



ELGEYO MARAKWET COUNTY PUBLIC SERVICE BOARD

4th FEBRUARY 2015

VACANCY ADVERTISEMENT

Elgeyo Marakwet County Public Service Board wishes to recruit competent and qualified persons to fill the following positions:

1. COUNTY PRINCIPAL PHYSICAL PLANNER, JOB GROUP 'N' (1 POST): REF NO: EMCPSPB/01/2015.

This is a position in the department of Physical Planning, Lands, Water, Environment and Natural Resources.

Duties and responsibilities

- Formulate County Physical/Spatial development policies, guidelines and strategies;
- Be responsible for the preparation of all regional, local physical/spatial and part development plans.
- From time to time initiate, undertake or direct studies and research into matters concerning physical/spatial planning;
- Advise the County Government and the National Land Commission through the County Land Management Board on the most appropriate use of land including land management such as change of user, extension of user, extension of leases, subdivision of land and amalgamation of land;
- Ensure the proper execution and vetting of spatial development control and preservation orders.
- To formulate guidelines to regulate zoning in respect of use and density of development
- Management and maintenance of physical planning records and data bank.
- Resolving conflicts arising from spatial/physical planning processes.
- Vetting and verification building plans and regulation of land use.

Requirements for Appointment

- At least seven (7) years' experience in the field of physical planning in private or public service.
- Have a bachelors or master's degree in any of the following disciplines: Physical Planning, Urban and Regional Planning from a recognized university.
- Member of the spatial Planners Professional Body (KIP or AAK, Physical Planners chapter)
- Have demonstrated high standards of evidence-based professional competence.
- Knowledge in GIS will be an added advantage.

HUMAN RESOURCE OFFICER, JOB GROUP 'K' (1 POST): REF NO: EMCPSB/02/2015

This is a position in the County Public Service Board Secretariat.

Duties and responsibilities

- Formulate and facilitate implementation of human resource policies, practices and procedures and ensure compliance with legislation and regulations as regards recruitment, training, discipline procedures and staff separation.
- Draft job advertisements, screen applications and provide technical support during the recruitment process.
- Review departmental recruitment requests and make proposals for consideration
- Facilitate maintenance of up to date and accurate staff records and filing system.
- Coordinate training programmes.
- Facilitate the effective and efficient functioning of relevant Board committee.

Requirements for Appointment

- Degree in Human Resources Management or any Social Science discipline.
- Higher Diploma in Human Resources Management.
- At least two years' work experience in a dynamic human resources role.
- Understanding and practical knowledge of Labour laws .
- Must be a registered member of Institute of Human Resource Management.
- Conversant with Human Resource Management information system.

SYSTEM ADMINISTRATOR/INFORMATION COMMUNICATION OFFICER, JOB GROUP 'K' (1 POST): REF NO: EMCPSB/03/2015

This is a position in the County Public Service Board Secretariat.

Duties and responsibilities

- Installation and maintenance of computer systems.
- Manage the CPSB ICT infrastructure-website, servers, telephones, IFMIS and HRMIS.
- Provide ICT support services for office, meetings and events.
- Advise the CPSB on ICT infrastructure.
- Configuration of Local area network and Wide Area Network.
- Developing and updating application systems.
- Carrying out system analysis, design and programme specifications in liaison with users.
- Carrying out repairs and maintenance of information Communication Technology equipment and associated peripherals.
- Drawing up hardware specifications for information communication Technology.

- Verification, validation and certification of Information Communication Technology equipment.
- Overseeing the process of configuration of new information Communication Technology Equipment.

Requirements for Appointment

- Must have a Bachelor's Degree in information technology or in a related field such as Computer Science, Computer Engineering, or BBIT
- Must demonstrate Proficiency in a high level programming framework such as .NET, JAVA, PHP
- Must have at least 3 years' experience working with server software, Linux Redhat, or windows server. And with a RDMS such as MYSQL, MSSQL, ORACLE, or PostGRESS .
- Must demonstrate strong understanding of Networking and IT security
- Must have IT Certifications for proficiencies indicated.

IMPORTANT INFORMATION TO PROSPECTIVE APPLICANTS

- i. Applicants should meet requirements of chapter six of the constitution of Kenya and will be required to get clearance certificates from EACC, KRA, HELB and obtain a certificate of good conduct from the police
- ii. Only shortlisted candidates will be contacted.
- iii. Elgeyo Marakwet is an equal opportunity employer.

NOTICE

You are hereby forewarned that Elgeyo Marakwet County Public Service Board does not solicit for money so as to employ.

TO APPLY, CLICK ON THE LINK BELOW

www.elgeyomarakwetcpsb.org/ or visit www.elgeyomarakwet.go.ke

**The Secretary
Elgeyo Marakwet County Public Service Board
P.O BOX 665-30700
ITEN**