

REPUBLIC OF KENYA
COUNTY GOVERNMENT OF UASIN GISHU



COUNTY PUBLIC SERVICE BOARD

JOB DETAILS FOR ADVERTISED POSITIONS: 9TH JANUARY 2019

OFFICE OF THE GOVERNOR

UGC/GVN/CS/01 – COUNTY SECRETARY-JG ‘T’ ONE (1) POST

The County Secretary is the Head of the County Public Service. He is responsible for:

- Arranging the business and keeping the Minutes of the County Executive Committee subject to the directions of the executive Committee.
- Conveying the decisions of the County executive to the appropriate persons or authorities.
- Coordinating day to day administrative duties and logistics.
- Coordinating and drafting briefs, speeches, policy, memoranda, ministerial position and concept papers.
- Overseeing implementation of Government policies.
- Follow-up actions on Executive Committee decisions and directives with relevant departments.
- Performing any other duties as may be assigned by the County Executive Committee.

Requirements for Appointment

- Be a Kenyan Citizen
- Be a holder of a degree in Social Sciences/ Management from a university recognized in Kenya.
- Post graduate qualification will be an added advantage.
- Have not less than Ten (10) years’ experience in Administration and Management
- Satisfy the requirements of Chapter Six (6) of the Constitution

Terms of Service: Contract

UGC/GVN/CO/02 – CHIEF OFFICER/HEALTH SERVICES JG ‘S’ ONE (1) POST

Duties and Responsibilities

The Chief Officer shall be the authorized officer in the department and shall be responsible to the County Executive Committee Member. He/she will be responsible for:

- The Administration of the County department
- Formulation and implementation of effective programs to attain vision 2030 and sector goals.
- Development and implementation of strategic plans and sector development plans
- Implementation of policies and regulations
- Providing strategic policy direction for effective service delivery
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Performing any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenya citizen.
- Have a Bachelor's degree from a university recognized in Kenya;
- Possession of a Master's degree in a relevant field will be an added advantage.
- Must be a member of a professional body relevant to the position applied for and in good standing
- Have vast knowledge and experience of not less than 10 years in the relevant field, five of which should be in a managerial position
- Be conversant with the Constitution of Kenya and all the devolution laws
- Demonstrate through understanding of county development objectives and vision 2030
- Be a strategic thinker and result oriented
- Have excellent communication, organizational and interpersonal skills
- Have capacity to work under pressure to meet timelines
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- Satisfies the requirement of Chapter Six of the Constitution
- Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Be computer literate.

Terms of Service: Contract

DEPARTMENT OF HEALTH SERVICES (EYE UNIT)

UGC/CPSB/OPT/01 - OPHTHALMOLOGIST- JG 'P' ONE (1) POST

Duties and Responsibilities

- Provide treatment for eye diseases
- Work in conjunction with optometrist and other health care officers to provide integrated, quality care for patients
- Evaluate symptoms , run tests to diagnose a patient's condition and prescribe medication or treatment to remedy illness or injury
- Carry out corrective eye surgeries
- Conduct research and promote advancement of eye care.

Job Requirements

- Master's degree in Ophthalmology and Bachelor's degree in Medicine and surgery (MBCHB) from a recognized University
- Registered with the Kenya Medical Practitioners and Dentist Board
- Must be willing to work during odd hours and on weekends/holidays
- Committed to work as part of a multidisciplinary team
- One year post graduate experience in a busy institution

UGC/CPSB/OPT/02 – OPTOMETRIST - JG 'H' ONE (1) POST

Duties and Responsibilities

- Carry out examination, diagnosis, treatment, management and prevention of disease and disorders of the visual system, the eye and associated structures
- Co-ordinate the screening and refraction /low vision unit
- Diagnose ocular manifestation of systemic conditions such as diabetes and high blood pressure and complications of the ageing process such as cataracts and muscular degeneration
- Manage eye diseases and conduct referral of surgical cases.
- Prescribe and fit eye glasses and contact lenses as well as safety eyewear and subnormal vision devises.
- Provide vision therapy and low vision rehabilitation.
- Work in conjunction with ophthalmologist and other health care providers to provide integrated, quality care for patients
- Educate patients about vision and lifestyle choices for protecting and enhancing good vision and health
- Conduct research and promote advancement in the visual health.

Job Requirements

- Bachelor of Science in Optometry and vision Science from a recognized Institution
- Must be willing to work during odd hours and on weekends/holidays
- Committed to work as part of a multidisciplinary team
- One year post graduate experience in a busy institution

UGC/CPSB/OPT/03 - OPHTHALMIC CLINICAL OFFICER- JG 'J' TWO (2) POSTS

Duties and Responsibilities

- Provide treatment for eye diseases
- Work in conjunction with optometrist and other health care officers to provide integrated, quality care for patients
- Evaluate symptoms , run tests to diagnose a patient's condition and then prescribe medication or treatment to remedy the illness or injury
- Carry out corrective eye surgeries

Job Requirements

- Diploma in Clinical medicine and Higher Diploma in Ophthalmology from a recognized Institution
- Registered with the Clinical Officer's Council- Kenya
- One year experience (Post specialization)
- Must be willing to work during odd hours and on weekends/holidays
- Committed to work in multidisciplinary team

UGC/CPSB/HRI/01 - HEALTH RECORDS AND INFORMATION OFFICER - JG: H-TWO (2) POSTS

Duties and Responsibilities

- Collection and compilation of health information
- Ensuring that the information is available for decision making.
- Ensuring the availability and safety of medical records
- Analysis and reporting of health information

Job Requirements:

- Diploma in Health Records from a recognized institution.
- Must be registered with Association of Medical Records Officers-Kenya
- Certificate in computer applications.

UGC/CPSB/PHT/01- PHARMACEUTICAL TECHNOLOGIST- JG: H- ONE (1) POST

Duties and Responsibilities:

- Dispensing medication and other consumables as per prescriptions/requests.
- Maintaining pharmacy inventory
- Maintaining a safe and clean pharmacy by complying with set rules and regulations
- Maintaining pharmacy records

Job Requirements:

- Diploma in Pharmaceutical Technology from an institution recognized by the Pharmacy and Poisons Board.
- Must be registered with the Pharmacy and Poisons Board.
- Certificate in Computer Applications.

DEPARTMENT OF COOPERATIVES AND ENTERPRISE DEVELOPMENT.

1. CO-OPERATIVE DEVELOPMENT

UGC/CPSB/COP/01 - CO-OPERATIVE OFFICER I - JOB GROUP 'K' – ONE (1) POST

Duties and Responsibilities

- Promoting and advising co-operative societies on matters relating to marketing, credit, financing, governance, training and administration
- Advising on co-operative investments
- Collecting data on potential areas for analysis and policy formulation
- Developing and monitoring work plans for co-operative extension services
- Overseeing co-operative activities in several Co-operative societies including elections
- Enforcing compliance with co-operative legislation.

Requirements for Appointment

For appointment to this grade and officer must have:-

- Degree in any of the following disciplines;- Co-operative Management, Marketing or Business Management (Marketing, Co-operatives Management, Entrepreneurship) from a recognized institution with a work experience of three years in Co-operatives institution or related field;
OR
 - Have served in the grade of Assistant Co-operative Officer II for a minimum period of three (3) years;
- Computer Literate
- Good communication skills
- Ability to work with minimum supervision

**UGC/CPSB/COP/02 -ASSISTANT CO-OPERATIVE OFFICER II - JOB GROUP 'J' –
TWO (2) POSTS**

Duties and Responsibilities

- Advising co-operative societies on matters relating to marketing, credit, financing, governance, training and administration
- Advising on co-operative investments and elections
- Collecting data on potential areas for analysis and policy formulation
- Enforcing compliance with co-operative legislation.
- Reporting on the management of co-operative societies

Requirements for Appointments

For appointment to this grade, an officer must have:-

- Diploma in any of the following disciplines;- Co-operative Management, Marketing or Diploma in Business Management (Marketing, Co-operatives Management, Entrepreneurship) from a recognized institution
- A work experience of three years in Co-operatives institution or related field or have served in the grade of Assistant Co-operative Officer III for a minimum period of three (3) years;
- Computer Literate
- Good communications skills

**UGC/CPSB/COP/03 - ASSISTANT CO-OPERATIVE OFFICER III - JOB GROUP 'H' -
THREE (3) POSTS**

Duties and Responsibilities

- Sensitize the public on co-operative movement laws and regulations
- Enforcing compliance with co-operative legislation.
- Maintain records of co-operative societies
- Collect and collate data on co-operatives activities to support planning
- Report on activities of cooperative societies within their jurisdiction

Requirements for Appointment

- Diploma in any of the following disciplines;- Co-operative Management, Marketing or Diploma in Business Management (Marketing, Co-operatives Management, Entrepreneurship) from a recognized institution; and
- Computer Literate
- Good communication skills

2. CO-OPERATIVE AUDIT

UGC/CPSB/COA/01 - SENIOR CO-OPERATIVE AUDITOR - JOB GROUP 'L' - ONE (1) POST

Duties and Responsibilities

- Undertaking specific audit assignments
- Carrying out audit inspections of the annual accounts of Co-operative Societies
- Collecting data on periodical financial returns, estimates of income and expenditure
- Collating, evaluating and documenting audit evidence
- Make recommendations based on audit findings

Requirements for Appointment

For appointment to this grade, an officer must have:-

- Bachelor's degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economic, Mathematics, Statistics, Business Administration or Co-operative Management from a recognized institution;
And Post graduate Diploma in Co-operative Management lasting not less than six (6) months from a recognized institution;
Or Certificate Public Accountants (CPA) Kenya Part III or certified Internal Auditors (CIA) Part IV from a recognized institution;
Or Diploma in any of the following disciplines; - Co-operative Management, Co-operative Auditing, Internal or finance from a recognized institution;
OR
Served in the grade of Co-operative Auditor I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- Computer Literate
- Good communication skills
- Ability to work with minimum supervision

UGC/CPSB/COA/02 - CO-OPERATIVE AUDITOR II - JOB GROUP 'K' - SIX (6) POSTS

Duties and Responsibilities

- Examining vouchers, cashbooks, ledgers
- Confirming the propriety and accuracy of the transactions;
- Auditing annual accounts
- Undertaking audit inspection of co-operative societies.
- Making periodic audit reports

Requirements for Appointment

For appointment to this grade a candidate must have:-

- Bachelor's degree in any of the following disciplines: - Commerce Economic, or Business Administration from a recognized institution;

And Certified Public Accountants (CPA) Kenya Part II or Certified Internal Auditors (CIA) Part III from a recognized institution;
OR
Served in the grade of Co-operative Auditor III or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- Diploma in any of the following disciplines:- Co-operative Management, Co-operative Auditing, Internal Auditing or Finance from a recognized institution;

And Certified Public Accountants (CPA) Kenya Part I or Certified Internal Auditors (CIA) Part II from a recognized institution;
- Computer Literate
- Good communication skills.

UGC/CPSB/COA/03 - CO-OPERATIVE AUDITOR III - JOB GROUP 'H' - SIX (6) POSTS

Duties and Responsibilities

- Carrying out audit inspection of societies records; and
- Collecting data on periodical financial returns, estimates of income and expenditure.
- Maintain records
- Make periodic reports

Requirements of Appointment

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

- Diploma in any of the following disciplines:- Co-operative Management, Co-operative Auditing, Internal Auditing or Business Management (Finance/Accounting) from recognized institution;
OR Certified Public Accountants (CPA) Kenya Part III or Certified Internal Auditors (CIA) Part III from a recognized institution;
 - Computer literate
 - Good communication skills.

3. ENTERPRISE DEVELOPMENT

UGC/CPSB/SFO/01 – SENIOR FINANCE OFFICER – JOB GROUP ‘L’ - ONE (1) POST

Duties & Responsibilities

- Ensure prudent financial management in the fund
- Facilitating and managing costs on travels, accommodation and logistics for all the fund operations.
- Prepare comprehensive weekly/monthly/quarterly/Annual Financial reports
- Maintain financial records of office activities, business transactions, and other activities for reference.
- Update and manage Vote Books, Imprest Register, Voucher Registers, and Fixed Assets Registers

Qualifications

- Bachelor’s degree in Commerce/Finance/Accounting from a recognized university.
- Professional qualification of at least CPA III or its equivalent.
- Served satisfactorily in a comparable position in a reputable organization for at least three years.
- Excellent interpersonal, negotiation and communication skills.
- Proficiency in computer applications.
- Ability to work with minimum supervision

UGC/CPSB/CRO/01 - PRINCIPAL CREDIT OFFICER –JOB GROUP ‘N’ - ONE (1) POST

Duties and responsibilities:

- Analyzing loan application and preparing reports on loan uptake and repayments in the various Sub Counties.
- Analyze applicants' financial status, credit worthiness, Capacity, and property evaluations to determine feasibility of granting loans.
- Review, recommend and refer loan applications for approval.
- Monitoring and make follow ups on loan recovery.
- Resolve customer complaints.
- Provide guidance to clients on financial management.

Qualifications

- Bachelor’s degree in Commerce/Finance/Accounting/Economics/Entrepreneurship from a recognized university.
- A work experience of at least 5 years in a financial institution at management level.
- Excellent interpersonal and communication skills.
- Proficiency in computer applications.
- Ability to work under minimum supervision

UGC/CPSB/CRO/02 - CREDIT OFFICER - JOB GROUP 'K' - TWO (2) POSTS

Duties and Responsibilities -

- Compiling and maintaining safe custody of statistical loan records from cooperative societies in the Sub-County.
- Analyzing loan applications to ascertain financial status, credit worthiness, capacity, and property evaluations to determine feasibility of granting loans and submit for approval.
- Preparing reports on loan uptake and repayments in the various Sub Counties.
- Liaise with cooperative societies to obtain information for loan applications and to answer questions about the loan process.
- Sensitize clients the different types of loans and credit options that are available, as well as the terms of those services.

Qualifications

- Bachelor's degree in Commerce/Finance/Accounting/Economics/ Co-operatives Management/Business Management from a recognized university.
- Excellent interpersonal and communication skills.
- Proficiency in computer applications.

UGC/CPSB/CRO/3 - ASSISTANT CREDIT OFFICER – JOB GROUP 'H' - SIX (6) POSTS

Duties and Responsibilities

- Compiling loan records, receiving, sorting out, filing and dispatching letters to and from cooperative societies.
- Maintaining filing system; receiving loan applications, receipts and other records and filing them accordingly.
- Keeping record on loan uptake and repayments in the various Sub Counties.
- Obtain and compile copies of all documents required for loan applications.
- Review and update credit and loan files.

Qualifications

- Diploma in a Business Management/Administration/Co-operatives/Co-operatives Management/Entrepreneurship related course from a recognized university.
- Excellent interpersonal and communication skills.
- Proficiency in computer applications.

UGC/CPSB/LRO/01- LOAN RECOVERY OFFICER -JOB GROUP ‘K’ - ONE (1) POST

Duties and Responsibilities

- Maintaining files for all loans in default/arrears.
- Analyzing all loans in default/arrears and recommend appropriate action plan of recovery.
- Meet directly with cooperative societies to obtain information for loans default and make recommendations to the fund for the necessary action.
- Liaise with clients with arrears to identify the cause of their financial challenges and to find ways of mitigating against such.

Qualifications

- Bachelor’s degree in Commerce/Finance/Accounting/Economics/ Co-operatives Management/Business Management from a recognized university.
- Excellent interpersonal and communication skills.
- Proficiency in computer applications.

UGC/CPSB/LRO/02- ASSISTANT LOAN RECOVERY OFFICERS – JOB GROUP ‘H’ TWO (2) POSTS

Duties and Responsibilities:

- Compile records of all loans in default/arrears
- Prepare reports on loans in default/arrears
- Obtain information for loans in default/arrears

Qualifications

- Diploma in a Business Management/Administration/Co-operatives/Co-operatives Management/Entrepreneurship related course from a recognized university.
- Excellent interpersonal and communication skills.
- Proficiency in computer applications.

DEPARTMENT OF DEVOLUTION, ADMINISTRATION & PUBLIC SERVICE
MANAGEMENT

UGC/CPSB/COA/01 – CHIEF OFFICE ADMINISTRATOR - JG 'M' ONE (1) POST

Duties and Responsibilities

- Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
- Open, sort, and distribute incoming correspondence, including email and prepare responses to correspondence containing routine inquiries.
- Receive visitors and determine whether they should be given access to specific individuals.
- Perform general office duties such as ordering supplies, maintaining records and performing basic bookkeeping
- Prepare agendas and make arrangements for meetings, manage executives' schedules and make logistical travel arrangements.
- Compile data, and prepare papers for consideration and presentation by executives, committees and board of directors.
- Attend meetings in order to record minutes and compile, transcribe, and distribute minutes of meetings.
- Coordinate and direct office services, such as records and budget preparation, personnel, and housekeeping.
- Supervise and train clerical staff.

Requirements for Appointment

For appointment to this grade, an officer must have:-

- Bachelors Degree in Secretarial Studies or a Bachelor of Business Management/Administration or an equivalent from a recognized institution with 5 years' experience in a busy office

OR

- Diploma in Secretarial Studies from the Kenya National
- Examination Council or equivalent qualifications from a recognized institution and have served in the grade of Senior Personal Secretary/Senior Office Administrator or any other relevant and comparable position in the Public Service or equivalent for a minimum period of three (3) years
- Proficiency in Computer Applications
- Good communication and interpersonal skills
- Ability to work with minimum supervision

Terms of Service: Permanent & Pensionable

DEPARTMENT OF ROADS, TRANSPORT, ENERGY & PUBLIC WORKS

UGC/CPSB/DRE/01 – DIRECTOR/ENERGY - JG ‘R’ ONE (1) POST

Duties and Responsibilities

- Implementation of County specific policies on electrical energy, renewable energy, geothermal exploration and development.
- Collection of data/statistics necessary for energy projects designs, e.g. river flow data could be provided at County level;
- Supervision, monitoring and evaluation of Rural Electrification Projects;
- Supervision of generation of hydropower, thermal, nuclear, wind, solar within the County;
- Generation: small hydropower, small geothermal, thermal less than 3MW as IPPs;
- Undertake feasibility studies for County based projects;
- Undertake County specific feasibility studies for projects less than 3MW;
- Monitoring and evaluation of Renewable Energy projects, particularly those being undertaken by Ministry of Energy SAGAs and consultants;
- Undertaking energy audits in public buildings, industry, commercial buildings and institution.

Qualifications

- Bachelor's Degree in Electrical Engineering, Petroleum Geoscience from a recognized institution
- Strategic Leadership course from a recognized institution
- Registration with the Engineering Registration board (ERB) of Kenya and cooperate member of institution of Engineers.
- A work experience of at least 7 years at management level.
- Excellent interpersonal and communication skills.
- Satisfy the requirements of Chapter Six (6) of the Constitution

Terms of Service: Permanent & Pensionable

DEPARTMENT OF EDUCATION, CULTURE, SOCIAL SERVICES, YOUTH AFFAIRS AND SPORTS

UGC/CPSB/DIR/01 – DIRECTOR/EDUCATION FUND - JG 'Q' ONE (1) POST

Duties & Responsibilities

- Provide administrative direction and oversight of all Revolving Fund and activities
- Liaise with stakeholders on matters of Education Revolving Fund
- Act as a strategic and policy advisor on Education Revolving Fund matters to the Chief Officer
- Coordinate section activities
- Coordinate Human Resource Management and development for the technical and support staff in the section.
- Coordinate performance management for technical and support cadres in the department.
- Interpret and implement policy direction at the department.
- Oversee the monitoring and evaluating of Revolving Fund Programs and projects in the County.
- Prepare quarterly and annual reports detailing challenges and successes of the section.
- Develop and manage sectional budgets.
- Liaise with other stakeholders on research and dissemination of information on Revolving Fund development issues.

Qualifications

- Bachelor's Degree in Education/ Business/Social Sciences from a recognized institution
- Strategic Leadership course from a recognized institution
- A work experience of at least 7 years at management level.
- Excellent interpersonal and communication skills.
- Satisfy the requirements of Chapter Six (6) of the Constitution

Terms of Service: Permanent & Pensionable

COUNTY EDUCATION LOANS BOARD

Functions and Responsibilities of the Board

The Board shall undertake the following functions:-

- Advertise all opportunities for loans to students seeking artisan and technical courses in County Polytechnics or National Government Technical Training Institutes or such other public or private training institutions as may be approved by the Board from time to time.
- Receive and vet applications for loans under the loan scheme forwarded by the Ward Education Committees and in so doing, determine the eligibility of each individual applicant.
- Institute and implement mechanisms for loan recovery with the aim of sustaining the revolving fund;
- Such duties as are incidental to the achievement of the aims and objectives of the loan scheme;
- Resource mobilization
- Management of such other Educational Loans advanced to it by other Government agencies, private entities, donors and any other entity of goodwill.