

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF UASIN GISHU COUNTY PUBLIC SERVICE BOARD

TUESDAY 4TH MAY, 2021

INTERNAL ADVERTISEMENT OF VACANCIES

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

EDUCATION, CULTURE, SOCIAL SERVICE, YOUTH AFFAIRS AND SPORTS

A. EDUCATION, CULTURE AND SOCIAL SERVICE

1. UGC/CPSB/DIR/CH/01/21: DIRECTOR CULTURE AND HERITAGE JG Q

Basic Salary Scale: Ksh. 99,900 – 133,870 p.m. (CPSB 04)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.14, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- (i) Answerable to the Chief Officer Education, culture, and Social Services.
- (ii) Overall administrative and coordinative functions of the county culture sector.
- (iii) Policy interpretation and advice, Guidance and planning on all cultural matters and programmes at the county level.
- (iv) Overseeing coordination and implementation of all cultural programmes;
- (v) Ensuring the establishment and management of community cultural centres and art galleries;
- (vi) Endorsing registration forms for cultural practitioners;
- (vii) Ensuring that cultural practitioners from associations and committees for effective service delivery;

- (viii) Overseeing promotion of Kiswahili as a national and official language of communication as well as promotion of indigenous languages;
- (ix) Disseminating cultural information to the community;
- (x) Initiating and participating in cultural development activities identified and supported by the community;
- (xi) Overseeing implementation of community activities aimed at preserving and promoting tangible and intangible cultural diversity;
- (xii) Educating the public on cultural rights and Intellectual Property Rights;
- (xiii) Undertaking capacity building workshops, exhibitions, symposia, seminars, concerts, art and traditional food competitions and festivals to promote and empower cultural practitioners;
- (xiv) Endorsing cultural groups and individuals requiring assistance with Cultural grants;
- (xv) Documenting viable elements of Intangible Cultural Heritage (ICH) for inscription and safeguarding;
- (xvi) Monitoring and evaluation of cultural programmes and preparing necessary periodic reports;
- (xvii) Overseeing preparation of cultural groups for participation during county, national and international functions and events;
- (xviii) Ensuring the development of creative cultural industries;
- (xix) Recommending persons from the county for awards and honours as heroes and heroines;
- (xx) Mobilizing resources to empower cultural practitioners in their various cultural activities;
- (xxi) Identifying development partners and strengthening relations with existing stakeholders for cultural development and posterity;
- (xxii) Overseeing organization of events and forums and establishment of appropriate mechanisms that aim at resolving inter and intra communities conflicts at the county level;
- (xxiii) Organizing county and external cultural exchange programmes for promotion of integration and cohesion among the people of Kenya as well as engaging county cultural groups for participation in regional and international exchange programmes;
- (xxiv) Ensuring compliance of the financial and assets management systems of the Department and instituting operational accountability at the county level;
- (xxv) Implementing the Department's staff performance appraisal systems and
- (xxvi) Undertaking overall supervision, control, discipline, training and development of the staff at the county level.

Requirements for Appointment

- (i) Bachelor's degree in Social Sciences or any other relevant field from a recognized institution
- (ii) Certificate in Supervisory Skills Course lasting not less than Four (4) weeks from a recognized institution
- (iii) Be conversant with policy formulation and implementation.
- (iv) Be a strategic thinker and result oriented.
- (v) Demonstrate a thorough understanding of Devolution, the County development objectives and vision 2030.

- (vi) Satisfy the requirement of Chapter six of the Constitution of Kenya 2010 on leadership and integrity.
- (vii) Demonstrated knowledge of the relevant legislation and the Constitution of Kenya 2010.
- (viii) Seven (7) years' relevant work experience, Three (3) years of which must have been in a senior management level in an institution either in public or private sector
- (ix) Demonstrated Leadership, Communication, Interpersonal, Organizational, Negotiation and Problem solving skills and ability to build and lead cohesive teams
- (x) Be computer literate.

2. UGC/CPSB/DIR/GSS/02/21: DIRECTOR GENDER AND SOCIAL SERVICES JG. Q

Basic Salary Scale: Ksh. 99,900 – 133,870 p.m. (CPSB 04)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.14, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- (i) Responsible to the Chief Officer Education, Culture, and Social Services
- (ii) In charge of Social Services sector and County Children's Rescue centre
- (iii) Initiate Policy formulation on matters of Gender, Social Welfare, Community Development and other programmes in the sector.
- (iv) Coordinate and supervise human resource management for technical and support cadres in the sector.
- (v) Provide general administrative direction and oversight of all Gender, Social welfare and community development programs and activities to meet county objectives.
- (vi) Act as strategic and policy advisor on social services matters to the chief officer.
- (vii) Coordinate performance management for technical and support staff in the sector.
- (viii) Interpret and implement policy direction of the department.
- (ix) Oversee mainstreaming of marginalized and vulnerable groups development at the county
- (x) Oversee promotion of child rights and protection.
- (xi) Oversee the general management and operations of the county children centres and facilities.
- (xii) Conduct registration of self-help groups and projects and coordinate the group's activities.
- (xiii) Coordinate capacity building of communities on income generating activities to improve their livelihoods.
- (xiv) Coordinate the establishment and management of community social halls.
- (xv) Promote and advocate for social welfare clients.
- (xvi) Organize and coordinate Governors Christmas Tree Fund

- (xvii) Oversee monitoring and evaluation of social welfare and development programs and projects.
- (xviii) Coordinate the implementation of social welfare programs targeting vulnerable groups (elderly, Hiv, Persons with disabilities, child headed homes, Orphans and Vulnerable Children, Drugs, Alcohol and Substance Abuse etc).
- (xix) Coordinate and organization of development committee activities and programmes
- (xx) Facilitate collection of information and dissemination of the same on regular and timely basis
- (xxi) Implement Strategic Plan, prepare Work Plans, negotiate performance targets and submit monthly, quarterly or annual reports to the County Executive Committee and Chief Officer.
- (xxii) Liaise with stakeholders such as national government, agencies, charitable organizations, associations for youth, women, and persons with disabilities and other vulnerable groups to influence welfare and community development policies
- (xxiii) Any other duties assigned by the Chief Officer.

Requirements for Appointment

- (i) Bachelor's degree in Social Sciences or any other relevant field from a recognized institution
- (ii) Certificate in Supervisory Skills Course lasting not less than Four (4) weeks from a recognized institution
- (iii) Be conversant with policy formulation and implementation.
- (iv) Be a strategic thinker and result oriented.
- (v) Demonstrate a thorough understanding of Devolution, the County development objectives and vision 2030.
- (vi) Satisfy the requirement of Chapter six of the Constitution of Kenya 2010 on leadership and integrity.
- (vii) Demonstrated knowledge of the relevant legislation including international conventions, Acts of Parliament and the Constitution of Kenya 2010.
- (viii) Seven (7) years' relevant work experience, Three (3) years of which must have been in a senior management level in an institution either in public or private sector.
- (ix) Demonstrate Leadership, Communication, Interpersonal, Organizational, Negotiation and Problem solving skills and ability to build and lead cohesive teams
- (x) Be computer literate.

3. UGC/CPSB/DDIR/ED/03/21: DEPUTY DIRECTOR EDUCATION JG. P

Basic Salary Scale: Ksh. 87,360 – 121,430 p.m. (CPSB 5)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.12, 000 p.m.

Medical Cover: As provided by the County government

Duties and Responsibilities

- (i) Responsible to the Director ECDE
- (ii) Assist in the coordination, supervision and implementation of ECDE activities, policies and development programmes.
- (iii) Assist in Supervising County ECDE officers and other staff below him/her
- (iv) Liaise with ECDE stakeholders.
- (v) Act as strategic and policy advisor on ECDE matters to the Director.
- (vi) Assist in Coordinating human resource management and development for the technical and support staff in the section
- (vii) Assist in interpreting, implementing and review of policy direction of the section.
- (viii) Propose to the Director partnerships with both private and other public organizations and individuals in developing ECDE facilities and activities.
- (ix) Assist in conducting training, mentoring, and evaluating ECDE officers in the County.
- (x) Deal with regulation on establishment of new ECDE centres in the County
- (xi) Oversee the monitoring and evaluating of ECDE programmes and projects in the county
- (xii) Assist in Preparation of quarterly and annual reports detailing challenges and successes of the section
- (xiii) Oversee development and maintenance of ECDE centres
- (xiv) Liaise with other stakeholders on research and dissemination of information on ECDE development issues.
- (xv) Any other duties as may be assigned by the director or the Chief Officer.

Requirements for Appointment

- (i) Degree in Education or related field from a recognized institution of higher learning.
- (ii) Certificate in Senior Management Course (not less than 4 weeks)
- (iii) Knowledge of relevant professional standards affecting the operations including the code of ethics.
- (iv) Be conversant with policy formulation and implementation.
- (v) Be a strategic thinker and result oriented.
- (vi) Demonstrate a thorough understanding of devolution, the County development objectives and vision 2030.
- (vii) Satisfy the requirement of Chapter six of the Constitution of Kenya 2010 on leadership and integrity.
- (viii) Demonstrated knowledge of the relevant legislation and the Constitution of Kenya 2010.
- (ix) Seven (5) years' relevant work experience in an institution either in public or private sector
- (x) Demonstrate Leadership, Communication, Interpersonal, Organizational, Negotiation and Problem solving skills and ability to build and lead cohesive teams
- (xi) Be computer literate.

B. YOUTH AFFAIRS AND SPORTS

1. UGC/CPSB/DIR/ST/01/21: DIRECTOR SPORTS AND TALENT MANAGEMENT –Q

Basic Salary Scale: Ksh. 99,900 – 133,870 p.m. (CPSB 04)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.14, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties & Responsibilities

- i) Provide administrative direction and oversight of all sports programs and activities and supervise the control, issuance and maintenance of recreational sports equipment and facilities.
- ii) Supervise and Coordinate County sports officers and other officers below him/her
- iii) Enter into partnerships with both private and other public organizations and individuals in developing sport facilities and talent within the county.
- iv) Liaise with stakeholders such as sports federations, clubs and teams in conducting clinics in sports standards.
- v) Act as strategic and policy advisor on sports matters to the chief officer in the department.
- vi) Coordinate aspects of human resource management and development and performance management systems of technical and support cadres in the department.
- vii) Work with other agencies and bodies to improve the sports and other recreational facilities and enhance the use of the facilities
- viii) Collaborate with sports federations to monitor doping in sports and participate in organizing sports championship.
- ix) Oversee the monitoring and evaluation of sport programs and projects in the county
- x) Prepare quarterly and annual reports of the section detailing challenges and successes of the section
- xi) Establish and maintain standards of dress, scholarship and conduct for team travel and training and practice rules for all County Sports.
- xii) Preside over elections of sports association and supervision of sports association in the county
- xiii) Oversee development and maintenance of sports grounds, stadia and recreational facilities
- xiv) Implement and review county sports policies
- xv) Liaise with other stakeholders on research and dissemination of information on Sports development issues.

Requirements for Appointment

- i) A degree in sports science or related field from a recognized institution of higher learning;
OR
- ii) A Bachelor's Degree in any field with post graduate qualifications in Sports Science;

- iii) Certificate in a senior management course not less than four (4) weeks from a recognized institution;
- iv) Knowledge of relevant professional standards affecting the operations especially the code of ethics;
- v) Computer literate;
- vi) Satisfy the requirement of Chapter Six of the Constitution

HEALTH SERVICES

1. UGC/CPSB/DIR/ADC/01/21: DIRECTOR ALCOHOLIC DRINKS CONTROL BOARD –Q -1 Position

Basic Salary Scale: Ksh. 99,900 – 133,870 p.m. (CPSB 04)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.14, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- (i) Supervise and control the administration of the Fund
- (ii) Impose conditions on the use of any expenditure personally authorized and may impose any restriction or other requirement concerning use of expenditure;
- (iii) Cause to be kept proper books of account and other books and records in relation to the Fund as well as to all the various activities and undertakings of the Fund;
- (iv) Prepare, sign and transmit through the executive member to the Auditor-General in respect of each financial year and within three (3) months after the end thereof, a statement of accounts relating to the Fund in accordance with the relevant laws and in such details as the county treasury may from time to time direct.
- (v) Furnish such additional information as may be required for examination and audit by the Auditor-General or under any law; and
- (vi) Designate such staff as may be necessary to assist in the management of the Fund provided that such staff shall work in the Board.

Requirements for Appointment

- (i) Holder of a relevant first Degree from a University recognized by the Commission for Higher Education of Kenya.
- (ii) At least five (5) years' experience in senior management.
- (iii) Requisite experience in the fields of management & public health
- (iv) Be a person of integrity and in compliance with requirements of Chapter Six of The Constitution of Kenya 2010.

2. UGC/CPSB/DDIR/CS/02/21: DEPUTY DIRECTOR CLINICAL SERVICES –P -1 Position

Basic Salary Scale: Ksh. 87,360 – 121,430 p.m. (CPSB 5)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.12, 000 p.m.

Other Allowances applicable to the cadre and approved by SRC

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- (i) Implementing clinical service programmes , procedures, Guidelines, ethics, and quality assurance systems
- (ii) Providing clinical and family health care services in health institutions and communities
- (iii) Reviewing Medico-legal standards and guidelines
- (iv) Undertaking research on critical health issue and emerging trends
- (v) Implementing referral strategies and guidelines in liaison with other stakeholders
- (vi) Identifying skills mix and training for quality service provision in the relevant specialized service areas including Ear, Nose and Throat/Audiology, Ophthalmology and cataract surgery, Child health and Pediatrics, Anesthesia, ophthalmology, and Trauma, Epidemiology, lung and skin, Reproductive health, Dermatology and Venereology, Coroner and Forensic medicine, Medical education, Health Economics, and policy, health system management, Psychology, family and community Health Services, capacity Building for disaster management and emergency response
- (vii) Coaching and mentoring staff.

Requirement

- (i) Served in the grade of Principal Clinical Officer for a minimum period of three (3) years
- (ii) Bachelor's Degree in Clinical Medicine from recognized institution
- (iii) Masters degree in any of the following Clinical medicine, Public health, Reproductive health, Tropical Medicine, Coroner and Forensic medicine, Family Health, Health systems Management Information health, Community Health and Development, health Economic or Disaster management from recognized institution.
- (iv) Certificate of registration from the Clinical Officers Council
- (v) Certificate in strategic Leadership Development Programme lasting not less than six(6) weeks from a recognized institution
- (vi) Certificate in computer applications skills from a recognized institution
- (vii) Demonstrated professional competence and managerial capability as reflected in work performance and results

3. UGC/CPSB/DDIR/NUR/03/21: DEPUTY DIRECTOR NURSING –P -1 Position

Basic Salary Scale: Ksh. 87,360 – 121,430 p.m. (CPSB 5)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.12, 000 p.m.

Other allowances applicable to the cadre approved by SRC

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- (i) Coordinating development of policies, standards and guidelines in the provision of nursing services;
- (ii) application of the nursing process at the service delivery unit of specialization; c
- (iii) Carrying out comprehensive health needs assessment in the area of specialization;
- (iv) Formulating interventions to address identified health needs; monitoring and evaluating health care services in a health facility;
- (v) Coordinating implementation of nursing related projects and programmes; coordinating the provision of appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive health; coordinating preparation of training plans/programmes for nurses at the service delivery department; providing quantification and specifications for procurement of medical supplies and equipment; conducting research and preparing -reports;
- (vi) Advising Health/Hospital Management Team (HMT) on matters relating to Nursing Services; implementing continuing professional development programmes for nurses; preparing strategic/annual work plans in a health facility;
- (vii) Coaching and mentoring staff.

Requirements

- (i) Has served in the grade of Principal Nursing Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- (iii) Master's Degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management and leadership, Mental Health or Geriatric Nursing from a recognized institution;
- (iv) Registration Certificate issued by the Nursing Council of Kenya;
- (v) Valid practicing license from the Nursing Council of Kenya;
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vii) Certificate in computer application skills from a recognized institution; and
- (viii) Demonstrated a high degree of professional competence and administrative capability.

4. UGC/CPSB/DDIR/HPP/04/21: DEPUTY DIRECTOR HEALTH PREVENTIVE AND PROMOTIVE SERVICES –P -1 Position

Basic Salary Scale: Ksh. 87,360 – 121,430 p.m. (CPSB 5)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.12, 000 p.m.

Medical Cover: As provided by the County government

Other Allowances applicable to the cadre and approved by SRC

Terms of Service: Permanent and Pensionable

- (i) Developing health promotion policies and strategies in Liason with other stakeholders
- (ii) Monitoring and evaluating health promotion programmes, projects and activities
- (iii) Coordinating the vetting of health education/promotion information and materials
- (iv) Compiling and consolidating health operational plans(HOP)
- (v) Undertaking research and writing reports on community issues that affect health promotion
- (vi) Coordinating implantation of health promotion programmes and project
- (vii) Developing and reviewing training curricular on health promotion
- (viii) Mobilizing resources for implementation of health promotion programs and projects
- (ix) Coaching ad mentoring of staff

Requirements

- (i) Served in the grade of principal Health promotion officer for a minimum period of three(3) years
- (ii) Bachelor's degree in any of the following discipline: Health education and promotion, Health communication, community health, Medical Anthropology or Sociology from a recognized institution
- (iii) Master's Degree in health Education and promotion, public health, health communication, community health and Development from a recognized.
- (iv) Certificate in senior management course lasting not less than four (4) weeks from a recognized institution.
- (v) Certificate in compute applications skills from a recognized institution
- (vi) Demonstrated professional competence and managerial capability as reflected in work performance and skills.

5. UGC/CPSB/DDIR/AHS/05/21: DEPUTY DIRECTOR ADMINISTRATION HEALTH SERVICES –P -1 Position

Basic Salary Scale: Ksh. 87,360 – 121,430 p.m. (CPSB 5)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.12, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- (i) Formulation, Implementation, coordination and evaluation of health administration policies, services and programmes
- (ii) Coordinating major health administration functions and ensuring timely completion of tasks,
- (iii) Supervision , deployment, training and development of the health administrative staff

Requirement

- (i) Served in the grade of deputy Health administrative Officer or comparable position for minimum period of three (3) years
- (ii) A Bachelor's degree in any of the following Social Sciences: Government, Anthropology, Sociology, Business Administration, Public Administration, Commerce, Economics, Law or its recognize equivalent qualification from recognized institution
- (iii) Demonstrated outstanding professional competence and administrative ability in the management of health services in large health Institution.

LANDS, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT

A. LANDS AND HOUSING

1. UGC/CPSB/DIR/H/01/21: DIRECTOR HOUSING –Q

Basic Salary Scale: Ksh. 99,900 – 133,870 p.m. (CPSB 04)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.14, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties & Responsibilities

- (i) Administer performance based management system in the department
- (ii) Coordinate preparation of policy papers on Housing
- (iii) Reviewing policies on Housing, slum upgrading, data management and human capacity development in the department in the county
- (iv) Overseeing research of new and emerging housing technologies
- (v) Identify land for housing development
- (vi) Planning, monitoring and evaluation housing projects
- (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

Requirements for Appointment

- (i) Bachelor's degree in any of the following disciplines:- Urban Planning, Real Estates Management 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) Member of a professional body
- (iv) Be conversant with policy formulation and implementation.
- (v) Be a strategic thinker and result oriented.
- (vi) Demonstrate a thorough understanding of Devolution, the County development objectives and vision 2030.
- (vii) Satisfy the requirement of Chapter six of the Constitution of Kenya 2010 on leadership and integrity.
- (viii) Be computer literate

B. PHYSICAL PLANNING AND URBAN DEVELOPMENT

1. UGC/CPSB/DDIR/PP/02/21: DEPUTY DIRECTOR PHYSICAL PLANNING –P

Basic Salary Scale: Ksh. 87,360 – 121,430 p.m. (CPSB 5)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.12, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties & Responsibilities

- i) Providing advice to the County Government of Uasin Gishu on physical planning and Urban Development matters;
- ii) Formulating regional and local physical development policies, guidelines and strategies; Ensuring proper physical planning practice in urban and rural areas;
- iii) Initiating research and innovation on urbanization strategies and policies and any other matter arising out of planning activities;
- iv) Planning and managing physical planning projects/ programmes at the county in collaboration with National Land Commission and County Government;
- v) Collaborating and partnering with local, regional and international stakeholders Preparing annual state of physical planning in the county reports;
- vi) Preparing and implementing the performance targets, work plans and contract;
- vii) Managing, mentoring and developing staff.

Requirements for Appointment

- i) Bachelor's degree in urban and regional planning, urban planning, urban management planning
Seven (7) years' experience in relevant field

- ii) Registered with physical planning registration board
- iii) Cooperate member of planner's professional body

2. UGC/CPSB//TM/03/21: TOWN MANAGER –MOIS BRIDGE –P

Basic Salary Scale: Ksh. 87,360 – 121,430 p.m. (CPSB 5)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.12, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- (i) Answerable to the board and implement the decisions and functions of the board as per Urban Areas and Cities Act,2011 Section 20 and 21
- (ii) Manage Administration in accordance to the Urban and Cities Areas Act, 2011 and applicable legislations.
- (iii)Formulation and implementation of policies, strategies, plans and programs
- (iv)Develop, implement an integrated Development Plan and monitor its progress
- (v) Act on behalf of the Township Board by ensuring the execution of the decisions of the Board
- (vi)Prepare and present for approval to the Board of the Township, an annual estimate of revenue and expenditure.
- (vii) Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board and the civil society, private sector and community-based organizations;
- (viii) Prepare, and submit to the Board an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the Township.
- (ix)Act as Board Secretary and as an ex-officio member of all committees of the Board; and
- (x) Exercise supervision over all departments and agencies of the Township and coordination of its activities
- (xi)Enforce the provisions of this Charter, Township By-laws, and all applicable laws; and other Township decisions;
- (xii) Prepare and administer the annual Township budget;
- (xiii) Administer Township utilities and property;
- (xiv) Encourage and support regional and intergovernmental cooperation;
- (xv) Promote cooperation among the Board of the Township, staff and citizens in developing Township policies and building a sense of community;
- (xvi) Exercise such other powers as may be prescribed by Charter, by-laws and applicable laws.
- (xvii) Any other duties as directed by the Board

Requirements for Appointment

- (i) Is a citizen of Kenya;

- (ii) Have a Bachelor's degree in Business Administration, Business Management, Public Administration, Urban Planning and Management or any other related field from a recognized University, a Master's degree will be an added advantage
- (iii) Has proven experience of not less than five years in administration or management either in the public or private sector.
- (iv) Must be an active member of a relevant professional body;
- (v) Excellent communication and interpersonal skills, demonstrate a thorough understanding of Socio-Economic dynamics
- (vi) Be a strategic thinker and result oriented with wide knowledge in Urban Development Policies and Financial Management;
- (vii) Must have proven experience of not less than five years in Administration or Management either in Public or Private sector;
- (viii) Must be a Computer literate; and
- (ix) Must be result oriented with excellent report writing, analytical and problem solving skills.

ENVIRONMENT, WATER, TOURISM, NATURAL RESOURCES AND WILD LIFE DEVELOPMENT

1. UGC/CPSB/DDIR/WS/01/21: DEPUTY DIRECTOR WATER AND SANITATION –P

Basic Salary Scale: Ksh. 87,360 – 121,430 p.m. (CPSB 5)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.12, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i) To be liaison with the government ministries, agencies and national training institutions;
- ii) To chair and participate in routine and other meetings;
- iii) To be responsible for the follow-up of the decisions, recommendations and other outcomes of the public service board;
- iv) To report all activities of the Director Water services;
- v) To monitor the county budgets (national and county), with the Director, and on timely and necessary changes adaptation to procedures, in order that funds are released;
- vi) To assist in briefings at senior officers level in the collaborating ministries and county administrations to raise awareness of the department objectives and strategy –and to ensure the smooth running of department;
- vii) To supervise the identification of resource persons who can give a professional, or otherwise significant, contributions to the water technology, community management, financial management, sanitation, or environmental conservation components.

Requirements for Appointment

- i) Bachelor's degree in water quality or waste water treatment technology
- ii) 3 years' experience
- iii) People and leadership skills
- iv) Satisfy the requirement of Chapter six of the Constitution of Kenya 2010 on leadership and integrity.
- v) Be computer literate.

2. UGC/CPSB/DDIR/ENV/02/21: DIRECTOR ENVIRONMENT –Q

Basic Salary Scale: Ksh. 99,900 – 133,870 p.m. (CPSB 04)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.14, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- (i) Planning and supervision of the relevant division's programmes and activities.
- (ii) Organization, direction, control and co-ordination of the functions of the division.
- (iii) Interpreting and applying national and county laws and other related statutes in the relevant division in line with the county goals and objectives.
- (iv) Participating in developing appropriate county departmental policies, legal and institutional frameworks for implementation of the mandate of the division.
- (v) Handling administrative, Human Resources and assets management issues.
- (vi) Oversee preparation of annual work plans and financial budgets
- (vii) Ensuring strict compliance with all financial, budgetary and procurement procedures
- (viii) Co-ordination of production, documentation and dissemination of the relevant division's information.
- (ix) Provide advice and guidance in recruiting, hiring and staff development.
- (x) Perform other duties that may be assigned from time to time by the Chief Officer.

Requirements for Appointment

- (i) Bachelor's degree from a recognized University in the relevant field.
- (ii) A Master's degree in the relevant field will be an added advantage

- (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) Demonstrate a high degree of professional and technical competence as reflected in work performance and results.
- (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.

**ROADS, TRANSPORT, ENERGY AND PUBLIC WORKS
DEPARTMENT OF ROADS AND TRANSPORT**

DEPUTY-DIRECTOR FOR ROADS

1. UGC/CPSB/DDIR/RDS/01/21: DEPUTY DIRECTOR ROADS –P

Basic Salary Scale: Ksh. 87,360 – 121,430 p.m. (CPSB 5)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.12, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- (i) Identify and prioritize roads infrastructure projects; Reconstruction of roads, upgrading gravel roads, by-passes, interchanges, bridges, non- motorised roads etc;
- (ii) Design and prepare BOQs, cost estimates and tender documents for roads, bridges and all other related infrastructure;
- (iii) Supervise construction works, project management and contract administration;
- (iv) Identifying suitable sources of development funds and preparing proposals;
- (v) Prepare section budget plan;
- (vi) Section project reports-monthly, quarterly and annual;
- (vii) M & E of annual budget/targets and strategic plan targets;
- (viii) Co-ordinate, general administration, control, discipline and training of the departmental staff
- (ix) Staff supervision and performance management;
- (x) Undertake Training Needs Assessment and Planning for staff
- (xi) Development and maintenance of county roads;

- (xii) Material testing and advice on usage;
- (xiii) Protection of road reserves;

Requirements for Appointment

- (i) Be a Kenyan citizen;
- (ii) Be a holder of a degree in Civil Engineering or an equivalent from a recognized university in Kenya;
- (iii) Be registered as a practicing Engineer by the Engineers Registration Board in Kenya and a member of the Institute of Engineers of Kenya;
- (iv) Must be in good professional standing of not less than two (2) years post Board registration;
- (v) Must have relevant knowledge, experience and a distinguished career in Engineering services of five (5) years in the public service or equivalent in the private sector;
- (vi) Demonstrated self-drive and proven leadership;
- (vii) Certificate in management or supervisory course lasting not less than Four (4) weeks will be an added advantage;
- (viii) Certificate in computer applications and Computer Aided Design Software;
- (ix) Thorough knowledge and understanding of the County Government goals;
- (x) Satisfied the requirement of Chapter six (6) of the Constitution of Kenya, 2010

FINANCE AND ECONOMIC PLANNING

A. ECONOMIC PLANNING

1. UGC/CPSB/DDIR/EP/01/21/: DEPUTY DIRECTOR ECONOMIC PLANNING –P

Basic Salary Scale: Ksh. 87,360 – 121,430 p.m. (CPSB 5)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.12, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- (i) Coordination of the County economic planning function and budget preparation;
- (ii) Formulation of development strategies and programmes; analysing Budget Estimates;
- (iii)Analysing project proposals; developing budget systems;
- (iv)Team leader in resource allocation; and analyzing programme performance targets.

Requirements for Appointment

- i) For appointment to this grade, an officer must have;
- ii) (i) Must have a degree in a financial related discipline from a recognized university;
- iii) (ii) At least 5 years' experience in a related field of planning and budgeting;

- iv) (iii) attended and successfully completed a senior management course lasting not less than four (4) weeks from a recognized institution; and
- v) (iv) shown merit and ability in related work performance
- vi) (v) Demonstrated analytical skills that allow for interpretation of economic related information

B. FINANCE

1. UGC/CPSB/DDIR/IA/02/21/: DEPUTY DIRECTOR INTERNAL AUDIT SERVICES-P

Basic Salary Scale: Ksh. 87,360 – 121,430 p.m. (CPSB 5)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.12, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i) Assist the Head of Internal Audit to establish the risk based audit work plan consistent with county objectives and submitted to Audit Committee for approval.
- ii) Assist Head of Internal Audit to communicate plans for engagement and resources requirements for Internal Audit function
- iii) Assist initiating and formulating internal Audit policies, strategies and regulations
- iv) Assist in ensuring that Innovative approaches are used in performing independent assessment of the system Control and efficiencies to improve internal audit operations
- v) Assist to communicate assigned tasks to the engagement team and ensure high quality , accurate and efficient results
- vi) Assist in analyzing the impact of Internal Audit policies and regulations
- vii) Assist in carrying out special Audit as requested by County Audit Committee and the Accounting officers
- viii) Assist in providing management with consulting services to improve overall County Government operations
- ix) Assist to coordinate efforts with external Auditors
- x) Assists in preparing timely and accurate Audit reports for presentation to the management and Audit Committee
- xi) Assist the Head of Internal Audit in continuously improving the Audit Process through new tool and techniques
- xii) Assist in conducting follow up Audits to ensure implementation of Audit Recommendations
- xiii) Confirming compliance with laws, statutes, regulations an Government Guidelines
- xiv) Assist in ensuring training and development and Appraisal of Audit staff is undertaken

- xv) Any other duties as may be assigned

Job Requirements

- i) Bachelor degree in any of the following Disciplines:- Economics, Commerce, Business Management, Business administration or related studies from a recognized university.
- ii) Seven (6) years' experience, Three (4) years of which must have been in a senior position in an institution either public or private sector.
- iii) Certificate in Senior Management not lasting less than four(4) weeks from a recognized institution.
- iv) Possession of postgraduate qualification in the relevant field will be added advantage
- v) Be in possession of CPA (K) and or institute of Internal Auditors
- vi) Be registered member of a professional body
- vii) Have capacity to work under pressure to meet strict timeliness.
- viii) Be a strategic thinker, results oriented and team player
- ix) Good communication and interpersonal skills
- x) Sound knowledge of relevant regulations and policies
- xi) Satisfies the requirements of Chapter Six of The Constitution
- xii) Be computer literate

TRADE, INDUSTRIALIZATION, ICT AND E-GOVERNMENT

A. ICT AND E-GOVERNMENT

1. UGC/CPSB/DDIR/ICTO/01/21: DEPUTY DIRECTOR ICT OPERATIONS–P

Basic Salary Scale: Ksh. 87,360 – 121,430 p.m. (CPSB 5)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.12, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties and 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 organisation
- (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 and competencies for appointment

- (i) Be a Kenyan citizen
- (ii) Bachelor's degree in computer science, Information Technology or a related field from a recognized university. A master's degree is an added advantage
- (iii) Technical knowledge and skills in Information systems development, networking, administration, support, maintenance & security.
- (iv) A minimum of ten (10) years' experience in relevant work and at least three (4) years in a supervisory role in the Public Service or in the Private Sector;
- (v) Professional certification such as Certified Computer Network Professional (CCNP), CCNA, MCSE, MCSA, MCSD, Oracle Certified Database administrator OCDBA, Microsoft Certified databases Administrator MCDBA, IT Project Management or their equivalent qualification from a recognized institution. Certification in Project management is an added advantage.
- (vi) Member of an ICT professional body.
- (vii) Demonstrated merit and ability as reflected in work performance and results.
- (viii) Satisfy the requirement of chapter six of the constitution of Kenya 2010

B. TRADE AND INDUSTRIALIZATION

1. UGC/CPSB/DDIR/LIC/02/21: DEPUTY DIRECTOR LICENSING –P

Basic Salary Scale: Ksh. 87,360 – 121,430 p.m. (CPSB 5)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.12, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i) Assist the Director Licensing and Compliance
- ii) Compiling reports on all businesses captured in the GIS Mapping and manual documentation
- iii) Assist staff in resolving operational challenges
- iv) Ensure all businesses are licensed in time
- v) Report any cases of misconduct to the Chief Officer for immediate attention
- vi) Maintain good ethical relationship for smooth performance of functions

- vii) Identify designated areas for outdoor advertising
- viii) Bring to the attention of the Chief Officer the sizes and charges of advertising boards
- ix) Compile and forward to Chief Officer weekly, monthly and quarterly reports on revenue and staff targets
- x) Ensure that the office is appropriately furnished
- xi) Participate in rapid Response Initiative on revenue mobilization to meet the Department's targets
- xii) Perform any other duties that may be called upon to perform from time to time

Requirements for Appointment

- i) Bachelors degree in a business related discipline
- ii) A Masters in Business/Management is an added advantage
- iii) At least five years working experience in a similar position
- iv) Proficiency in English and Kiswahili both written and oral
- v) Interpersonal Communication skills
- vi) Team player and leadership qualities

AGRICULTURE, LIVESTOCK DEVELOPMENT AND FISHERIES

A. LIVESTOCK DEVELOPMENT AND FISHERIES

1. UGC/CPSB/DDIR/LIV/01/21: DEPUTY DIRECTOR LIVESTOCK –P

Basic Salary Scale: Ksh. 87,360 – 121,430 p.m. (CPSB 5)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.12, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties & Responsibilities

- i) Deputize County Director of Livestock Production in all aspects within the County,
- ii) Be subject matter in one of the livestock production enterprise,
- iii) Participation in monitoring and evaluation of projects and programmes in the County
- iv) Coordination of the preparation and implementation of work plans and budgets for the department,
- v) Promotion of collaboration of stakeholder participation in extension delivery
- vi) Coordination of field days, exhibitions and shows/trade fairs
- vii) Preparation and implementation of performance contract in the department
- viii) Mainstreaming Integrity Assurance in projects and programmes
- ix) Appraising staff
- x) Coordination of Compilation of periodic reports

Requirements for Appointment

- i) Bachelors of Science degree in any of the following disciplines: Animal Science/Animal Production, Animal Health Management, Agriculture, Natural Resource Management or other relevant and equivalent qualification from recognized University
- ii) Have minimum Five (5) years' relevant experience, Three (3) of which must be in a management position or equivalent positions either in the Public Service or Private sector in livestock development
- vii) Certificate in a senior management course not less than four (4) weeks from a recognized institution;
- iii) Shown merit in field of specialization
- iv) Demonstrate high degree of professional competence and managerial ability
- v) Have in depth and practical knowledge of collaborative stakeholder intervention at different levels

B. AGRICULTURE

1. UGC/CPSB/DDIR/AGR/02/21: DEPUTY DIRECTOR AGRICULTURE –P

Basic Salary Scale: Ksh. 87,360 – 121,430 p.m. (CPSB 5)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.12, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties & Responsibilities

- i) Deputize Director to oversee the overall management and operations of the department
- ii) Participate in preparation and implementation of work plans and budgets for the department
- iii) Implement performance contracting and management of agricultural section staff to enhance efficiency in resource utilization and effectiveness in service delivery
- iv) Develop management strategies to ensure food and nutrition security while monitoring the implementation of specific safety net policies at county level
- v) Ensure effective and timely deployment of staff across the various departmental sections and
- vi) Monitor and evaluate efficiency and effectiveness of service delivery methods and procedures
- vii) Effective coordination of activities of the agricultural technical services in the County
- viii) Develop linkages within the agricultural sector and with other relevant stakeholders including National and regional organizations for Agricultural development
- ix) Facilitate the development of agriculture, livestock and fisheries micro enterprises value addition and business plans in the county

- x) Identify impediments and constraints to implementation of policies and programmes and projects in the County
- xi) Design and implement well prioritized and competitive programmes and projects for the County
- xii) Set long term goals for the development of agriculture in the County and mainstream Integrity Assurance in projects and programmes
- xiii) Take an active role in the formulation Review and implementation of County Specific Agricultural policies
- xiv) Implement the National and county specific agricultural and livestock policies and legislation
- xv) Develop and enact bills and regulatory frameworks for county specific policies
- xvi) Interpret and apply the Agricultural Act and other related statutes in line with department's goals and objectives

Requirements for Appointment

- i) Bachelor's Degree in Agriculture, Home Economics, Crop production, Agronomy, Horticulture, Agribusiness or related field
- ii) Certificate in a senior management course not less than four (4) weeks from a recognized institution.
- iii) Demonstrated knowledge of the relevant legislation including the Constitution of Kenya, County Government Act, 2012
- iv) Ability to build and lead cohesive teams
- v) Meet the requirements of Chapter Six of the Constitution of Kenya.
- vi) Have minimum Five (5) years' relevant experience in management Two (2) of which must be in a management position or equivalent positions either in the Public Service or Private sector
- vii) Computer literacy
- viii) Demonstrated knowledge of the budgeting process

Devolution, Administration and Public Service Management

A. Devolution and Administration

1. UGC/CPSB/SCA/01/21: SUB COUNTY ADMINISTRATOR –Q -2 POSITIONS

Basic Salary Scale: Ksh. 99,900 – 133,870 p.m. (CPSB 04)

House Allowance: Ksh.28, 000

Commuter Allowance: KShs.14, 000 p.m.

Medical Cover: As provided by the County government

Terms of Service: Permanent and Pensionable

Duties & Responsibilities

- i) Organizing, coordinating, managing and supervising the general administrative functions in the Sub-County;
- ii) Implementing and maintaining effective service delivery standards;
- iii) Coordinating developmental activities to empower the community;
- iv) Providing and maintaining infrastructures and facilities of Public Sector;
- v) Facilitating and coordinating citizen participation in development of policies and delivery of service;
- vi) Preparing progress reports for management in accordance with approved reporting formats and ensuring timely submission;
- vii) Ensure timely, efficient communication and coordination of all Sub- County activities;
- viii) Participating in development of the annual work plan budget and policies, ensuring strict compliance with the relevant statutes;
- ix) Ensuring compliance with National Values and Principles of Good Governance as outlined in Article 10 and 232 of the Constitution of Kenya, 2012;
- x) Ensuring operationalization of service delivery in all the devolved unit in the Sub-County;
- xi) Ensuring efficient management of resources and co-ordination of County Government resources; and ,
- xii) Performing any other functions as directed by the supervisor

Requirements for Appointment

- i) Have vast knowledge, experience and distinguished career of not less than of 8 year, of which at least 4 years in a senior position in Administration and Management in the Public Service or Private Sector.
- ii) Bachelor's degree in any of the following Social Sciences: Public Administration, Business Management/ Administration, Strategic management, or equivalent qualification from a recognized institution;
- iii) Master's degree in any of the following Social Sciences: Public Administration, Business Management/Administration, Human Resource Management, Strategic Management, Finance, Economics or equivalent qualification from a recognized institution;
- iv) Fulfilled all the requirements of Chapter Six (6) of the Constitution of Kenya,
- v) Proven communication, proficiency in computer applications and report writing skills; and have capacity to work under pressure to meet strict deadlines
- vi) Demonstrated thorough understanding of Devolution, the County Development objectives/ National Goals policies and Vision
- vii) Have thorough knowledge of structural, legislative and regulatory framework of the Public Service and Administration
- viii) Have ability to work under in a multi-ethnic environment with sensitivity and respect for
- ix) Leadership/ Management course lasting not less than four (4) weeks from a recognized institution.
- x) Demonstrated high degree of professional and technical competence as reflected in work performance and results.
- xi) Membership of any relevant Professional body will have an added advantage.

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 **TUESDAY, 11th 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.

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