

DATE: 1ST FEBRUARY, 2019

ELGEYO MARAKWET COUNTY PUBLIC SERVICE BOARD

Pursuant to the provisions of Chapter 11 of the Constitution of Kenya 2010 and the County Government Act 2012, the County Public Service Board of Elgeyo Marakwet invites applications for the following positions:

DEPARTMENT OF ROADS, PUBLIC WORKS, TRANSPORT AND ENERGY

VACANCY NO 1/2019

1. PRINCIPAL SUPERINTENDING ENGINEER: JOB GROUP 'CPSB 04'-ONE (1) POST

Salary Scale

Kshs 97,320-130,420 p.m

House Allowance

Kshs 16,800 p.m

Commuter Allowance

Kshs 14,000 p.m

Leave Allowance (once yearly)

Kshs 10,000 p.m

Terms of service

Permanent and pensionable

REQUIREMENTS FOR APPOINTMENT:-

For appointment to this grade, an applicant **MUST**:

- i. Have Bachelor's degree in any of the following: Civil Engineering, Architecture, Quantity Surveying or its equivalent from a recognized University in Kenya;
- ii. Master's degree in any of the above fields or relevant and equivalent qualification from a university recognized in Kenya;
- iii. Have experience of at least twelve (12) years in the relevant field;
- iv. Be a registered member of a relevant professional body;
- v. Have Knowledge in MS Project Computer Aided Design Software;
- vi. Current Valid Annual Practicing Licence from the Engineers Registration Board of Kenya;
- vii. Corporate Membership with the Institution of Engineers of Kenya (IEK);
- (vii) Attended a strategic leadership course from a recognized Institution;
- (viii) Demonstrated general administrative ability required for direction, control and implementation of power generation projects.



DUTIES AND RESPONSIBILITIES:-

Overseeing the development of annual development and procurement plans, planning and monitoring of public works in the county; responsible for efficient and effective organization, coordination, control and supervision of all public works and administrative functions in the department; setting sector target and gives quarterly reports to the directorate; ensuring effective use of resources for various areas of responsibility and monitoring the quality services against performance indicators; responsible for staff development and discipline of all officers and him/her; responsible for projects monitoring and advice on payment.

DEPARTMENT OF EDUCATION & TECHNICAL TRAINING

VACANCY NO 2/2019

2. YOUTH POLYTECHNIC INSTRUCTOR (BUILDING TECHNOLOGY): JOB GROUP 'CPSB 11'-ONE (1) POST

Salary Scale

Kshs 23,780-29,190 p.m

House Allowance

Kshs 3,200 p.m

Commuter Allowance

Kshs 4,000 p.m

Leave Allowance (once yearly)

Kshs 4,000 p.m

Terms of service

3 YEARS CONTRACT

REQUIREMENTS FOR APPOINTMENT:-

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

- i. Diploma in Building Technology from a recognized examining institution. Diploma in technical education be an added advantage or
- ii. Minimum of Form Four academic certificate; and Minimum National Trade Test Grade I Building Technology for instructors already working in a Youth Polytechnic (YP) under the Board of Governors (BOG) with more than one years of experience;
- iii. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES:-

Theoretical and practical instruction of building technology Trainees; Preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records; carrying out trainee assessment; ensuring proper care and maintenance of tools and equipment for your course; preparing trainees for co-curricular activities; maintaining trainee discipline and guiding and counseling of trainees in your course; and monitoring trainees on field work and industrial attachment and compiling progress reports.



VACANCY NO 3/2019

3. YOUTH POLYTECHNIC INSTRUCTOR (PLUMBING/PIPE FITTING TECHNOLOGY): JOB GROUP 'CPSB 11'-ONE (1) POST

Salary Scale

Kshs 23,780-29,190 p.m

House Allowance

Kshs 3,200 p.m

Commuter Allowance

Kshs 4,000 p.m

Leave Allowance (once yearly)

Kshs 4,000 p.m

Terms of service

3 YEARS CONTRACT

REQUIREMENTS FOR APPOINTMENT:-

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

- i. Diploma in Plumbing/Pipe Fitting Technology from a recognized examining institution. Diploma in technical education be an added advantage or
- ii. Minimum of Form Four academic certificate; and Minimum National Trade Test Grade I Plumbing/Pipe Fitting Technology for instructors already working in a Youth Polytechnic (YP) under the Board of Governors (BOG) with more than one years of experience;
- iii. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES:-

Theoretical and practical instruction of plumbing/pipe fitting technology Trainees; Preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records; carrying out trainee assessment; ensuring proper care and maintenance of tools and equipment for your course; preparing trainees for co-curricular activities; maintaining trainee discipline and guiding and counseling of trainees in your course; and monitoring trainees on field work and industrial attachment and compiling progress reports.

VACANCY NO 4/2019

4. YOUTH POLYTECHNIC INSTRUCTOR (ELECTRICAL AND ELECTRONICS): JOB GROUP 'CPSB 11'-ONE (1) POST

Salary Scale

Kshs 23,780-29,190 p.m

House Allowance

Kshs 3,200 p.m

Commuter Allowance

Kshs 4,000 p.m

Leave Allowance (once yearly)

Kshs 4,000 p.m

Terms of service

3 YEARS CONTRACT



REQUIREMENTS FOR APPOINTMENT:-

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

- i. Diploma in electrical and electronics from a recognized examining institution. Diploma in technical education be an added advantage or
- ii. Minimum of Form Four academic certificate; and Minimum National Trade Test Grade I electrical and electronics for instructors already working in a Youth Polytechnic (YP) under the Board of Governors (BOG) with more than one years of experience;
- iii. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES:-

Theoretical and practical instruction of electrical Trainees; Preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records; carrying out trainee assessment; ensuring proper care and maintenance of tools and equipment for your course; preparing trainees for co-curricular activities; maintaining trainee discipline and guiding and counseling of trainees in your course; and monitoring trainees on field work and industrial attachment and compiling progress reports.

DEPARTMENT OF SPORTS, YOUTH AFFAIRS, ICT AND SOCIAL SERVICES

VACANCY NO 5/2019

5. GENDER AND SOCIAL DEVELOPMENT OFFICER I: JOB GROUP 'CPSB 10'-ONE (1) POST

Salary Scale

Kshs 29,190-34,440 p.m

House Allowance

Kshs 4,200 p.m

Commuter Allowance

Kshs 4,000 p.m

Leave Allowance (once yearly)

Kshs 4,000 p.m

Terms of service

Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT:-

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

- i. Bachelors of Arts Degree in any social science: Social Work, sociology, Psychology/ Gender Studies ,Rehabilitation Studies, Counselling,Anthropology, Gerontology, Business Administration/Management, or its equivalent from any of the recognized universities.
- ii. Computer Proficiency is an added advantage.

DUTIES AND RESPONSIBILITIES:-

Assisting in coordinating of training programmes for self help groups and group leaders in the community and compiling location quarterly statistical data for self help projects; assisting the local communities and self help groups to identify their felt needs and mobilize locals resources for the implementation of their development projects, identifying and recommending groups and individuals to benefit from the Departmental Programmes and mobilizing community members to participate in social development activities.



VACANCY NO 6/2019

6. GENDER AND SOCIAL DEVELOPMENT ASSISTANT II: JOB GROUP 'CPSB 12'-ONE (1) POST

Salary Scale Kshs 20,800-25,860p.m

House Allowance Kshs 3,200 p.m

Commuter Allowance Kshs 3,000 p.m

Leave Allowance (once yearly) Kshs 4,000 p.m

Terms of service Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT:-

For appointment to this grade, a candidate must have:

Kenya certificate of Secondary Education(KCSE)mean grade C- or its equivalent; and Certificate in any of the following disciplines: Social Work, Rehabilitation Studies, Community Development, Social Development , Psychology/ Gender Studies , Counseling, Gerontology or Business Administration/Management from a recognized Institution.

DUTIES AND RESPONSIBILITIES:-

Assisting the local communities and self-help groups t identify their felt needs and mobilize local resources for the implementation of their development projects and mainstream gender in projects/programmes; and assisting in the identification of persons with disabilities, poor and vulnerable individuals to benefit from the Social Protection Programme.

VACANCY NO 7/2019

7. INFORMATION COMMUNICATION TECHNOLOGY OFFICER III: JOB GROUP 'CPSB 11'-TWO (2) POSTS

Salary Scale Kshs 23,780-29,190 p.m

House Allowance Kshs 3,200 p.m

Commuter Allowance Kshs 4,000 p.m

Leave Allowance (once yearly) Kshs 4,000 p.m

Terms of service Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT:-

For appointment to this grade a candidates 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/Electronics engineering or its equivalent qualification from a recognized institution.



DUTIES AND RESPONSIBILITIES:-

Writing and testing simple computer programs according to instructions and specifications; assisting in the implementation of the computer systems; providing user support and training of users; repairing and maintenance of ICT equipment and associated peripherals; monitoring the performance of ICT equipments; and reporting any faults for further action.

DEPARTMENT OF PUBLIC SERVICE MANAGEMENT AND ADMINISTRATION

VACANCY NO 8/2019

8. CHIEF HUMAN RESOURCE MANAGEMENT OFFICER I -JOB GROUP 'CPSB 06'ONE (1) POST

Salary Scale Kshs 53,370-79,530 p.m

House Allowance Kshs 15,400 p.m

Commuter Allowance Kshs 8,000 p.m

Leave Allowance (once yearly) Kshs 6,000 p.m

Terms of service Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT:-

For appointment to this grade, an applicant MUST:

- Have Bachelors degree in Social Sciences such as Governance, Sociology, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized university/institution;
- ii. Have diploma/Higher Diploma in Human Resource Management/Personnel Management ,Industrial Relations, Public/Business Administration, Governance from a recognized university/institution;
- iii. Have Proficiency of Microsoft Office packages including Human Resource Information Management System(HRIS);
- iv. Have In depth knowledge of Kenya Labour Laws and other statutes that impact on Human Resource Management;
- v. Be a Member of Institute of Human Resource Management of good standing;
- vi. Must have relevant experience of atleast nine (9) years;
- vii. Experience in Integrated payroll and Personnel Data Base (IPPD) system is an added advantage.

DUTIES AND RESPONSIBILITIES:-

Assisting in collecting, collating and analyzing of Human Resource Management data from Departments and making appropriate recommendations thereof; analyzing Human Resource management issues emanating from Departments and initiating appropriate action; monitoring implementation and impact of Human Resource Management policies, guidelines and procedures issued by the Directorate of Human Resource Management from time to time and recommending appropriate action where Necessary; planning, co-ordination, organization and direction of Human Resource Management Services in a Department; analyzing the staffing levels and making proposals

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for succession planning; analyzing utilization of human resources in the Department and advising on proper deployment; analyzing staff progression and making proposals for career development; and ensuring the correct interpretation and implementation of human resource regulations including pensions, salary administration, labour laws and other statutes that impact on human resource.

DEPARTMENT OF HEALTH AND SANITATION

VACANCY NO 9/2019

9. REGISTERED NURSE III -JOB GROUP 'CPSB 11' TWELVE (12) POSTS

Salary Scale

Kshs 23,780-29,190 p.m

House Allowance

Kshs 3,200 p.m

Commuter Allowance

Kshs 4,000 p.m

Leave Allowance (once yearly)

Kshs 4,000 p.m

Terms of service

Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT:-

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

- (i) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- (ii) Registration Certificate issued by the Nursing Council of Kenya;
- (iii) Valid practising license from Nursing Council of Kenya; and
- (iv) Certificate in computer application skills from a recognized institution.

DUTIES AND RESPONSIBILITIES:-

Assessing, planning, implementing nursing interventions and evaluating patient's outcomes; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring a tidy and safe clinical environment; and collecting and compiling data.

VACANCY NO 10/2019

10. ASSISTANT PUBLIC HEALTH OFFICER III -JOB GROUP 'CPSB 11' ONE (1) POST

Salary Scale

Kshs 23,780-29,190 p.m

House Allowance

Kshs 3,200 p.m

Commuter Allowance

Kshs 4,000 p.m

Leave Allowance (once yearly)

Kshs 4,000 p.m

Terms of service

Permanent and Pensionable

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REQUIREMENTS FOR APPOINTMENT:-

For appointment to this grade, a candidate must have:

- (i) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution; and
- (ii) Certificate in Computer application skills from a recognized institution.

DUTIES AND RESPONSIBILITIES:-

Mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities; carrying out immunization; identifying environmental health issues at community level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered; assessing health needs of the community; implementing vector, vermin and rodent control measures; and implementing integrated mosquito control strategies.

VACANCY NO 11/2019

11. PUBLIC HEALTH ASSISTANT III -JOB GROUP 'CPSB 12' THREE (3) POSTS

Salary Scale

Kshs 20,800-25,860p.m

House Allowance

Kshs 3,200 p.m

Commuter Allowance

Kshs 3,000 p.m

Leave Allowance (once yearly)

Kshs 4,000 p.m

Terms of service

Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT:-

For appointment to this grade, a candidate must have:

- (i) Certificate in Environmental Health Science or Public Health Technology from a recognized institution; and
- (ii) Certificate in Computer Application Skills from a recognized institution.

DUTIES AND RESPONSIBILITIES:-

Mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities; carrying out immunization; identifying environmental health issues at community level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered; assessing health needs of the community; implementing vector, vermin and rodent control measures; and implementing integrated mosquito control strategies.



DEPARTMENT OF WATER, LANDS, ENVIRONMENT AND CLIMATE CHANGE

VACANCY NO 12/2019

12. PHYSICAL PLANNING ASSISTANT III -JOB GROUP 'CPSB 11'ONE (1) POST

Salary Scale

Kshs 23,780-29,190 p.m

House Allowance

Kshs 3,200 p.m

Commuter Allowance

Kshs 4,000 p.m

Leave Allowance (once yearly)

Kshs 4,000 p.m

Terms of service

Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT:-

For appointment to this grade, an applicant **MUST** have:

- Diploma in any of the following areas: Urban and Regional Planning, Regional Planning, Urban Planning, Building, Civil Engineering, Cartography, Geo-informatics, Geographic Information Systems (GIS) from a recognized institution; and
- ii. Certificate in Computer applications skills from a recognized institution.

DUTIES AND RESPONSIBILITIES:-

Carrying out drawing tasks; collecting and analyzing geographical data for preparing plans; digitizing physical Development Plans; drawing physical development plans of small centers from sketches; updating plans; and conducting site inspection.

VACANCY NO 13/2019

13. INSPECTOR (WATER) –JOB GROUP 'CPSB 11'THREE (3) POSTS

Salary Scale

Kshs 23,780-29,190 p.m

House Allowance

Kshs 3,200 p.m

Commuter Allowance

Kshs 4,000 p.m

Leave Allowance (once yearly)

Kshs 4,000 p.m

Terms of service

Permanent and Pensionable



REQUIREMENTS FOR APPOINTMENT:-

Three (3)years certificate in technical training from a recognized institution;
 OR

Diploma in either Water Supply Technology or Water Engineering from a recognized institution; and

ii. Certificate in Computer applications from a recognized Institution.

DUTIES AND RESPONSIBILITIES:-

Planning and supervising construction works for water supplies and sewerage schemes; compiling operation and maintenance data; and supervising water supply operators and artisans.

IMPORTANT INFORMATION FOR APPLICANTS/CANDIDATES

- Duly filled APPLICATION FOR EMPLOYMENT FORM available on the County website should be submitted together with certified copies of certificates and relevant testimonials on or before Thursday 14TH February,2019
- ii. Applications can be submitted at the County Public Service Board office, Iten during office hours, through the below postal address or by email to secretarycpsb@elgeyomarakwet.go.ke
- iii. Applicants should meet requirements of chapter six of the constitution of Kenya 2010.
- iv. Shortlisted candidates will be required to present clearance certificates from EACC, KRA, and HELB and obtain a certificate of good conduct from the Directorate of Criminal Investigations.
- v. Only shortlisted candidates will be contacted.
- vi. Note that it is a criminal offence to submit fake/forged papers.
- vii. Elgeyo Marakwet County is an equal opportunity employer.

THE SECRETARY,
ELGEYO MARAKWET COUNTY E SECRETARY
PUBLIC SERVICE BOARD, LGEYO MARAKWET COUNTY
PO BOX 665,
ITEN.

P. O. Box 665-30700, ITEN

Date: 01 02 19 Sign.