

# REPUBLIC OF KENYA



## COUNTY GOVERNMENT OF UASIN GISHU

### ADVERTISEMENT OF VACANCIES

The Uasin Gishu County Public Service Board wishes to invite applications from qualified, Results Oriented and Self-motivated applicants for appointment in the following positions:

#### FINANCE AND ECONOMIC PLANNING DEPARTMENT

#### FINANCE

**1. UGC/CPSB/DIR/RSK/01/21:**

**DIRECTOR RISK MANAGEMENT, COMPLIANCE & AUDIT SERVICES (R) 1  
POSITION**

*-Re-Advert*

#### Duties and Responsibilities

- i) Ensuring correct interpretation of financial, procurement and related laws
- ii) Evaluates and provides reasonable assurance that risk management, control, and governance systems are functioning as intended and will enable the county's objectives and goals to be met.
- iii) Reports risk management issues and internal controls deficiencies identified directly to the executive and provides recommendations for improving the county's operations, in terms of both efficient and effective performance
- iv) Evaluates information security and associated risk exposures
- v) Evaluates regulatory compliance program with consultation from legal
- vi) Evaluates the county's readiness in case of business interruption/disruption
- vii) Maintains open communication with management and the audit committee
- viii) Teams with other internal and external resources as appropriate
- ix) Recommend establishment of efficient management systems in the county
- x) Engages in continuous education and staff development in audit
- xi) Provides support to the county's anti-fraud programs.
- xii) Perform any other audit duties as may be assigned.

#### Requirements

- i) Bachelor of commerce, Business administration or related studies from a recognized university.
- ii) Holder of CPA (K) and a member in good standing

- iii) Seven (7) years' experience, Three (3) years of which must have been in a senior management level in an institution either in public or private sector
- iv) Knowledge and experience in Public Service/Devolved system of Government including financial reporting and auditing
- v) Knowledge and experience in Risk Management
- vi) Be a person of integrity and in compliance with requirements of Chapter Six of The Constitution of Kenya 2010.

## **ICT, TRADE AND INDUSTRIALIZATION**

### **ICT AND E-GOVERNMENT**

#### **2. UGC/CPSB/DIR/ICT/01/21: DIRECTOR ICT [Q] 1 POSITION --Re-Advert**

##### **Duties & Responsibilities**

- i) Promote infrastructure, and secure networks within County Government
- ii) Implement county ICT strategy, standards and guidelines
- iii) Oversee Installation and configuration of Local Area Network and Wide Area Network;
- iv) Develop, implement, review, evaluate and report on the organisation's ICT strategic, business and operating plans and associated projects, ensuring alignment with the strategic directions of the organization
- v) Carrying out systems analysis, design and program specifications in liaison with users of the specific sectors;
- vi) Overseeing the process of configuration repair and maintenance of information Communication Technology equipment and associated peripherals;
- vii) Drawing up hardware specifications for information Communication Technology equipment;
- viii) Verification, validation and certification of information technology equipment;
- ix) Providing effective leadership to ICT staff
- x) Overseeing the overall coordination, monitoring and evaluation of ICT systems and operations in the county.
- xi) Implementation of county/ national ICT policy , and e-Government master plans
- xii) Manage ICT centers, innovation hubs and other related installations throughout the county.

##### **Requirements for Appointment**

- i) Bachelor's degree in computer science, Information Technology or a related field from a recognized university. A master's degree is an added advantage
- ii) Technical knowledge and skills in computer programming, information systems and information systems security.
- iii) A minimum of Seven (7) years' experience in relevant work and at least three (3) years in a supervisory role in the Public Service or in the Private Sector;
- iv) Profession certification such as Certified Computer Network Professional (CCNP), CCNA, MCSE, MCSA, MCSD, Oracle Certified Database administrator OCDBA,

- Microsoft Certified databases Administrator MCDBA or their equivalent qualification from a recognized institution. Certification in Project management is an added advantage.
- v) Member of an ICT professional body.
  - vi) Demonstrated merit and ability as reflected in work performance and results.
  - vii) Satisfy the requirement of chapter six of the constitution of Kenya 2010

## **LANDS, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT**

### **LANDS AND HOUSING**

#### **3. UGC/CPSB/DIR/LAS/01/21: DIRECTOR LAND ADMINISTRATION & SURVEY [Q]** **1 POSITION --Re-Advert**

##### **Duties & Responsibilities**

- i) Administer performance based management system in the department
- ii) Coordinate preparation of policy papers on land surveys
- iii) Reviewing policies on surveying, mapping, data management and human capacity development in the department in the county
- iv) Overseeing research of new and emerging technologies
- v) Maintenance of sub divisional schemes and engineering surveys
- vi) Monitoring and evaluating survey and mapping activities within the county
- vii) Liaising with other departmental heads within the county on policy issues
- viii) Development, implementation and realization of the departments' strategic plans and objectives
- ix) Preparation and implementation of the departments' performance appraisal system and contracts
- x) Overseeing the finances and assets management of the department, instituting operational accountability
- xi) Overall management and development of staff welfare and their technical requirements
- xii) Responding to court summons

##### **Requirements for Appointment**

- i) Bachelor's degree in any of the following disciplines:- Land economics, Land survey and photogrammetric; Geometrics, Geo-informants or related courses
- ii) Seven (7) years' experience, Three (3) years of which must have been in a senior management level in an institution either in public or private sector
- iii) Certificate in Supervisory Skills Course lasting not less than Four (4) weeks from a recognized institution
- iv) Registered member of a professional body
- v) Be conversant with policy formulation and implementation.
- vi) Be a strategic thinker and result oriented.
- vii) Demonstrate a thorough understanding of Devolution, the County development objectives and vision 2030.
- viii) Satisfy the requirement of Chapter six of the Constitution of Kenya 2010 on leadership and integrity.

- ix) Be computer literate.

## **DEVOLUTION, ADMINISTRATION AND PUBLIC SERVICE MANAGEMENT**

### **DEVOLUTION AND ADMINISTRATION**

#### **4. WARD ADMINISTRATORS – (N) 3 POSITIONS**

- a. UGC/CPSB/WAD/WADN/01/21: KUINET/KAPSUSWA
- b. UGC/CPSB/WAD/WADN/02/21: KAPSOYA
- c. UGC/CPSB/WAD/WADN/03/21: KAPKURES

#### **Duties & Responsibilities**

- i) Overseeing effective service delivering in the area of jurisdiction
- ii) Developing programs and projects to empower the community
- iii) Coordinating and facilitating citizen participation in the development of policies, plans and delivery of services
- iv) Facilitating inter-governmental relations and conflict resolution
- v) Overseeing safe custody of county government assets in the area of jurisdiction
- vi) Coordinating and liaising with other directorates and departments in the area of jurisdiction
- vii) Ensuring compliance with legal, statutory and regulatory requirements
- viii) Ensuring compliance with national values and principles of good governance
- ix) Coordinating citizen participation in governance in the area of jurisdiction
- x) Enhance administrative capacity for effective functions and governance at the local level
- xi) Identify development projects
- xii) Disseminating information to the public
- xiii) Providing linkage between the office and the community

#### **Requirements for Appointment**

- i) Be a Kenyan Citizen
- ii) Bachelor's degree in any of the following disciplines; Public Administration, Business Administration/Management, Community Development or any other Social Sciences
- iii) Have working experience of not less than three years in administration/management  
Demonstrate a thorough understanding of County development objectives;
- iv) Demonstrate a thorough understanding and commitment to values and principles as outlined in Articles 10 and 232 of the Constitution;
- v) Must have good inter-personal and communication skills;
- vi) Proficiency in computer applications;
- vii) Satisfy the requirement of Chapter Six of the Constitution

## **HEALTH SERVICES**

### **MEDICAL OFFICERS - (M) -2 POSITIONS**

#### **5: UGC/CPSB/MD/MO/01/21 MEDICAL OFFICERS (2 Years Contract – Renewable)**

#### **Duties and Responsibilities**

- a. Formulation, implementation and review of all health policies, regulations, standards, guidelines and protocols
- b. Provision of clinical care, general/community diagnosis and treatment and rehabilitation of patients
- c. Undertake medical examinations and write reports
- d. Conduct disease prevention, surveillance and control
- e. Provision of emergency response and clinical care services during disaster
- f. Provision of forensic and medico-legal services
- g. Provision of medical psychosocial interventions
- h. Provision of medical health education and promotion
- i. Facilitation of Medical Boards' proceedings
- j. Facilitation of training of interns and other health personnel
- k. Establishment and management of health information systems
- l. Management of health facilities

#### **Requirements for Appointment**

- a. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- b. Completed one (1) year internship;
- c. Registration Certificate by the Kenya Medical Practitioners and Dentists Board;
- d. Valid practicing license from Kenya Medical Practitioners and Dentists Board;
- e. Registered in the Kenya Medical Practitioners and Dentist Board;
- f. Evidence in knowledge and proficiency in computer applications;
- g. Professional Indemnity Cover;
- h. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

#### **6. UGC/CPSB/AN/ANS/02/21ANAESTHESIOLOGISTS JG Q -2 POSITIONS (3 years Contract – Renewable)**

##### **Duties and Responsibilities**

- a. Formulation, implementation and review of all health policies, regulations, standards, guidelines and protocols
- b. Management and administration of anaesthesia  
Management of critical patients in high dependency units and intensive care units
- c. Reviewing patients and instructing in writing all the recommendations;
- d. Undertaking “First-on-Call” duties including clerking, investigating and managing patients;

- e. Conducting weekly clinic and theatre days;
- f. Conducting research and clinical audits;
- g. Training, supervising and mentoring Medical Officers, Medical Intern and other students;
- h. Performing emergency surgeries;
- i. Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems;
- j. Undertaking medical examinations and preparing Medical Board Proceedings;
- k. Carrying out community diagnosis, care and treatment;
- l. Ensuring data and information is collected, transmitted and utilized to the benefit of the customer and service provider;
- m. Conducting disease surveillance, prevention and control;
- n. Carrying out health education and promotion;
- o. Preparing medical reports.

### **Requirements for Appointment**

- a. Master's degree in Anesthesia or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- b. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- c. Specialist recognition certificate from the Medical Practitioners' and Dentist Board;
- d. Proven experience of not less than one (1) year at the level of Medical Specialist;
- e. Registration Certificate by the Medical Practitioners and Dentists Board;
- f. Valid practicing license from Medical Practitioners and Dentists Board;
- g. Retention in the Medical Practitioners and Dentist Board register;
- h. Professional Indemnity Cover;
- i. Evidence in knowledge and proficiency in computer applications;
- j. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

### **7. UGC/CPSB/MD/PHY/03/21: PHYSICIANS - JG Q -2 POSITIONS (3 years Contract – Renewable)**

#### **Duties and Responsibilities**

- a. Formulation, implementation and review of all health policies, regulations, standards, guidelines and protocols;
- b. Reviewing patients and instructing in writing all the recommendations;

- c. Undertaking “Second-on-Call” duties including clerking, investigating and managing patients;
- d. Conducting weekly clinics;
- e. Conducting research and clinical audits;
- f. Training, supervising and mentoring Medical Officers, Medical Interns and other students;
- g. Undertaking medico-legal duties;
- h. Undertaking medical examinations and preparing Medical Board Proceedings;
- i. Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider;
- j. Conducting disease surveillance, prevention and control;
- k. Carrying out health education and promotion;
- l. Preparing medical reports.

### **Requirements for Appointment**

- a. Master’s degree in Internal Medicine or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- b. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from from an institution recognized by the Medical Practitioners and Dentists Board;
- c. Proven experience of not less than one (1) year at the level of Medical Specialist;
- d. Specialist recognition certificate from the Medical Practitioners’ and Dentist Board;
- e. Registration Certificate by the Medical Practitioners and Dentists Board;
- f. Valid practicing license from Medical Practitioners and Dentists Board;
- g. Retention in the Medical Practitioners and Dentist Board register;
- h. Professional Indemnity Cover;
- i. Evidence in knowledge and proficiency in computer applications;
- j. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

## **ROADS, TRANSPORT AND PUBLIC WORKS**

### **8. UGC/CPSB/ELE/EE/01/21: ELECTRICAL ENGINEER – (N) -1 POSITION**

#### **Duties & Responsibilities**

- i) Prepare electrical drawings for project documentation
- ii) Supervise work during implementation
- iii) Prepare maintenance manual during use of buildings

- iv) Carry out maintenance of buildings with respect to electrical works
- v) Prepare progress reports

### **Requirements for Appointment**

- i) A Bachelor's Degree in Electrical Engineering.
- ii) Must be registered with relevant professional body.
- iii) Must have practiced in Electrical Engineering for 7 years
- iv) Must be computer literate
- v) Satisfy the requirement of Chapter Six of the Constitution

## **AGRICULTURE, LIVESTOCK DEVELOPMENT & FISHERIES**

### **AGRICULTURE**

#### **9. UGC/CPSB/DIR/CHE/01/21: DIRECTOR CHEBORORWA –(R) -1 POSITION**

##### **Duties and Responsibilities**

- a. Overall coordination of the activities of the centre;
- b. Organization and management of the centre resources;
- c. Interpretation and implementation of policies in line with the Centre mandate;
- d. Mobilization of resources for the centre development;
- e. Responsible to the Board of Management (BOM) on all matters relating to the Revolving Fund;
- f. Provision of Secretarial duties to the BOM;
- g. Coordinating development of information products and distribution mechanisms;
- h. Formulation and implementation of the performance contracts;
- i. Facilitating Staff training and development;
- j. Representing the centre in various stakeholder meetings and committees;
- k. Participating in national, regional and international organizations' activities;
- l. Participating in field days, exhibitions and trade fairs;
- m. Appraisal of staff;
- n. Coordination of the preparation and review of strategic plans for the centre;
- o. Coordinating preparation of work plans and budgets; and
- p. Coordinating compilation of periodic reports.

##### **Requirements/ Qualifications**

- 1) Served in the grade of Deputy Director of Agriculture Job Group Q for a minimum period of three (3) years or in a comparable and relevant position in the public Service for a minimum period of ten (10) years;



- II) Bachelor's degree in any of the following discipline Agriculture, Agricultural Economics, Agribusiness, Agriculture extension and education or any other equivalent qualification from a recognized institution
- III) Master's degree in any of the following disciplines(Mandatory):- Agriculture, Agricultural Economics, Agribusiness, Agriculture extension and education or any other equivalent qualification from a recognized institution
- IV) Certificate in senior management not less than four weeks or equivalent
- V) Proficiency in computer applications
- VI) Good communication and interpersonal skills
- VII) Satisfy the requirement of Chapter six of the Constitution of Kenya 2010 on leadership and integrity
- VIII) Be a strategic thinker and result oriented
- IX) Be conversant with policy formulation and implementation

**10. UGC/CPSB/PRIN/CHE/01/21: PRINCIPAL CHEBORORWA ATC -(P) -1 POSITION**

**Duties & Responsibilities**

- i) Coordination of livestock and crop programmes in the Institution
- ii) Facilitation and coordination of Development of policies, training programmes and business Plans
- iii) Setting long term goals for the development of the institution
- iv) Provision of technical and managerial guidance to all personnel of the station
- v) Provision and improvement of administrative links between the station and County Headquarters
- vi) Participate in monitoring and evaluation of projects and programmes
- vii) Coordination, preparation and implementation of work plans and budgets
- viii) Promote collaboration and participation of stakeholder in station activities
- ix) Perform any other duties as may be directed by the Accounting Officer

**Requirements for Appointment**

- i) Bachelor of Science degree in any of the following disciplines: Animal Science /Animal Production, Agriculture, Agricultural Education & Extension, Natural Resource Management, Livestock/ Agricultural Economics or any other relevant and equivalent qualification from a recognized University
- ii) At least five (5) years Managerial experience in any Agricultural field
- iii) Must have undergone Senior Management training or relate Strategic Leadership course in a recognized Institution
- iv) Demonstrate a high degree of professional competence, Managerial ability and people management skills
- v) Have in dept and practical knowledge of collaborative stakeholder intervention at different levels
- vi) Satisfy the requirement of chapter six of the Constitution of Kenya
- vii) Masters degree in the relevant area is an added advantage

## COOPERATIVES AND ENTERPRISE DEVELOPMENT

### 11. UGC/CPSB/DIR/EDF/01/21: DIRECTOR ENTERPRISE DEVELOPMENT FUND – (Q) -1 POSITION

#### **Duties & Responsibilities**

- I) Research and present to the committee potential sectors for funding
- II) Review funding to various sectors
- III) Research and involve the cooperative sector in expanding and shaping/looking on the activities to be funded
- IV) Develop and maintain clear procedures and roles for different cooperative sectors
- V) Ensure the staff and committee are fully briefed on opportunities and implications in new funding proposals or areas
- VI) Assess the impact of new services on the cooperative sector, and in liaison with staff, ensure arrangements and procedures are put in place to achieve viable and effective implementation
- VII) Keep committee diary, files and invite committee for meetings
- VIII) Take minutes during committee meetings
- IX) Brief and update the committee on new developments in the market and strategies to expansion of the fund activities
- X) Provide prompt and practical assessment of risks and opportunities arising from all fund activities; drawing on the inputs of other staff members
- XI) Ensure that the interests of all cooperative sectors are considered in any new fund policies and regulations
- XII) Develop and maintain records of all the fund resources and activities and objectives
- XIII) Find opportunities to work with other organizations/stakeholders to increase the fund activity, raise the funds available or to add new fund streams for the cooperative sector
- XIV) Manage staff and other resources/assets of the unit
- XV) Prepare reports for all the loan applications appraisal and disbursement
- XVI) Adhere to fund policies rules and regulations in the appraisal, disbursement and information for all the loan disbursement
- XVII) Ensure reconciliation of the loan book and disbursement
- XVIII) Ensure loan disbursement is transparent and done within time
- XIX) Ensure clients are advised on time
- XX) Ensure repayments are timely and up to date
- XXI) Ensure loan defaulters are advised and reminded with timely and rigorous follow up
- XXII) Perform any other function as conferred by the Act time to time

#### **Requirements for Appointment**

- I) Degree in business related field from a recognized University
- II) At least 7 years' experience in management from a public financial institution
- III) Proven experience in enterprise and project management
- IV) Experience in working with multi-agency teams
- V) Experience in preparing and presenting information in a variety of formats including reports, presentation and enterprise bids.
- VI) Innovative and creative thinking
- VII) Excellent communications skills
- VIII) Ability to work with various teams internally and externally
- IX) Satisfies the provision of chapter six (6) of the constitution of Kenya

**2. UGC/CPSB/COM//EDF/02/21: COMMITTEE MEMBERS ENTERPRISE DEVELOPMENT FUND – 2 POSITIONS: 5 Years Contract renewable for one term**

**Duties & Responsibilities**

- I) To formulate policy guidelines on cooperative sector funding;
- II) To ensure that all projects funded under the Uasin Gishu County Development Act 2014 and its supplement Act of 2016 are consistent with the counties priorities specified in the relevant policy documents;
- III) To approve proposals submitted to it by the Unit under the above Act;
- IV) To authorize allocations from the Fund;
- V) To formulate or approve standards, guidelines and procedures for funding proposals under the Act,
- VI) To approve the organizational structure of the Unit;
- VII) To provide oversight in the utilization of the Fund; and
- VIII) To perform any other function as may be conferred on it by the Act or any other written law.

**Requirements for Appointment**

- i) Holds a degree from a university recognized in Kenya;
- ii) Has at least five years professional experience in the relevant field;
- iii) Meets the requirements of leadership and integrity as provided for in Chapter 6 of the Constitution or relevant national legislation.

Detailed descriptions of the vacancies can be found in the website through the following link: <https://jobs.uasingishu.go.ke> Applicants are required to make online applications. Only duly filled application forms will be considered for shortlisting.

Applications will close on Thursday 13<sup>th</sup> May, 2021.

NB.

Uasin Gishu County Public Service Board does not solicit for payments or recruit staff through agents/agencies. Any person purporting to undertake the recruitment exercise for a fee and/or on behalf of the County Public Service Board is a fraudster.

Uasin Gishu County is an equal opportunity employer, Women, Youth, Persons with disabilities and the marginalized are encouraged to apply.

All candidates are required to carry their Original Certificates & Testimonials, National Identity Card and Clearances from: KRA, CID, CRB, HELB and EACC during the interview period.

Secretary  
Uasin Gishu COUNTY PUBLIC SERVICE BOARD  
P.O. Box 1175- 30100  
**ELDORET**