



#### 14<sup>™</sup> DECEMBER, 2018

## **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 from suitable qualified serving officers in the public service for the below positions.

#### **VACANCY NO 3/2018**

# ENVIRONMENT OFFICER II, JOB GROUP 'CPSB 11'-ONE (2) POSTS: DEPARTMENT OF WATER, LANDS, ENVIRONMENT AND CLIMATE CHANGE.

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

**THREE (3) YEARS CONTRACT-RENEWABLE** 

#### **REQUIREMENTS FOR APPOINTMENT:-**

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

- i. Have served as an Environment Officer III or in a comparable and relevant position in the Public Service for at least three (3)years;
- ii. Minimum Diploma and above in any of the following areas, Environmental science, Forestry, natural resource management and environmental Law;
- iii. Certificate in computer application skills from recognized institution;
- iv. Demonstrate merit and ability as reflected in work performance.

### **DUTIES AND RESPONSIBILITIES:-**

- Forestation and rehabilitation of fragile and degraded ecosystems/forests in community
   Lands;
- ii. Maintenance of county forests and farm forestry records, databases and information;
- iii. Collection and management of county Forests and farm forestry revenue;
- iv. Community awareness creation (Environmental Education);
- v. Promotion of tree planting in community, private and county lands;

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vi. Provision of forest extension services in the county;

vii. Enforcement of Legislations within the county forests and private farms, 663-30700, ITEN

viii. Other duties as may be assigned from time to time by the Director.

#### **VACANCY NO 4/2018**

## SENIOR ASSISTANT PROGRAMME OFFICER, JOB GROUP 'CPSB09'-TWO (2) POSTS: DEPARTMENT OF EDUCATION AND TECHNICAL TRAINING

Salary Scale

Kshs 35,400-46,230 p.m

House Allowance

Kshs 7,500 p.m

Commuter Allowance

Kshs 5,000 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**:-

- i. Have been involved in the ECDE programmes for atleast three(3) years;
- ii. Have Bachelor of Education Degree in ECDE from a recognized university or any other relevant qualification;
- iii. Have capacity to organize, coordinate and supervise teachers and ECDE activities;
- iv. Show exemplary leadership and management skills in ECDE education.

#### **DUTIES AND RESPONSIBILITIES:-**

- i. Supervising ECDE teachers and caregivers in the Ward(s);
- ii. Monitoring curriculum implementation at the Ward level;
- iii. Collecting, maintaining and submitting ECDE statistical data to the Sub COUNTY program officer;
- iv. Co-ordaining and liasing with the stakeholders in ECDE in the Ward(s);
- v. Developing and disseminating Sub County based (local)curriculum for ECDE programs;
- vi. Monitoring ad disseminating ECDE programs and projects;
- vii. Supervising ward based programs that cater for the total development of Children less than six (6) years;
- viii. Developing and providing proto types of appropriate resource materials to local communities and parents;
- ix. Creating and promoting awareness on ECDE needs and demands to the local communities and parents;
- x. Mobilizing the Local communities and parents to provide for the needs of the holistic development of the Child;
- xi. Acting as a Link to the County Government ,Local agencies ad communities on ECDE policy interpreting and implementation at the Ward Level;



Encouraging Local initiatives and approaches to alternate child care system, Box 665-30700, ITEN xii.

Lead other assistant programme officers in setting up programme panels: xiii.

xiv. Deputize the Sub county programme officer;

### **VACANCY NO 5/2018**

## DEPUTY DIRECTOR ENFORCEMENT AND COMPLIANCE, JOB GROUP 'CPSB04'-ONE (1) POST: DEPARTMENT, EXECUTIVE ADMINISTRATION

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

### **REOUIREMENTS FOR APPOINTMENT:-**

For appointment to this grade, an applicant MUST:-

- i. Be a Kenyan Citizen;
- ii. Have Bachelor's Degree from a university recognized in Kenya;
- iii. Have served in a senior position in the police and military in rank of Inspector and Captain;
- iv. Human Resource and Administration qualification will be an added advantage.

#### **DUTIES AND RESPONSIBILITIES:-**

- i. Overall coordination, management and administration of Enforcement and compliance of County Legislation and policies;
- ii. Inspecting enforcement and compliance of trade permits, and other related standards as prescribed from time to time;
- iii. Ensuring protection of County property and strategic installations, exit and entry barriers in the County;
- iv. Developing ,implementing and evaluating enforcement and compliance strategies and policies in the County;
- v. Mapping all areas in need of enforcement services;
- vi. Enforcing all County laws and other relevant legislation;
- vii. Facilitating prosecution and defense in liaison with relevant state organs;
- viii. Providing mutual aid and assistance to other law enforcement agencies as requested and /or circumstances dictate;
- ix. Promoting national values and principles of good Governance.

## 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 7<sup>TH</sup>, January 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, PUBLIC SERVICE BOARD, PO BOX 665, ITEN. THE SECRETARY
COUNTY PUBLIC SERVICE BOARD
ELGENO MARAKWET COUNTY
P. O. Bux 665-30700, ITEN

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