and literary arts as an economic sector • Promotes, preserves and develops Kenya's indigenous knowledge systems and safeguards the Intangible Cultural Heritage (ICH) for posterity • Promoting and developing cultural infrastructure such arts centre, arts gallery and community cultural centres • Registering cultural groups & individual cultural practitioners • Partners with stakeholders in cultural development programmes such as festivals, exhibitions and cultural dialogue forums, among others • Supports trade development, • Promotes retail and wholesale markets, • Develops micro, small and medium enterprises (MSMEs), • Develops, coordinates and implements county tourism plans, programs and projects 	<ul style="list-style-type: none"> • Must be a holder of first degree in either Tourism and hospitality management, trade or Entrepreneurship, wildlife management, culture, economics and any other qualifications related to business

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		<ul style="list-style-type: none"> • Raises awareness of communities about conservation of tourism attractions, • Markets the county as the best tourism destination • Verifies and inspects weighing and measuring equipment, • Enhances fair trade practices and consumer protection. 	
5.	Health and Sanitation	<ul style="list-style-type: none"> • Managing county health facilities and pharmacies • Promotion of primary health care • Licensing and control of undertakings that sell food to the public • Provision of curative and rehabilitative services • Food hygiene/food handling examination services • Provision of ambulance and hearse services • Pest control services in private and public spaces (disinfestations and fumigation) • Mortuary and cemetery services (preservation, dressing, embalming, cemetery services) • Public health premise inspection and licensing services • Provision of emergency and disaster management including quarantine services • Issuance of building occupation certificate • Dissemination of Government policies, regulations, standards and guidelines • Distribution of health commodities and equipment • Inspection and regulation of health facilities including private clinics 	<ul style="list-style-type: none"> • Degree in clinical medicine and surgery, public health, Nursing, Pharmacy, Dentistry or related qualifications in the field of health and public health • Post graduate training and experience in project planning and financial management processes is an added advantage
6.	Water, Environment, Natural Resources, Survey and Physical Planning	<ul style="list-style-type: none"> • Increase access to clean and portable water • Collect, process, disseminate and archive accurate geospatial data for sustainable utilization of resources • Conserve develop and sustainably manage forestry resources • Ensure sustainable management of environment 	<ul style="list-style-type: none"> • Must have a degree in Water Engineering, Civil Engineering, Water Resource Management Survey, physical planning or lands management

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		<ul style="list-style-type: none"> • Undertakes mapping, surveys and Physical Planning • Facilitate land registration and provide security of land tenure to the landless towards efficient administration and management of the same • Implements county specific water conservation and forestry policies through water resource users associations (WRUAs) • Undertakes water pollution controls • Issues operation licenses in county forests and community lands, • Formulates and implements policies, by-laws and legislations relating to the management of land, water, environment and natural resources • Prepares, implements, monitors and evaluates spatial plans and physical development plans, • Undertakes development control, and implementation of approved development plans 	<ul style="list-style-type: none"> • Knowledge of Environmental Management will be an added advantage
7.	Education and Technical Training	<ul style="list-style-type: none"> • Administration of early childhood education standards and Norms • Management of Technical Training Institutes including Youth Polytechnics • Supervision Administration of management of Youth Polytechnic Training Staff • Vocational Curriculum reforms • Quality Assurance and Standards in Youth Polytechnics • Instructors management and development in Youth Polytechnics • Constructing and equipping of Youth Polytechnics • Administration of Youth Polytechnic Grants • Registration of Youth Polytechnics and constitution of boards of management • Research and development • Revitalization program -Enhancing capacity of Youth Polytechnics • Promote linkage between middle level tertiary institutions in the county with higher learning institutions and industry 	<ul style="list-style-type: none"> • Must be a degree holder in Education, technical training or other education related fields

NO	Chief Officer Positions	Roles and Responsibilities	Qualifications and Experience
		<ul style="list-style-type: none"> • Promote staff skill development • Formulates, disseminates and implements ECDE and vocational training policies, • Administers and manages early childhood programmes, • Administers and manages vocational training programmes, • Implements ECDE and vocational training curricula, • Provides curriculum support materials to both ECDE centres and vocational training centres (VTCs), • Provides infrastructure to ECDE centres and VTCs, • Maintains quality standards in ECDE and vocational training institutions, • Disburses county bursaries to various institutions as per the approved beneficiary lists 	
8.	Sports, Youth affairs, ICT, Social Services and Special Interest Groups	<ul style="list-style-type: none"> • Formulates and implements policy on sports • Evaluates and monitors the County Government on all aspects of sports • Recommends the issuance of visas, passports and other travel documents to athletes and sports officials • Sports talent development • Sports facility development and management • Formulates, implements, coordinates, reviews and monitors youth development policies and initiatives • Develops youth empowerment centres • Facilitates youth participation in the development process • Facilitates leadership/mentorship, entrepreneurship and life skills in training • Maintaining and updating databases on jobs and education opportunities nationally and globally • Gives access to Government Procurement Opportunities (YAGPO) • Implements socio-economic programs for the youth 	Must be a holder of first degree in Social sciences, information sciences, Computer sciences or any other related field

NO	Chief Officer Positions	Roles and Responsibilities	Qualifications and Experience
		<ul style="list-style-type: none"> • Formulates and reviews policies and guidelines for gender mainstreaming • Advises and gives technical support on gender and social development issues • Sensitizes and builds capacity for women and vulnerable groups • Facilitates equal opportunities for special needs groups in education, employment, decision-making, representation and business • Develops and maintains a database of gender disaggregated data, elderly persons, persons with disabilities, orphans and vulnerable children • Builds capacity on child rights, welfare, advisory and referral of individuals and groups to relevant service providers • Ensures gender equity and equality in development • Develops, implements and maintains information systems in the county • Support of end users on our ICT platforms • ICT Networking • ICT centers establishment and maintenance • Automations processes development • Intranet mail system management • Knowledge management data system 	
9.	Finance	<ul style="list-style-type: none"> • Coordinating fiscal responsibility • Revenue collection and management • Coordination of the supply chain services in the County • Advises the county government on all county public financial accounting and management, • Oversees the implementation of approved accounting standards, policies and concepts to ensure compliance • Develops and implements plans to enhance efficient revenue collection and growth, • Coordinates supply chain services in the county through provision of 	<ul style="list-style-type: none"> • Must be a degree holder in Commerce, Business Management, Economics or any other related field • Must be a CPA(K) holder or its equivalent and be a member of ICPAK in good standing • Must be conversant with Computerized Accounting Packages

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		<ul style="list-style-type: none"> administrative guidelines on implementation and interpretation of public procurement acts • Develops and implements consolidated county annual procurement plans • Any other functions in compliance with Finance, revenue and procurement laws 	<ul style="list-style-type: none"> • Must be conversant with Public procurement procedures • Knowledge of IFMIS will be an added advantage
10.	Economic Planning and Budgets	<ul style="list-style-type: none"> • Economic Planning, fiscal budget and development coordination • Planning and analysis of policies • Provision of advice on planning and economic policy issues to various county departments • Economic analysis roles • Monitoring and Evaluation of development projects and programs • Prefeasibility and feasibility studies • Collection and analysis of data relating to economic development decision making • Review of development policy strategies and programs • Co-ordination of development policy document preparation; CIDP, ADP, CFSP and Sectoral plans • Formulation of economic and statistical development activities • Linking policies, economic planning and budgetary processes • Mobilizes resources to enhance the resource base for the county government, • Issues guidelines on the budget process to be followed by all county government entities, • Advises the county on budget management and assists in assessment of the potential risk involved in new and existing budget policies • Issues guidelines on the budget process to be followed by all county government entities, • Advises the county on budget management and assists in assessment of 	<ul style="list-style-type: none"> • Must be a holder of first degree in Economics, Statistics, Business Management, Commerce, Mathematics, or any other equivalent qualifications • Knowledge in preparation of budgets • Knowledge of Monitoring and Evaluation framework • Experience in engagements with donors is an added advantage

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		<p>the potential risk involved in new and existing budget policies</p> <ul style="list-style-type: none"> • Budget policy documents; Budget Circular, CBROP, Budget Estimates, Budget Implementation progress reports, Appropriation Bills 	
11.	Public Service Management and Administration	<ul style="list-style-type: none"> • County Human Resources management • provide and develop human resource capacity that will ensure efficient and effective public service delivery • Coordination of County administrative functions • Facilitation of public participation forums and civic education • Towns and urban areas Management • Pay roll management • Coordinates and implements alcoholic drinks control • Coordinates all administrative units including sub-counties, wards and villages 	<ul style="list-style-type: none"> • Must be a holder of a degree Public Administration, Human Resource Management, Strategic Management and any other related field
12.	Office of the Governor	<ul style="list-style-type: none"> • Building inter-governmental liaison and execution of delegated functions • Manages liaison and hospitality roles • Facilitates the success of the Public Complaints Management processes • Institute good corporate governance compliances processes • Manages enforcement and compliance practices • Leads in performance management and measurement • Facilitates information communication and feedback mechanisms 	<ul style="list-style-type: none"> • Must be a holder of first degree in Public Administration, Human Resource Management, Finance, Strategic Management, Commerce, or any other related field