



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF BUSIA
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 1103 – 50400



ADVERTISEMENT

Pursuant to Article 235(1)(b) of the Constitution of Kenya 2010 and Section 59(1)(b) of the County Governments Act No. 17 of 2012; the County Public Service Board of Busia invites applications from suitable and qualified persons to fill vacant positions in the County Government on **Permanent and Pensionable terms of service** as follows:

S/NO.	DESIGNATION	JOB GROUP	NO. OF POSTS	ADVERT NO.
DEPARTMENT OF WATER, IRRIGATION, ENVIRONMENT, NATURAL RESOURCES & CLIMATE CHANGE				
1.	Deputy Director Water Services (Development).	Q	1	CPSB/45/2023
2.	Deputy Director Irrigation	Q	1	CPSB/46/2023
3.	Deputy Director Natural Resources	Q	1	CPSB/47/2023
4.	Deputy Director Environment	Q	1	CPSB/48/2023
DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES, CLIMATE CHANGE, BLUE ECONOMY & AGRIBUSINESS				
5.	Deputy Director Agribusiness	Q	1	CPSB/49/2023
6.	Deputy Director Veterinary Services	Q	1	CPSB/50/2023
7.	Deputy Director Livestock Production	Q	1	CPSB/51/2023
8.	Deputy Director Fisheries (Blue Economy)	Q	1	CPSB/52/2023
DEPARTMENT OF FINANCE, ICT & ECONOMIC PLANNING				
9.	Director Accounting Services	R	1	CPSB/53/2023
10.	Director Internal Audit	R	1	CPSB/54/2023
11.	Deputy Director Revenue	Q	1	CPSB/55/2023
12.	Deputy Director Internal Audit	Q	1	CPSB/56/2023
13.	Deputy Director Accounting Services	Q	1	CPSB/57/2023
14.	Deputy Director Budget	Q	1	CPSB/58/2023
15.	Deputy Director Economic Planning	Q	1	CPSB/59/2023
16.	Deputy Director Information, Communication Technology	Q	1	CPSB/60/2023
DEPARTMENT OF ROADS AND INFRASTRUCTURE				
17.	Deputy Director Roads	Q	1	CPSB/61/2023
18.	Deputy Director Public Works	Q	1	CPSB/62/2023
19.	Deputy Director Energy	Q	1	CPSB/63/2023
DEPARTMENT OF PUBLIC SERVICE, ADMINISTRATION AND GENDER AFFAIRS				
20.	Deputy Director Gender Affairs	Q	1	CPSB/64/2023
DEPARTMENT OF SPORTS, CULTURE AND SOCIAL SERVICES				
21.	Director Tourism	R	1	CPSB/65/2023
22.	Deputy Director Tourism	Q	1	CPSB/66/2023
23.	Deputy Director Youth Development	Q	1	CPSB/67/2023
24.	Deputy Director Sports	Q	1	CPSB/68/2023
25.	Deputy Director Culture and Social Services	Q	1	CPSB/69/2023
26.	Deputy Director Alcoholic Drinks and Drug Abuse	Q	1	CPSB/70/2023
DEPARTMENT OF TRADE, INVESTMENT, INDUSTRY AND CO-OPERATIVES				
27.	Director Industry	R	1	CPSB/71/2023
28.	Deputy Director Industry	Q	1	CPSB/72/2023
29.	Deputy Director Trade (Trade & Markets)	Q	1	CPSB/73/2023

30.	Deputy Director Co-operatives	Q	1	CPSB/74/2023
31.	Deputy Director Co-operatives Enterprise Development Fund	Q	1	CPSB/75/2023
32.	Deputy Director Co-operative Audit	Q	1	CPSB/76/2023
GOVERNORSHIP				
33.	Deputy Director Disaster Management	Q	1	CPSB/77/2023
34.	Deputy Director Public Communications	Q	1	CPSB/78/2023
DEPARTMENT OF EDUCATION AND VOCATIONAL TRAINING				
35.	Deputy Director Early Childhood Development & Education	Q	1	CPSB/79/2023
36.	Deputy Director Vocational Training	Q	1	CPSB/80/2023
TOTAL			36	

JOB SPECIFICATIONS AND REQUIREMENTS FOR APPOINTMENT

1. DEPARTMENT OF WATER, IRRIGATION, ENVIRONMENT, NATURAL RESOURCES & CLIMATE CHANGE

a) Deputy Director Water Services Development– Job Group ‘Q’ One (1) Post, Advert No. CPSB/45/2023

Reporting to the Director Water Services

Duties and Responsibilities

- i) Participating in preparation of professional and quality standards for construction of water supply and sewerage infrastructure;
- ii) Supervising the construction of water and sewerage works undertaken directly or by contract;
- iii) Formulating, monitoring and evaluating physical and financial progress of development projects and programs;
- iv) Verifying technical tender documents on water supply and sewerage infrastructure
- v) Formulating water pricing policies and strategies for rural and urban water and waste water systems;
- vi) Formulation and development of resource mobilization tools.
- vii) Any other duties that may be assigned from time to time.

Requirements for Appointment

- i) Must have served in the position of Chief Superintending Engineer Water and Sewerage for a minimum period of three (3) years;
- ii) Bachelors of Science degree in Civil/ Water Engineering, Environmental Engineering, Geology, Earth Science, Water and Environment Science or equivalent from a recognized institution;
- iii) Master’s degree in any of the following areas; Civil/Water Engineering or equivalent from a recognized institution will be an added advantage.
- iv) Be registered by the Engineers Registration Board of Kenya (EBK) /Kenya Technologists Registration Board (KETRIB) /NEMA/Environmental Institute of Kenya (EIK) and be in good standing
- v) Valid annual practicing License from the Engineers Registration Board of Kenya (EBK)
- vi) Certificate in Strategic leadership development program (SLDP) or an equivalent lasting not less than six (6) weeks from a recognized institution;
- vii) Certificate in computer applications from a recognized institution.
- viii) Must have demonstrated general administrative ability required for direction, control and implementation of water and sewerage engineering programs and projects.

b) Deputy Director Irrigation Job Group ‘Q’ One (1) Post- Advert No. CPSB/46/2023

Duties and Responsibilities

- i) Formulating policies, standards, programs and projects for Irrigation and Land reclamation development
- ii) Promoting research, development and innovation in Irrigation Sector for Effective and efficient provision of irrigation and land Reclamation Services.
- iii) Coordinating the planning, design, construction, operation and maintenance of irrigation systems
- iv) Coordinating training of graduate engineers and technicians
- v) Supervising preparation of irrigation tender documents
- vi) Validating reports on socio-economic and environmental impact of irrigation development
- vii) Carrying out monitoring and evaluation of programs and projects
- viii) Preparing periodic reports on irrigation and Land reclamation
- ix) Any other duties that may be assigned from time to time

Requirements for appointment

- i) Must have served in the position of Chief Superintending Engineer (Irrigation) for a minimum period of three (3) years
- ii) Bachelors of Science degree in Agricultural Engineering, Agricultural and Bio-Systems Engineering, Bio-Mechanical and processing or Soil and Water Engineering, Environmental Engineering from a recognized institution.
- iii) Master's Degree in any of the following disciplines: Agricultural Engineering, Agricultural and Bio-systems Engineering, Soil and Water Engineering, Environmental Engineering and Management, Water Resources Engineering, Irrigation Engineering or equivalent qualification from a recognized institution will be an added advantage.
- iv) Registration by the Engineers Registration Board of Kenya (EBK) /Kenya Technologists Registration Board (KETRIB) /NEMA/Environmental Institute of Kenya (EIK) and be in good standing.
- v) Certificate in Strategic Leadership Development Program (SLDP) lasting a minimum of six (6) weeks or its equivalent
- vi) Certificate in computer applications from a recognized institution
- vii) Have demonstrated general managerial, administrative and professional competence in work performance.

c) Deputy Director Natural Resources, Job Group 'Q' One (1) Post - Advert No. CPSB/47/2023

Reporting to the Director; He/ She will assist the director in the following functions

Duties and responsibilities

- i) Formulating, developing and implementing natural resource policies, legislation, strategies and action plans for natural resources management programs.
- ii) Evaluating and verifying employee performance through the review of completed work assignments and work techniques.
- iii) Organizing and participating in environment and natural resources meetings
- iv) Conducting advocacy, image building and publicity campaigns on environment and natural resources
- v) Ensuring safe custody of databases on environment and natural resources
- vi) Conceptualizing research and development needs
- vii) Undertaking monitoring, evaluation and reporting
- viii) Collaborating and liaising with stakeholders and development partners
- ix) Overseeing preparation of annual work plans and financial budgets and coordinate activities by scheduling work assignments, setting priorities and directing the work of subordinate employees.
- x) Supervising programs, controlling and coordinating functions in the natural resource section.

- xi) Developing, implementing and evaluating the division's strategic plans, programs and projects in collaboration with other departments and stakeholders to manage County Natural Resources
- xii) Monitoring the implementation of projects according to work plans to ensure quality assurance and outputs.
- xiii) Coordinating prospecting and mining of Natural Resources (granting, renewing and revoking artisanal mining permits, maintaining a register of artisanal miners and maintaining fair-trade)
- xiv) Any other duties that may be assigned from time to time by The Director

Requirements for appointment

- i) Must have served in a position of Assistant Director of Environment and Natural Resources and mining for a minimum period of three (3) years
- ii) Bachelor's Degree in any of the following disciplines: – Natural Resource Management, Geology, Mining, Bio Resource Conservation, Environmental Conservation, Coastal and Marine Resource Management, Environmental Science, Environmental Conservation and Natural Resource, Conservation Biology or any other related discipline from a recognized institution.
- iii) Master's degree in Environmental Science, Land and Water Management, Range Management, Meteorology, Limnology and Hydrology, Natural Resource Management, Environmental Economics, Environmental Law, Climate Change Adaptation or any other related discipline from a recognized institution will be an added advantage.
- iv) Demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of natural resource function
- v) Be conversant with County Government operations and demonstrate understanding of its operations
- vi) Be a member of a professional body in good standing.
- vii) Must have attended Strategic Leadership Development Program Course lasting not less than Six (6) weeks or its equivalent from a recognized institution
- viii) Have a certificate in computer applications from a recognized institution.

d) Deputy Director Environment, Job Group 'Q' One (1) Post, Advert No. CPSB/48/2023

Duties and responsibilities

- i) Formulating policies and plans for natural resources management programs.
- ii) Coordinating all aspects of pollution control, waste management, recycling, environmental health and conservation.
- iii) Evaluating and verifying employee performance through the review of completed work assignments and work techniques.
- iv) Overseeing preparation of annual work plans and financial budgets and coordinating activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- v) Supervising programs, controlling and coordinating functions;
- vi) Formulating, developing and implementing environment policies, legislation, strategies and action plans for natural resources management programs.
- vii) Organizing and participating in environment and natural forestry meetings
- viii) Conducting advocacy, image building and publicity campaigns on environment and forestry
- ix) Assisting in formulating policies, procedures, plans for existing and new natural resources management programs and ensure the evaluation and enforcement of environmental laws and regulations.
- x) Implementing and evaluating relevant divisional structures, plans, programs and projects in the environmental sector.

- xi) Developing, implementing and evaluating the divisions strategic plans, programs and projects in collaboration with other departments and stakeholders
- xii) Monitoring the implementation of projects according to work plans to ensure quality assurance and outputs.
- xiii) Developing appropriate County departmental policies, legal and institutional frame works for implementation of the mandate of the divisions.

Requirements for appointment

For appointment to this position, the officer Must: -

- i) Have served in a position of Assistant Director Environmental and Natural resources, or in a comparable and relevant position in the Public Service for at least 3 years
- ii) Have a Bachelor's degree in any of the following disciplines: Environmental Science and Management, Aquatic Science, Natural Resource Management, Forestry, Wildlife Management, Environmental Economics, Environmental Biology, Conservation, Range Science, Tourism, Geospatial Information and Remote Sensing, Biodiversity System Engineering, Water Resource Management and any other equivalent course from any recognized institution.
- iii) Master's degree in any of the following disciplines; Environmental Economics, Natural Resources Management, Aquatic Sciences, Environmental Education, Zoology, Health, Chemistry, Agriculture, Plant and Water Management and any other related field from a recognized institution will be an added advantage.
- iv) Be a member of a professional body and in good standing (Lead expert in EIA/EA) with NEMA, Member of Environmental Institute of Kenya (EIK).
- v) Certificate in Strategic Leadership Development Program lasting a minimum of six (6) weeks from or its equivalent a recognized institution;
- vi) Have certificate in computer applications from a recognized institution
- vii) Have demonstrated a general managerial, administrative and professional competence in work performance.

2. DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES, CLIMATE CHANGE, BLUE ECONOMY & AGRIBUSINESS

a) Deputy Director Agriculture (Agribusiness), Job Group "Q" (1 Post), Advert No. CPSB/49/2023

Duties and Responsibilities

Duties will be as follows: -

- i) Innovating and implementing strategic plans and objectives of the Directorate
- ii) Handling technical and administrative, human resource, budgetary and assets management issues.
- iii) Team building and setting performance targets and standards.
- iv) Addressing stakeholders concerns and instituting operational accountability
- v) Cost effective researching to advance County Agriculture priorities
- vi) Modernize and make extension services responsive to customer needs
- vii) Update and rationalize technical training
- viii) Maximize sustainable gains from crop development activities
- ix) Device and apply strategies to maximize value of land and optimize its use for alternative purpose
- x) Enhance synergies between the Directorate and stakeholders
- xi) Enhance gainful co-operation between the Directorate and local/International Stakeholders

Requirement for appointment

For appointment to this position, an officer must have;

- i) Served in the position of Assistant Director Agriculture or in a comparable and relevant position in the Public Service for a minimum period of three (3) years,
- ii) Bachelor's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agricultural Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agricultural Education or any other relevant equivalent qualification from a recognized institution; and
- iii) Master's degree in any of the following disciplines: - Food Science, Home Economics, Agriculture, Horticulture, Agricultural Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agricultural Education or any other relevant equivalent qualification from a recognized institution will be an added advantage;
- iv) Certificate in computer applications from a recognized institution;
- v) Certificate in Strategic Leadership Development Program Course lasting not less than six (6) weeks or its equivalent from a recognized institution
- vi) Demonstrated a high degree of administrative, technical and professional competence in work performance and results.

b) Deputy Director Veterinary Services, Job Group 'Q' - One Post, Advert No. CPSB/50/2023

Duties and responsibilities

Duties and responsibilities at this level will entail: -

- i) Organizing disease research, investigations, monitoring and mapping;
- ii) Evaluating export/imports request documents and making appropriate recommendations;
- iii) Coordinating programmes on control and eradication of epizootic and zoonotic diseases and pests;
- iv) Carrying out investigations on antimicrobial and acaricidal resistance;
- v) Undertaking postmortem examination and other diagnostic tests; interpreting laboratory results and making appropriate recommendations;
- vi) Organizing stakeholders' training, seminars, workshops, field days, shows, exhibitions, conferences on vector control programmes, animal health, breeding, welfare and good veterinary practices;
- vii) Compiling technical reports;
- viii) Leading team(s) in inspecting, grading and licensing plants processing animal products and transport carriers/containers;
- ix) Enforcing food safety and quality assurance regulations in local and export slaughter houses and other animal product processing plants;
- x) Issuing animal health certificates;
- xi) Planning field efficacy trials for drugs vaccines and acaricides;
- xii) Disseminating information on animal health, products and markets;
- xiii) Collaborating with stakeholders in providing veterinary services;
- xiv) Undertaking forensic investigations and compiling appropriate reports;
- xv) Offering veterinary services at major ports of entry.

Requirements for Appointment

For appointment to this position an officer must: -

- i) Have served in the position of Assistant Director of Veterinary Services for a minimum period of three (3) years
- ii) Be in possession of a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution.
- iii) Have a Master of Science Degree in any of the following disciplines:- Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Sciences, Animal Genetics and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production Systems, Poultry Science, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Laboratory Diagnosis, Fish Science, Apiary Science, Master of Public Health, Applied Veterinary Parasitology, Applied Microbiology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production or Aquatic Sciences from a recognized institution will be an added advantage.
- iv) Be registered by the Kenya Veterinary Board;
- v) Have a certificate in Strategic leadership Development Course lasting not less than six (6) weeks or equivalent from a recognized institution
- vi) Have a certificate in computer applications from a recognized institution
- vii) have shown outstanding administrative capability and professional competence required in managing Veterinary Services

c) Deputy Director Livestock Production, Job Group “Q” – One Post, Advert No. CPSB/51/2023

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i) Resourcing in technical workshops, seminars and agricultural shows;
- ii) Preparing technical papers and reports for professional fora;
- iii) Providing technical advice and information in animal production, livestock marketing, range management, apiculture, and ranching;
- iv) Promoting economic livestock farming;
- v) Coordinating extension activities which include field days, field demonstrations, farmer field days, schools and farm visits;
- vi) Researching, inventing and advising on livestock production technologies and techniques;
- vii) Initiating livestock production programmes/projects,
- viii) Overseeing effective and efficient management of sheep and goat stations, livestock farms, mobile pastoral training units or livestock improvement and multiplication farms;
- ix) Organizing the preparation of agribusiness, ranch and farm plans;
- x) Monitoring and evaluation of livestock programmes;
- xi) Collaborating with research institutions and other stakeholders on livestock production matters;
- xii) Planning for conservation and utilization of range resources;
- xiii) Coordinating extension activities; and
- xiv) Developing livestock information management systems.

Requirements for Appointment

For appointment to this position an officer must have: -

- i) Served in the position of Assistant Director of Livestock Production or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- ii) Bachelor’s Degree in any of the following disciplines: - Animal Science, Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Range Management, Natural Resource

- Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension, from a recognized institution;
- iii) Master's Degree in any of the following: Animal Science, Animal Production, Agriculture, Apiculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology, Agricultural Extension, Animal Breeding and Genetics or Animal Nutrition from a recognized institution will be an added advantage.
 - iv) Certificate in Strategic Leadership Development Course lasting not less than six (6) weeks or its equivalent from a recognized institution;
 - v) Certificate in computer applications; and
 - vi) Shown outstanding administrative capability and professional competence required in managing livestock production services.

d) Deputy Director Fisheries (Blue Economy), Job Group 'Q'-One (1) Post, Advert No. CPSB/52/2023

Duties and responsibilities at this level will entail: -

- i) Coordinating fisheries extension services and co-management programs;
- ii) analyzing, storing and disseminating fisheries related reports;
- iii) Coordinating the implementation of fisheries development policies, programs and projects;
- iv) Liaising with relevant stakeholders to design fisheries management programs;
- v) Co-coordinating fisheries research in fish stock assessment;
- vi) Promoting fish marketing and value addition;
- vii) Evaluating monitoring, controlling and surveillance (MCS) systems.
- viii) Participating in the implementation of bi-lateral projects and programs;
- ix) Participating in negotiations of multi and bi-lateral agreements
- x) Spearheading the development of an aquaculture policy and strategic plan;
- xi) Promoting public and private sector investments in the production of quality fish feeds including stock programs;
- xii) Promoting marketing and value addition of aquaculture products;
- xiii) Overseeing development and management of County fisheries institutions.
- xiv) Facilitating fishing gear development;
- xv) Fostering fisheries co-operation among fishers and other stake holders;
- xvi) Promoting utilization of freshwater fisheries resources;
- xvii) Ensuring the provision of fisheries related infrastructural facilities;
- xviii) Overseeing Monitoring, Control and Surveillance (MCS) of the fisheries resources;
- xix) Coordinating fisheries research and surveys;
- xx) Coordinating of the monitoring of fish habitats for pollutants;
- xxi) Promoting recreational fisheries ecotourism and related activities in fresh water bodies

Requirements for Appointment

For appointment to this position an officer must: -

- i) Have served in the position of Assistant Director of Fisheries for a minimum period of three (3) years;
- ii) Have Bachelor's degree in any of the following fields: - Fisheries, Zoology, Aquatic Science, Natural resource management, Biochemistry, Food Science and Technology, Environmental Science, Chemistry or any other equivalent qualifications from a recognized institution;
- iii) Master's degree in any of the following disciplines: - Biological Sciences, Natural Resource Management, Aquatic Science, Biochemistry, Food Science and Technology, Environmental Science, Physical Sciences or any equivalent qualification from a recognized institution will be an added advantage

- iv) Certificate in Strategic Leadership Development Programme lasting not less than Six (6) weeks or equivalent from a recognized institution;
- v) Have certificate in computer applications from a recognized institution;
- vi) Knowledge of the Fisheries development and management policies, Fisheries Act and other related Statutes and international conventions;
- vii) Be conversant with national and international fisheries agreements, conventions, protocols and laws of the sea
- viii) Shown competence in planning and implementation of development management and research of fisheries projects and programs
- ix) Have shown merit and ability as reflected in work performance and results
- x) Coordinating programmes on the control and eradication of epizootic and zoonotic diseases and pests;

3. DEPARTMENT OF FINANCE, ICT & ECONOMIC PLANNING

a) Director Accounting Services – Job Group R, 1 Post, Advert No. CPSB/53/2023

Job Purpose & Reporting Responsibility

The Director Accounting services will be In-charge of the County Treasury Accounting Services and shall Report directly to the Chief Officer Finance, ICT & Economic planning.

Duties and Responsibilities

- i. Directing and coordinating routine & non-routine accounting transactions and related matters;
- ii. Interpretating Financial policies, regulations and circulars in the County Treasury;
- iii. Establishing and maintaining effective internal control systems in the County Treasury;
- iv. Ensuring timely preparation of financial statements and reports;
- v. Coordinating IFMIS activities and overall capacity building;
- vi. Ensuring strict compliance with the Government Financial laws, Regulations and Procedures;
- vii. Ensuring proper handling of Banking Matters;
- viii. Coordinating authorization of payment vouchers and approval of payments in the Internet banking system;
- ix. Liaising with HRM on County Treasury Staff matters
- x. Playing advisory role to the Chief Officer and County Executive Committee member on accounting matters; and
- xi. Any other relevant duty as may be assigned from time to time.

Requirements and Competencies

- i. Be a Kenyan citizen
- ii. Have served in a comparable and relevant position in the Public Service for a minimum period of three (3) years or private sector for a minimum period of ten (5) years.
- iii. Possess a Bachelor's degree in Business Administration, Accounting, Finance, Commerce or other relevant equivalent qualification from a recognized institution.
- iv. A holder of a Master's degree in any of the following disciplines: Business Management/Administration, Finance, Economics or Commerce from a recognized institution will be an added advantage;
- v. Passed part III of the Certified Public Accountants Examination, CPA (K) or its recognized equivalent;
- vi. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing.

- vii. A certificate in Strategic Leadership Development Programme lasting not less than Six (6) weeks or its recognized equivalent from a recognized institution;
- viii. Demonstrated professional competence in the field of Accounting Services and shown merit and ability as reflected in work performance and results
- ix. Computer applications certificate

b) Director – Internal Audit, Job Group ‘R’, 1 Post, Advert No. CPSB/54/2023

The Director Internal Audit shall be In-charge of the County Treasury internal audit Services and will report directly to the Chief Officer Finance, ICT & Economic planning.

Duties and Responsibilities

- i. Responsible for efficient and effective organization, co-ordination, control and supervision of all audit or administrative functions in the County.
- ii. Communicating plans of engagement and resource requirements for the internal audit function.
- iii. Reviewing compliance with existing laws, regulations, policies, plans and procedures, accounting pronouncements and contractual obligations;
- iv. Secretary to the County Audit Committee;
- v. Developing internal audit strategies, policies, systems and procedures;
- vi. Coordinating programmed and ad hoc audits of operations and activities of the County to monitor and evaluate use of the resources;
- vii. Developing and executing a risk-based Internal Audit Plan
- viii. Assessing the operational effectiveness of the design and functioning of controls and processes
- ix. Advising the County on best practices regarding the internal controls, systems and governance processes;
- x. Formulating actionable and value-added recommendations and monitor progress of implementation of action plans;
- xi. Designing, developing and updating internal audit work plans, audit programmes and audit manual;
- xii. Ascertaining the reliability of management data systems developed within the County.
- xiii. Facilitating periodic review of internal control systems to ensure their adequacy to prevent errors and irregularities;
- xiv. Evaluating measures put in place by management to ensure that the County’s assets are accounted for and safeguarded from losses of all kind;
- xv. Monitoring and appraising performance of Internal Audit staff in line with quality standards and work processes to ensure the achievement of the departmental objectives and recommend operating improvements;
- xvi. Reviewing risk management process and its implementation across the County to embed a proactive approach in identification of risks.
- xvii. Monitoring implementation of all policies and procedures to ensure that all decisions made adhere to regulations and set standards;

Requirements and competencies for Appointment

For appointment to this post a candidate must; -

- i. Be a Kenyan citizen.
- ii. Be a holder of Bachelor’s degree in Business Administration/Management (Accounting or Finance option); Economics or Commerce from a recognized institution.
- iii. Master’s degree in Business Administration, Accounting, Finance, Commerce or other relevant equivalent qualification from a recognized institution will be an added advantage;
- iv. Passed Part III of the Certified Public Accountants Examination, CPA (K);

- v. A member of Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors (IIA) or Certified Information Systems Auditor (CISA) or Association of Certified Fraud Examiners; and in good standing.
- vi. Have served in the Public Sector for at least three (3) years at the grade of Deputy Internal Auditor or private sector for a minimum period of ten (5) years
- vii. A certificate in Strategic Leadership Development Programme lasting not less than Six (6) or its recognized equivalent;
- viii. Be conversant with the provisions of the Public Financial Management Act.
- ix. Have demonstrated wide administrative capabilities and high degree of competence managing the audit function at a high level including the ability to device, develop and implement strategic corporate and operational audit plans;
- x. Proficiency in Computer Application Skills relevant to financial management from a recognized institution

c) Deputy Director Finance (Revenue), Job Group 'Q' One (1 Post), Advert No. CPSB/55/2023

Duties and Responsibilities;

- i) The officer will be responsible to the Director Revenue Services for making reports on outstanding audit reports in respect of departments under the officer to the head of division for follow-up;
- ii) Periodic review of accounting systems and recommending necessary changes;
- iii) Ensure Asset registers are maintained by the departments under their divisions;
- iv) Compiling reports on non-compliance by Accounting Units with 21 standards and other financial regulations for action by the divisional head;
- v) Compiling and maintaining an up-to-date list of staff for departments under him/her;
- vi) Provision of advisory services to the Accounting Officer and other stakeholders on all financial and accounting matters in an accounting unit;
- vii) Ensuring proper interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions;
- viii) Provision of quality and timely accounting services in the accounting unit; including maintenance of accurate accounting records and preparation of management and statutory financial reports;
- ix) Participating and advising in all departmental Committees especially tender, planning, audit, training, etc.

Requirements for Appointment to this position, an officer must have: -

- i) Relevant working experience of Five (5) years in the Accounting, Audit or Financial field; or Served in the position of Assistant Director Finance (Revenue) in the Public Service or in a comparable and relevant position in the private sector
- ii) Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent.
- iii) Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution will be an added advantage.
- iv) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB).
- v) Attended a Strategic Leadership Development Programme lasting not less than Six (6) weeks or its equivalent from a recognized institution.
- vi) Shown merit and ability as reflected in work performance and results.

d) Deputy Director Internal Audit Job Group 'Q' One (1 Post), Advert No. CPSB/56/2023

Duties and responsibilities at this level will entail

- i) Reviewing budgetary re-allocation process to ensure legislative and administrative compliance and Advise the Accounting Officers through the Director Audit where commitments are entered into when there are no budgetary provision and inadequate funds;
- ii) Carrying out investigations on irregularities identified or reported and report on any wastage of public funds resulting from decisions which may not have been planned, decisions made without being cost conscious and/or general misuse or misappropriation of financial resources and Government property;
- iii) Identifying training needs for internal auditors, conducting training and evaluating impact on training;
- iv) Developing and reviewing audit guidelines and systems
- v) Assisting in the development or updating of the internal Audit Charter, internal Audit Manual, Internal Audit strategic plan and annual audit plan.
- vi) Supervising the preparation of work programmes to ensure that audits are planned and well managed
- vii) Reviewing the internal controls and documenting on their effectiveness and adequacy.
- viii) Recommending mitigation measure to address identified weaknesses where necessary.
- ix) Assisting in the preparation and submission of audit reports to the accounting office and the Audit Committee.
- x) Liaising with the Auditor General's Office and ensure follow up on the process of implementation of internal and external audit recommendations.
- xi) Supervising, training and development of staff under him or her.

Requirements For Appointment

- i) Served in the position of Assistant Internal Auditor in the Public Service for a minimum period of three (3) years or in a comparable and relevant position in the Private sector
- ii) Master's Degree in Business Administration (Accounting, Auditing, Finance, Commerce) or Master of Science in Auditing or a comparable qualification from a recognized institution will be an added advantage;
- iii) Bachelor's Degree in Commerce, Accounting, Economics, ICT, Engineering, Finance or any other recognized equivalent qualification.
- iv) Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or the Institute of Internal Auditors (IIA) or Information Systems Audit and Control Association (ISACA) or Association of Certified Fraud Examiners (ACFE)
- v) Certificate in the relevant computer applications from a recognized institution.
- vi) Attended the Strategic Leadership Development Programme lasting not less than six (6) weeks or its equivalent from a recognized institution.
- vii) Has demonstrated wide administrative capabilities and high degree of competence managing the audit function at a high level including the ability to device, develop and implement strategic corporate and operational audit plans;
- viii) Has demonstrated a high degree of integrity at a previous position

e) Deputy Director Finance Accounting Services Job Group 'Q' One (1) Post, Advert No. CPSB/57/2023

Duties and Responsibilities;

- i) Making reports on outstanding audit reports in respect of ministries under the officer to the head of division for follow-up;
- ii) Periodic reviewing of accounting systems and recommending necessary changes;
- iii) Ensuring Asset registers are maintained by sections under the department
- iv) Compiling reports on non-compliance by Accounting Units with 21 standards and other financial regulations for action by the divisional head;
- v) Compiling and maintaining an up-to-date list of staff for ministries under him/her;
- vi) Compiling Treasury Memorandum.

- vii) Providing advisory services to the Accounting Officer and other stakeholders on all financial and accounting matters in an accounting unit;
- viii) Ensuring proper interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions;
- ix) Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- x) Providing quality and timely accounting services in the accounting unit; including maintenance of accurate accounting records and preparation of management and statutory financial reports;
- xi) Participating and advising in all Departmental Committees especially tender, planning, audit, training, etc.

Requirements for to this position, an officer must have: -

- i) Relevant working experience of Five (5) years in the Accounting, Audit or Financial field; or Served in the position of Assistant Accountant General in the Public Service or in a comparable and relevant position in the public sector for a minimum period of Five (5) years.
- ii) Bachelor Degree in Commerce (Accounting or Finance option), Business Administration (Finance option) from a recognized institution or its equivalent qualification;
- iii) Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent.
- iv) Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution will be an added advantage
- v) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB).
- vi) Attended a Strategic Leadership Development Programme lasting not less than Six (6) weeks or its equivalent from a recognized institution.
- vii) Shown merit and ability as reflected in work performance and results.

f) Deputy Director Budget Job Group 'Q' One (1 Post), Advert No. CPSB/58/2023

Duties and responsibilities at this level shall entail:

- i) Consolidating departmental budgets for the recurrent and development votes;
- ii) Preparing quarterly expenditure forecast as a basis for discussions with the treasury for release of funds;
- iii) Initiating proposals seeking funds for additional expenditures and reallocation of voted funds during the year;
- iv) Monitoring expenditure on projects and programme implementation on a periodic basis and ensuring that timely corrective measures are taken;
- v) Co-ordinating activities and work of all officers handling donor financed projects, monitoring implementation of such projects and review of re-imbursments;
- vi) Co-ordinating the design and financial aspects for all new donor projects and agreements with donor agencies;
- vii) Coordinating budget preparation for various County Departments
- viii) Analyzing budget estimates
- ix) Analyzing budget systems;
- x) Team leading in resource allocation
- xi) Analyzing programme performance targets

Requirements for Appointment to this position, an officer must:

- i) Have served in the position of Senior Principal Finance Officer/Assistant Director of Budget or an equivalent position in the Public Service or private sector for at least three (3) years;
- ii) Bachelor's Degree in Commerce (Finance option), Business Management or Finance, Economics, Business Administration plus Certified Public Accountant (CPA) K or association of Chartered Certified Accountant (ACCA) or Chartered Financial Analyst (CFA)
- iii) Master's Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university will be an added advantage
- iv) Attended a Strategic Leadership Course lasting not less than Six (6) weeks or its equivalent from a recognized institution;
- v) Computer Applications Certificate
- vi) Shown merit and ability in related work performance.

g) Deputy Director Economic Planning, Job Group 'Q' One (1 Post), Advert No. CPSB/59/2023

He/she will assist the Director Economic Planning in the day-to-day administration of the County Planning Directorate.

Duties and Responsibilities

- i) General directing of the economic planning function and producing statistical data at the County level.
- ii) Preparing County Development plans, strategies, policies and programmes.
- iii) Monitoring and Evaluating policies and programmes.
- iv) Collating and presenting statistical data in the form of survey reports and bulletins in departments; and
- v) Directing, controlling, and coordinating of all the various planning or statistical activities of professional and supporting staff within the Planning Departments as well as those serving in similar capacities in other ministries.

Requirements for Appointment.

For appointment to this position an officer must have;

- i) Served at the level of Principal Economist/Principal Statistical for at least (3) years or 5 years in a comparable and relevant position in the field of economics, policy research and statistics in the private Sector.
- ii) Must have a Bachelor's degree in Economics, Economics and Mathematics and Economics and Statistics from a recognized institution or its equivalent recognized institution;
- iii) Attained qualifications in Economics or Statistics of at least Masters of Arts (MA), Masters of Science (MSc.) or Master of Philosophy (MPhil.) level or their equivalent recognized qualifications will be an added advantage
- iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent from a recognized institution;
- v) Demonstrated outstanding professional competence, ability and integrity as reflected in work performance and results.
- vi) Managerial experience necessary for the effective management of staff;
- vii) Computer applications certificate

h) Deputy Director Information Communication Technology, Job Group 'Q' One (1 Post), Advert No. CPSB/60/2023

Duties and Responsibilities Duties and responsibilities at this level will involve:

- i) Ensuring the implementation of ICT projects;

- ii) Adhering to standards and procedures for ICT systems development projects;
- iii) Participating in selection, interviews and recruitment of ICT project team members;
- iv) Providing guidelines and advise to ICT project managers;
- v) Reviewing projects systems and procedures and recommending improvements periodically;
- vi) Initiating policy review and updating of existing regulations on computing management including drawing of computer specifications for equipment's and services;
- vii) Ensuring adherence to enforcement of all regulations, procedures and practices on computing management in all County Departments.

Requirements for Appointment For appointment to this position, an officer must have:

- i) Served in the position of Assistant Director, Information Communication Technology in the Public Service or in an equivalent and relevant position in the Public Sector for a minimum period of five (5) years;
- ii) Bachelor's degree in any of the following: Computer Science/ ICT or Electronics/ Electrical Engineering from an institution recognized in Kenya.
- iii) A Master's degree in Computer Science or any other ICT related discipline from a recognized Institution will be an added advantage.
- iv) Attended a Strategic Leadership Development Programme lasting not less than Six (6) weeks or its equivalent from a recognized Institution;
- v) Microsoft Certified System Engineer (MCSE) and Cisco Certified Network Associate
- vi) Demonstrated a high degree of competence in identifying, designing and monitoring information technology projects.

4. DEPARTMENT OF ROADS AND INFRASTRUCTURE

a) Deputy Director Roads (Principal Superintending Engineer (Roads), Job Group 'Q' (1 Post), Advert No. CPSB/61/2023

Duties and Responsibilities

The deputy Director of Roads is the head of the roads division and is responsible to the Director of Roads, for all activities of the Division comprising Maintenance and research, design and development, and administration and planning.

Duties and Responsibility will entail:

- i) Directing, controlling, coordinating and supervising the personnel dealing with design and institutions;
- ii) Construction and maintenance of all structural works in Government buildings and other public works (Marine and footbridges),
- iii) Formulation and implementation of policy matters on the welfare of the Structural Department.
- iv) Preparation and implementation of the department's performance management system and contracts;
- v) Team building;
- vi) Overseeing the financial and asset management issues of the division;
- vii) Instituting operational accountability;
- viii) Securing and managing financial support for development plans and overall supervision, training and development of division staff.

Requirements for Appointment:

Must have:

- i) Served in the position of Chief Superintending Engineer (Roads) in the Public Service for at least three (3) year;

- ii) Bachelor's degree in Civil Engineering from a recognized Institution;
- iii) Master's degree in a relevant field will be an added advantage.
- iv) Registered with the Engineers Registration Board of Kenya (ERB);
- v) Current valid annual Practicing license from the Engineers Registration Board of Kenya;
- vi) Corporate membership with the Institution of Engineers of Kenya (IEK);
- vii) Attended a Strategic Leadership Development Course lasting not less than Six (6) weeks or its equivalent from a recognized Institution;
- viii) Demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of structural and civil engineering development programmes;
- ix) Thorough understanding of National goals, policies and programmes and the ability to translate them to the Roads Engineering functions.

b) Deputy Director Public Works- Job Group 'Q' One (1) Post, Advert No. CPSB/62/2023

Duties and Responsibilities

- i) Provision of public works planning services;
- ii) Development and maintenance of public buildings;
- iii) Maintenance of inventory of county government property buildings;
- iv) Provision of mechanical and electrical services (building services);
- v) Prequalification of contractors and materials suppliers at the county level;
- vi) Prequalification of architects and quantity surveyors;
- vii) Provision of architectural services and other public works;
- viii) Work on architectural projects within the county including client liaison and design;
- ix) Assist the county in the day-to-day operations of the county design;
- x) Provides various pre-design services;
- xi) Take responsibility of time management of assigned jobs;
- xii) Attend meetings and provide reports to the Director on a regular basis regarding the progress of individuals
- xiii) Develop and recommend policy options and alternatives for consideration by the County;
- xiv) Review plans prepared by private firms for accuracy, design completeness and conformance to laws and County design

Requirements for Appointment

- i) Be Kenyan citizen;
- ii) Bachelor's degree in any of the following disciplines; structural Engineering, Architecture, Quantity survey or any equivalent qualification from a recognized university in Kenya;
- iii) Master's degree in relevant field is an added advantage;
- iv) 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;
- v) Must have been registered with Board of Registration of Architects and Quantity Surveyors (BORAQS) of Kenya as a Quantity Surveyor or Engineering Board of Kenya;
- vi) Must have Current valid annual Practicing License from the Board of Registration of Architects and Quantity Surveyors (BORAQS) of Kenya or Engineers Registration Board of Kenya;
- vii) Must be in good professional standing of not less than two (2) years of post-Board registration;
- viii) Have sound technical knowledge of architectural project delivery;
- ix) Demonstrate progressively, expertise in the areas of design, presentation and technical skills;

- x) Proficiency with Auto CAD/civil 3 Dimensions;
- xi) Computer literacy using Microsoft office products and presentation software;
- xii) Demonstrated self-drive and proven leadership;
- xiii) Certificate in Strategic Leadership Development Programme lasting not less than Six (6) weeks or its equivalent from a recognized institution

c) Deputy Director Of Energy J/G “Q”-One (1) Post, Advert No. CPSB/63/2023

Responsibilities

Duties and responsibilities at this level will entail: -

- i) Promoting awareness regarding efficient utilization of energy sector in the county;
- ii) Planning and developing renewable energy, energy efficiency and conservation programs
- iii) Appraising renewable energy technologies
- iv) Identifying and planning feasibility studies to be undertaken on harnessing of renewable energy sources
- v) Promotion of private sector participation in development of renewable energy initiatives and
- vi) Identifying, planning, development and coordination of collaborative research activities
- vii) Participating in Energy Policy formulation, preparation of departmental budget, work plan and procurement plans
- viii) Planning and implementing outreach programs
- ix) Interpreting and implementing Renewable Energy policies and conservation
- x) Coordinating Private sector participation in production, distribution and marketing of renewable energy technologies
- xi) Carrying out inspections of designated energy consumers regarding energy management;

Job Requirements and Requirements

- i) Relevant working experience of Ten (10) years in the field of renewable energy engineering of which Five (5) years must have been in public service.
- ii) Be in possession of Bachelor of Science Degree or Bachelor of Technology in any of the following disciplines: Energy, Mechanical/Chemical/Electrical/Biosystems or its equivalent qualifications from a recognized university;
- iii) Master’s Degree in any of the above disciplines will be an added advantage: Energy, Mechanical/Chemical/Electrical/Biosystems or its equivalent qualifications from a recognized university will be an added advantage
- iv) Registration by Engineer Registration Board of Kenya as a registered Engineer and possession of a current practicing license;
- v) Certificate in Strategic Leadership Development Program Course lasting not less than six (6) weeks or equivalent from a recognized Institution;
- vi) Certificate in Computer Applications from a recognized institution

5. DEPARTMENT OF PUBLIC SERVICE, ADMINISTRATION AND GENDER AFFAIRS

Deputy Director Gender Affairs J/G “Q”-One (1) Post, Advert No. CPSB/64/2023

Duties and Responsibilities

- i) Implementing policy and legislation framework for gender development in the county Management
- ii) Planning, coordination and administration of gender service in the county

- iii) Integrating gender programs, capacity building of communities to participate in development project and involve women and vulnerable groups and activities that promote their welfare;
- iv) Coordinating the monitoring of the thirty percent affirmative action on gender representation and in socio-economic development
- v) Coordinating provision of alternative financial support through other funding sources like Women Enterprise Fund (WEF)
- vi) Coordinating and monitoring the promotion of awareness on harmful culture practice such as Female Genital Mutilation (FGM) and Gender Based Violence (GBV)
- vii) Planning and implementing programs related to gender development affairs
- viii) Maintaining records and lists of all gender and marginalized groups related activities within the county
- ix) Promoting community participation and inter-county gender related activities.
- x) Formulating budget proposals and expenditure controls
- xi) Interpreting and implementing the departmental strategic plan and medium-term plan
- xii) Promoting research on gender
- xiii) Any other duties that may be assigned from time to time

Requirements for Appointment

- i) Served in the position of Assistant Director, Gender or equivalent position in the public service or private sector for a minimum period of three (3) years;
- ii) Bachelor's degree in any of the following disciplines: - Gender Studies, Gender and Development, Sociology, Business Administration (Finance/Entrepreneurship), Anthropology, Counselling and Psychology, Economics, Law or any other relevant Social Science from a university recognized institution;
- iii) Master's degree in any of the following disciplines: - Gender and Development, Business Administration, Project Development and Management, Anthropology, Counselling, Project Planning and Management will be an added advantage
- iv) Demonstrated managerial, administrative and professional competence on matters relating to gender and social development.
- v) Attended a Strategic Leadership Development Programme lasting not less than Six (6) weeks or its equivalent from a recognized institution
- vi) Demonstrated merit and ability as reflected in work performance and results.

6. DEPARTMENT OF SPORTS, CULTURE AND SOCIAL SERVICES

a) Director Tourism, Job Group 'R'- One Post, Advert No. CPSB/65/2023

Duties and Responsibilities

- i) Overseeing the implementation of tourism policies, strategies, programmes and projects;
- ii) Coordinating the development of tourism sector safety and crisis management guidelines;
- iii) Coordinating research and tourism intelligence surveys;
- iv) Developing Environmental Impact Assessment guidelines for the tourism sector in collaboration with relevant authorities;
- v) Coordinating implementation of County Tourism Policy;
- vi) Formulating strategies for the development, promotion and regulation of the tourism sector;
- vii) Coordinating preparation of response to County Assembly business enquiries;
- viii) Coordinating and preparation of briefs and reports in the tourism sector.
- ix) Development of Small and Medium Tourism Enterprises (SMTE's) and community-based tourism initiatives;
- x) Coordinating implementation and review of bilateral and multi-lateral tourism agreements and protocols;
- xi) Fostering cross sectoral linkages with other stakeholders;

- xii) Collaborating with other stakeholders on tourism matters in the industry;
- xiii) Coordinating the preparation and review of departmental work plans and budget;
- xiv) Mobilizing resources for the development of the tourism sector; and
- xv) Initiating proposals for investment incentives for development of tourism products and services.

Requirements for Appointment

For appointment to the position, an officer **MUST** have: -

- i) Served for a minimum period of three (3) years as Senior Assistant Director Tourism or in a comparable and relevant position in the private sector
- ii) Bachelor's degree in any of the following fields: Tourism, Tourism Management, Tourism and Hospitality Management, Leisure Tourism and Environment, Environmental Studies, Tourism and Environment, International Relations or any other relevant or equivalent qualification from a recognized institution;
- iii) Master's Degree in any of the following fields: - Tourism, Tourism Management, Tourism and Hospitality Management, Leisure Tourism and Environment, Environmental Studies, Tourism and Environment, International Relations or any other equivalent qualification from a recognized institution will be an added advantage;
- iv) Certificate in Strategic Leadership Development Programme lasting not less than Six (Weeks) or its equivalent from a recognized institution.
- v) Computer applications certificate
- vi) Demonstrated a high degree of professional competence, managerial capabilities and initiatives as reflected in work performance and results.

b) Deputy Director Tourism, Job Group 'Q'- One Post, Advert No. CPSB/66/2023

Duties and Responsibilities

Duties and responsibilities will entail: -

- i) Initiating the implementation of County Tourism policies, strategies, programmes and projects;
- ii) Developing tourism sector safety and crisis management guidelines;
- iii) Monitoring and evaluating of tourism programmes and projects;
- iv) Coordinating tourism promotion and marketing activities;
- v) Domesticating global code of ethics and developing local codes of practice in the tourism sector;
- vi) Preparing proposals for investment incentives in tourism products and services;
- vii) Recommending applications for expatriates seeking employment in the tourism sector to the relevant government agencies;
- viii) Developing tourism management information systems;
- ix) Preparing proposal for development of bilateral and multilateral agreements and protocols in the tourism sector.

Requirements for Appointment

For appointment to this position, an officer **MUST** have: -

- i) Served for a minimum period of 3 years as an Assistant Director of Tourism or served in a comparable and relevant position in the wider public service for a period of five (5) years
- ii) A Bachelor's degree in Tourism, Hospitality, International Relations, Tourism Management, Tourism and Hospitality Management, Eco-Tourism, Hotel and Institution Management, Travel and Tour Operations Management, Hotel and Hospitality Management or its equivalent qualification from a recognized institution in Kenya
- iii) Master's Degree in any of the following fields: Tourism, Tourism Management, Tourism and Hospitality, Leisure Tourism and Hospitality, Environmental Studies, Tourism and Environment, Business

Administration (Marketing), International Relations or relevant qualification from a recognized institution will be an added advantage.

- iv) Certificate in Strategic Leadership Development Programme lasting not less than Six (Weeks) or its equivalent from a recognized institution.
- v) Computer applications certificate
- vi) Demonstrated a high degree of professional competence, managerial capabilities and initiatives as reflected in the work performance.

c) Deputy Director Youth Development, Job Group 'Q' One (1) Post, Advert No. CPSB/67/2023

Duties and responsibilities at this level will include:

- i) Reviewing and initiating improvements in the policy framework;
- ii) Preparing, implementing, monitoring and evaluating youth programmes;
- iii) Researching and developing information systems;
- iv) Liaising with stakeholders and government agencies on programme implementation;
- v) Coordinating all aspects of human resource management and development and performance management systems of technical and support cadres in the Department.

An officer at this level may be deployed as the administrative and technical head of a county HQS

- i) Initiating, planning, implementing, monitoring and evaluating youth development activities and programmes within the County;
- ii) Preparing performance reports;
- iii) Coordinating and supervising technical staff; and staff training and skills development;
- iv) Disseminating information on youth employment, health, empowerment policy and environment;
- v) Monitoring and evaluating youth mainstreaming activities;
- vi) Liaising with stakeholders on absorption of youth into employment, internship and volunteerism;
- vii) Coordinating youth participation in environmental protection, preservation/conservation and improvement.

Requirements for appointment

- i) Served in the position of Assistant Director Youth Development, Job Group 'P' for a minimum period of three (3) years or in a comparable position in the wider Public Service;
- ii) Bachelor's Degree in any Social Sciences
- iii) Master's degree in any Social Science from a recognized Institution will be an added advantage;
- iv) Attended a Strategic Leadership Development Programme course lasting not less than Six (6) weeks or its equivalent from a recognized institution;
- v) Shown initiative, merit, administrative competence and ability as reflected in work performance in the efficient management of youth development or related programmes.

d) Deputy Director Of Sports -One (1) Post J/G "Q"-One Post, Advert No. CPSB/68/2023

An officer at this level will be responsible to the Director of Sports.

Specific duties and responsibilities will include: -

- i) Designing and coordinating sports and youth programmes;
- ii) Coordinating identification and establishment of sports and youth centers;
- iii) Acquiring, distributing and maintaining of sports equipment and implements;
- iv) Sensitizing the sports and youth fraternity on dangers of doping, drugs and substance abuse;
- v) Coordinating sports and youth programmes and activities for vulnerable groups;

- vi) Participating in addressing sports and youth groups' complaints, petitions and disciplinary matters from sports federation and field offices;
- vii) Coordinating, marking and weighing standards in sports;
- viii) Overseeing implementation of sports and youth development projects;
- ix) Monitoring implementation and evaluation of sports and youth programmes and activities
- x) Participating in monitoring and evaluation of sports programmes and activities in the County.

Requirements for Appointment

- i) Served for a minimum period of Five (5) years the position of Principal Sports Officer, and above or in a comparable and relevant position in the public service or Five (5) years in the private sector
- ii) A Bachelor's degree in any of the following disciplines: Physical Education, Sports Science or Leisure and Recreation Management from a university recognized in institution;

OR

- iii) A Bachelor's Degree in social sciences with a post graduate Diploma in Sports Administration and Management or equivalent qualification from a university recognized institution;
- iv) Master's degree in any of the following disciplines: Physical Education, Recreation Management, Social Sciences, Exercise and Sports Science from a recognized institution will be an added advantage;
- v) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or its equivalent from a recognized institution;
- vi) Certificate in Computer Application; and
- vii) Demonstrated merit and ability as reflected in work performance and results.

e) Deputy Director Culture and Social Services- J/G R -One (1) Post, Advert No. CPSB/69/2023

Duties and Responsibilities

- i) Implementing policy and legislation framework for social development in the county
- ii) Managing, planning, coordination and administration of cultural and social services in the county
- iii) Integrating culture and social services programs, capacity building of communities to participate in development project and involve women and vulnerable groups and activities that promote their welfare;
- iv) Coordinating and monitoring the thirty percent affirmative action on gender representation and in socio economic development
- v) Coordinating the provision of alternative financial support through other funding sources like Women Enterprise Fund (WEF)
- vi) Coordinating and monitoring the promotion of awareness on harmful culture practice such as Female Genital Mutilation (FGM) and Gender Based Violence (GBV)
- vii) Planning and implementing programs related to gender, culture and social development affairs
- viii) Maintaining records and lists of all cultural groups, marginalized groups and social- development related activities within the county
- ix) Promoting community participation and inter- county culture and social- development related activities.
- x) Promoting research on social development
- xi) Domesticating/ implementing National policy on culture and heritage at county level
- xii) Developing, implementing and reviewing county policy on culture and heritage
- xiii) Complementing and operationalizing community cultural centres as focal points for promotion of cultural dialogue and expressions
- xiv) Documenting and preserving historical/cultural sites indigenous knowledge and other elements of intangible cultural heritage.
- xv) Developing creative cultural industries and commercialization of the arts (fine creative and performing arts);

- xvi) Coordinating cultural exchange programs at the county, national and international levels
- xvii) Empowering cultural practitioners through capacity building workshops, exhibitions, symposia, seminars, concerts, art, traditional food competitions and festivals.
- xviii) Educating the public on cultural rights and intellectual property rights in the county
- xix) Organising county music cultural festivals to promote unity, cohesion and the spirit of patriotism
- xx) Preserving and promoting indigenous healthy nutrition
- xxi) Identifying development partners and stakeholders for cultural development and prosperity
- xxii) Developing policies and legislative frameworks for culture and heritage
- xxiii) Promoting and developing cultural/ creative industries such as performing arts and visual literary arts as economic sector.
- xxiv) Promoting, preserving and developing Kenya's indigenous knowledge systems such as traditional medicine, indigenous foods for improvement of livelihoods and safeguarding of the intangible cultural heritage for posterity.
- xxv) Promoting national cohesion, integration and appreciation of cultural diversity

Requirements for appointment

- i) Served in as an Assistant Director least three (3) years or in a relevant position in the private sector
- ii) Bachelor's degree in Anthropology, Community Development, Gender Studies, Gender and Development, Social Work, cultural studies, Sociology, Ecology, Creative arts, theatre arts, Tourism management and indigenous languages or equivalent from a recognized institution
- iii) A relevant master's degree in Anthropology, Community Development, Gender Studies, Gender and Development, Social Work, cultural studies, Sociology, Ecology, Creative arts, theatre arts, Tourism management and indigenous languages or equivalent from a recognized institution Swill be an added advantage.
- iv) Certificate in Strategic Leadership Development Program lasting not less than Six (6) weeks or its equivalent from a recognized institution
- v) Certificate in Computer applications from a recognized institution
- vi) Demonstrated general administrative ability required for direction, control and implementation of departmental activities.

f) Deputy Director Alcoholic Drinks and Drug Abuse Control, Job Group 'Q' One (1) Post, Advert No. CPSB/70/2023

Duties and Responsibilities

- i. Support and facilitate the Sub County Alcoholic Drinks control and licensing committees in carrying out their functions.
- ii. Secretary to the County Alcoholic Drinks Control and Licensing Board;
- iii. Carry out public education in the County directly or in collaboration with other Public and private bodies and institutions on drinks control and licensing;
- iv. Facilitate citizen's participation in matters related to Alcoholic drinks control and licensing;
- v. Facilitate establishment of rehabilitation and treatment facilities and programs;
- vi. Carry out research directly or in collaboration with other institution and serve as the repository of data and statistics related to alcoholic drink control;
- vii. Develop strategies and plans for implementation of the alcoholic drinks control and licensing Act and any other relevant National legislation and coordinate and support their implementation;

- viii. Advise the County on its functions under the Alcoholic Drinks Control and Licensing Act, and in particular on County Policy Laws to be adopted in regard to the production, manufacture, sale and consumption of alcoholic drinks.
- ix. Participate in the formulation of laws and regulation related to alcohol drinks.
- x. Monitoring and evaluating the implementation of the Sub County Committees and advising on the necessary measures to be adopted.
- xi. Preparing and submitting Alcohol Drinks status reports annually in the prescribed manner for submission to relevant offices and authorities.
- xii. Carrying out such other roles necessary for the Implementation of the objects and purposes of the County Alcoholic Drinks Control and Licensing Act 2014, and perform such other functions as may be assigned from time to time assigned by the County Alcoholic Drinks Control and Licensing Board or Department.

Requirements for appointment

- i) Be a citizen of Kenya
- ii) Have relevant knowledge, experience and a distinguished career of not less than five (5) years, of which three (3) should be at a senior managerial position in the public service or equivalent in the private sector.
- iii) Bachelor's degree in any relevant field from a recognized institution.
- iv) Master's Degree in a relevant will be an added advantage.
- v) Certificate in Strategic Leadership Development Program Course lasting not less than Six (6) weeks or its equivalent from a recognized institution
- vi) Have a certificate in Computer applications; and
- vii) demonstrated high degree of professionalism, technical and administrative competence as reflected in work performance and results

7. DEPARTMENT OF TRADE, INVESTMENT, INDUSTRY AND CO-OPERATIVES

a) Director Industry J/G "R"-One (1) Post, Advert No. CPSB/71/2023

Duties and Responsibilities

- i) Reviewing sectoral reports on Tariff and Non-Tariff Barriers (NTBS) for manufacturing industry;
- ii) Liaising with research and development institutions and other Industry Stakeholders to backstop industry on the development of industrial tooling and machining;
- iii) Identifying potential local and foreign investors in specific industrial sectors;
- iv) Documenting and promoting the commercialization of research and development findings;
- v) Categorizing industrial clusters for industrial development;
- vi) Negotiating on industrial related issues at bilateral, regional and multilateral fora;
- vii) Sensitizing entrepreneurs on industrial investment opportunities,
- viii) Offering advisory services and mentorship to potential and existing entrepreneurs;
- ix) Locating potential foreign investors in specific industrial sectors in liaison with relevant government agencies; and
- x) Undertaking monitoring and evaluation of projects/ programmes

For appointment to this position, an officer must have:

- i) Served for a minimum period of three (3) years in the position of Assistant Director Industry, or in a comparable and relevant position in the wider public service and five (5) years in the private sector

- ii) Bachelor's Degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agriculture), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry or Computer Science from a University recognized in Kenya;
- iii) Master's Degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agriculture), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry or Computer Science from a recognized institution will be an added advantage ;
- iv) Certificate in any of the following fields; Project Planning, Project Appraisal, Project Monitoring and Evaluation, Entrepreneurship, Public Policy Analysis, Small Enterprises Policy and Promotion, Environmental Impact Assessment and Auditing, Environmental Management or Business Development Services lasting not less than two (2) weeks from a recognized institution; and demonstrated high degree of Professional, Technical and Administrative competence as reflected in work performance and results.
- v) Certificate in Strategic Leadership Development Programme or lasting not less than six (6) weeks or its equivalent from a recognized institution;
- vi) Certificate in computer applications skills from a recognized institution; and
- vii) Demonstrated merit and ability as reflected in work performance and results.

b) Deputy Director Industry, Job Group 'Q' - One (1) Post, Advert No. CPSB/72/2023

Duties and Responsibilities

An officer at this level will deputize the Director in the day-to-day operational and managerial activities.

Duties and responsibilities

- i. Preparing strategies and action plans to implement industrial clusters;
- ii. Preparing sectoral reports on Tariff and Non-Tariff Barriers for manufacturing industry;
- iii. Linking of MSMEs to finance, markets, resource efficiency and cleaner production technology suppliers, research and development findings, quality assurance and intellectual property protection;
- iv. Disseminating industrial information to stakeholders;
- v. Developing linkages between private sector and public institutions for employment, internship and mentorship programmes;
- vi. Planning for training of entrepreneurs in micro and small industries (MSIs) on business plans and Business Development Services (BDS);
- vii. Overseeing the development and implementation of sustainable incentive schemes for industrial investments;
- viii. Identifying and documenting indigenous technologies and entrepreneurs;
- ix. Undertaking monitoring and evaluation on the implementation of industrial projects/programmes;
- x. Undertaking benchmarking surveys and supporting the rehabilitation of industries;
- xi. Identifying, promoting and creating awareness on market opportunities for county products; and
- xii. Creating awareness on counterfeit goods in liaison with Anti-Counterfeit Agency (ACA)

Requirements for Appointment

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

- i. Served for a minimum period of twelve (12) years as Assistant Director Industrial Development or in a comparable and relevant position in the public sector;
- ii. A Bachelor's degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural). Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry or Computer Science from a recognized institution;
- iii. Master's degree in relevant area will be an added advantage
- iv. Certificate in Strategic Leadership Development Program Course lasting not less than six (6) weeks or equivalent from a recognized institution
- v. Have a certificate in Computer applications;
- vi. Demonstrated a high degree of professional, technical and administrative competence as reflected in work performance and results.

c) Deputy Director of Trade and Markets-J/G 'Q' One (1) (Post, Advert No. CPSB/73/2023

Duties and Responsibilities

- i) Coordinating the activities of the section
- ii) Analyzing and evaluating the impact of trade practices and advise accordingly
- iii) Undertaking research and market intelligence, preparing briefs and position papers
- iv) Participating in public sector partnership, analyzing government policies for trade promotion and development
- v) Providing counselling and consultancy services on trade
- vi) Identifying business opportunities in the domestic markets
- vii) Coordinating and participating in trade fairs and exhibitions coordinating the development of wholesale hubs/wholes sale markets and tier 1 retail markets the distribution chain value
- viii) Organizing outreach activities and networking with trade related agencies
- ix) Coordinating activities of the Joint Loan Board (JLB) credit scheme
- x) Promoting inter county trade related development activities
- xi) Providing of trade information to the public and other stakeholders
- xii) Facilitating the settlement of trade disputes and responding to the public complaints/customer care.

Requirements for Appointment

- i) Served in the position of Assistant Director Trade for a minimum period of (3) three years or five (5) years in the private sector
- ii) Bachelor's Degree in any of the following field; Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics, International Trade/Business/Relations or its equivalent from recognized institution;
- iii) Master's Degree in any of the following disciplines; Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics, International Trade/Business/Relations or its equivalent from recognized institution will be an added advantage;

- iv) Certificate in strategic leadership development programme lasting not less than six (6) weeks or its equivalent from recognized institution;
- v) Certificate in computer application from recognized institution;
- vi) Demonstrated a thorough understanding of national /county goals policies and development objectives and ability to translate them in to trade development projects.

d) Deputy Director Cooperatives J/G “Q”-One (1) Post, Advert No. CPSB/74/2023

Duties and Responsibilities

- i) Providing technical advice in area of specialization;
- ii) Advising on co-operative investment;
- iii) Analyzing data for policy formulation;
- iv) Enforcing compliance with co-operative legislation;
- v) Carrying out market research and disseminating research findings;
- vi) Promoting value addition and processing;
- vii) Conducting co-operative banking inspections; and
- viii) Undertaking co-operative risk assessment and preparing and evaluating co-operative activities and trends for promoting the co-operative movement.

Requirement For Appointment

- i) Served in the position of Principal Co-operative Officer for a minimum period of three (3) years or five years in the private sector
- ii) Bachelor’s degree in any of the following disciplines; -Commerce, Business Administration, Agriculture, Economics, Sociology, law, Agricultural Economics, Cooperative management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- iii) Master’s degree in any of the following disciplines; - Commerce, Business Administration Agriculture, Economics, Sociology, Law, Agricultural Management and Organizational Development, Finance of Agri-business from a recognized institution will be an added advantage;
- iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or its equivalent from recognized institution;
- v) Demonstrated understanding of national /county goals policies and development objectives and ability to translate them in to trade development projects.
- vi) Certificate in computer application from a recognized institution;
- vii) Demonstrated administrative ability and professional competence in work performance.

e) Deputy Director of Cooperative Enterprise Development Fund Job Group ‘Q’-One Post, Advert No. CPSB/75/2023

Duties and Responsibilities

- i) Providing technical advice in area of specialization;
- ii) Advising on co-operative investment;
- iii) Analyzing data for policy formulation;
- iv) Enforcing compliance with co-operative legislation;
- v) Carrying out market research and disseminating research findings;
- vi) Promoting value addition and processing;
- vii) Conducting co-operative banking inspections; and

- viii) Undertaking co-operative risk assessment and preparing and evaluating co-operative activities and trends for promoting the co-operative movement.

Requirement For Appointment

- i) Served in the position of Principal Co-operative Officer for a minimum period of three (3) years;
- ii) Bachelor's degree in any of the following disciplines; -Commerce, Business Administration, Agriculture, Economics, Sociology, law, Agricultural Economics, Cooperative management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- iii) Master's degree in any of the following disciplines; -commerce, Business Administration Agriculture, Economics, Sociology, Law, Agricultural Management and Organizational Development, Finance of Agri-business from a recognized institution will be an added advantage
- iv) Certificate in strategic leadership development programme lasting not less than six (6) weeks or its equivalent from recognized institution;
- v) Demonstrated understanding of national /county goals policies and development objectives and ability to translate them in to trade development projects.
- vi) Certificate in computer applications from a recognized institution;
- vii) Demonstrated administrative ability and professional competence in work performance.

a) Deputy Director Co-Operative Audit (Assistant Director of Cooperative Audit) Job Group 'Q' One (1) Post, Advert No. CPSB/76/2023

Duties and Responsibilities

- i) Organizing, coordinating, controlling and supervising operations of the Directorate or an Audit Region;
- ii) Verifying and compiling final audit reports/queries on societies' financial statements;
- iii) Carrying out audit inspections of societies records, preparing inspection reports and implementation of recommendations;
- iv) Developing, preparing and reviewing Directorate/Region audit programmes and work plans;
- v) Certifying Co-operative societies final accounts and providing their interpretation;
- vi) Presenting and reading audited financial statements to co-operative members during their Annual General Meetings (AGMs); and
- vii) Be responsible for staff supervision, development and appraisal in the Directorate.

Requirements for appointment

- i) A minimum service period of Ten (10) years serving in the position of Assistant Director of Co-operative Audit, or in a comparable and relevant position in the Public Service;
- ii) A Bachelor's degree in any of the following disciplines: – Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration, or Cooperative Management from a university recognized in Kenya;
- iii) Master's degree in any of the following disciplines: - Commerce (Accounting/ Finance option), Economics, Mathematics, Statistics, Auditing, Business Administration or Cooperative Management from a university recognized in institution will be an added advantage;
- iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or its equivalent from a recognized institution;
- v) Registered member of any of the following professional bodies: -Institute of Internal Auditors (IIA), Institute of Certified Public Accountants of Kenya (ICPAK) or Certified Information Systems Auditor (CISA);
- vi) Certificate in Computer Applications from a recognized institution;

- vii) Demonstrated managerial, administrative and professional competence in work performance

8. GOVERNORSHIP

f) Deputy Director Disaster Management Job Group “Q”-One (1) Post, Advert No. CPSB/77/2023

Duties and Responsibilities

- i) Facilitate and provide leadership in inter-agency field assessment during disaster events to determine damages and needs of the affected population
- ii) Facilitate maintenance of records of disaster response programmes and activities
- iii) Maintain a county register of stock-piled relief material and items within government and relief organizations
- iv) Liaise with various agencies in preparation and coordination of disaster response plans at all levels
- v) Facilitate the dissemination of information on impending disaster to relevant authorities and media
- vi) Coordinate the development of training programmes in the use of disaster /contingency/response plans
- vii) Coordinate and facilitate community-based disaster management programme
- viii) Supervision of staff and overseeing the smooth running of the department

Requirements for appointment

For appointment to this position and officer must have; -

- i) Served in the position of Assistant Director or a comparable and relevant position for at least three (3) years.
- ii) Bachelor's degree in Disaster Management, Social Science or related field from a recognized institution
- iii) Masters degree in either of the following fields: - Disaster management, social/physical/biological science, or equivalent qualification from a recognized institution.
- iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- v) Certificate in Computer Applications from a recognized institution;
- vi) Show merit and ability as reflected in work performance and results Certificate in compute application skills from a recognized institution;

g) Deputy Director Of Public Communications (Job Group ‘Q’)- One (1) Post, Advert No. CPSB/78/2023

a)

Duties and Responsibilities

- i) Identifying Government events in specific sectoral area that require packaging and dissemination to the media and the public
- ii) Preparing and organizing fora where Government policies, programmes and projects can be propagated and promoted;
- iii) Gathering information on policies, programmes, significant events and how they impact on customers and disseminating the same to the public/media
- iv) Ensure proper projection of corporate image of the organization
- v) Carrying out research based on both local and international press on possible causes of negative Publicity on the Government and developing appropriate interventions;
- vi) Liaising with the Public Communications officer on cross cutting issues that require harmonization and dissemination centrally.

- vii) Liaise with the media in undertaking general public relations work, including direct questioning and answer sessions by citizens.
- viii) Maintaining an effective and updated departmental website
- ix) Facilitate printing of publicity materials for the department.

Requirements for Appointment

For appointment to this position, a candidate must have:

- i) Have served in the position of Assistant Director of Public Communication or in a comparable and relevant position in the public service for a minimum period of three (3) years
- ii) Masters degree in any of the following disciplines: Mass Communications, Communication Studies, Information Sciences, Public Relations, International Relations, Journalism, Social Sciences or any other approved equivalent qualifications from a recognized institution will be an added advantage
- iii) Strategic Leadership Development Programme lasting not less than six (6) weeks or its equivalent from a recognized Institution
- iv) Possess good oral and written communications skills in both English and Kiswahili;
- v) Be of high integrity, motivated and team player;
- vi) Possess advanced Computer Applications skills;
- vii) Have demonstrated professional competence and managerial capability as reflected in work performance and results.

9. DEPARTMENT OF EDUCATION AND VOCATIONAL TRAINING

h) Deputy Director Vocational Training – 1 Post Job Group ‘Q’, Advert No. CPSB/79/2023

a)

Duties and Responsibilities

- i) Supervising the provision of appropriate curriculum support materials, tools and equipment
- ii) Monitor youth polytechnic trainee enrolment and implementation of curricular and co-curricular activities to maintain standards
- iii) Assessing upcoming youth polytechnics’ capacity for registration as training institutions and examination centers
- iv) Strengthening strategic partnerships and collaborations among stakeholders on revitalization, rehabilitation and promotion of youth polytechnic training
- v) Supervising disbursement of subsidized youth polytechnic tuition scheme and grants
- vi) Coordinating development and integration of information communication technology in youth polytechnic training
- vii) Managing inter-youth polytechnic exchange programs to enhance learning
- viii) Ensuing the development and maintenance of assets and skills inventories in youth polytechnics
- ix) Building capacity in youth polytechnics by conducting regular human resource planning
- x) Liaising with Kenya Institute of Education and Kenya National Examinations Council in developing and reviewing curricular and also administering examinations in youth polytechnics
- xi) Developing proposals for resource mobilization
- xii) Validating youth polytechnic reports against set criteria
- xiii) Preparing departmental budgets, procurement plan and annual work plans
- xiv) Supervising and training staff

Requirements for Appointment

- i) Have knowledge and relevant work experience of not less than five (5) years, three (3) of which must have been at management level
- ii) Bachelor's degree in Education/ Technology Education; Bachelor of Science/ Arts with a post graduate diploma in Education from a recognized institution;
- iii) Masters' Degree in Education or Technology Education, Science /Arts from a recognized institution;
- iv) Having undergone Certificate in Strategic Leadership Development Programme course of not less than six weeks or its equivalent from a recognized institution;
- v) Certificate in Computer applications from a recognized Institution
- vi) Demonstrated merit and ability as reflected in work performance results

i) Deputy Director Early Childhood Development Education -J/G 'Q' (1 Post), Advert No. CPSB/80/2023

The officer will be reporting to the County Director ECDE

Duties and Responsibilities

- i) Class teaching
- ii) Facilitating learning
- iii) Coordinating Planning and implementation of ECDE Center programs
- iv) Conducting research of ECDE
- v) Engaging stakeholder in the ECDE sector
- vi) Mobilizing and sensitizing communities on need for ECDE
- vii) Participate in the preparation, implementation and review of the ECDE policy
- viii) Developing and implementing the Strategic plan of the ECDE sector
- ix) Monitoring and evaluation of the ECDE programs in the Ward/Sub – county;
- x) Conduct professional Development and capacity – building for ECDE and teachers and other stakeholders;
- xi) Plan and budget the ECDE play/ learning materials and feeding programme;
- xii) Mentorship and counselling supervisory role over ECDE teachers in the County
- xiii) Liaising with community, education fraternity, other govern departments and other relevant Stakeholders on ECDE related matters;
- xiv) Interpretation and implementation of the ECDE policy;
- xv) Preparation and costing of annual Work plans;
- xvi) Coordination monthly, quarterly, and annual monitoring and evaluation reports on the ECDE sector for the County;
- xvii) Developing county- based programs that cater for the development of children less than eight (8) years;

Requirements for Appointment

For appointment to this position, one must have: -

- i) Served in the position of Principal Graduate ECDE Teacher I or a comparable and relevant position for at least three (3) years
- ii) Bachelors Degree in Early Childhood Development Education offered by a recognized institution of higher learning
- iii) Masters Degree in ECDE or any other relevant Masters in Education from a recognized institution of higher learning will be added advantage
- iv) Attended a Strategic Leadership Development Program lasting not less than six (6) weeks or its equivalent from a recognized government training institution
- v) Proficiency in Computer applications
- vi) Shown merit and ability as reflected in work performance

Mandatory Additional requirements

All applicants are expected to attach copies of the following documents:

- i) KRA Tax compliance certificate
- ii) Clearance from HELB
- iii) Clearance from the Ethics and Anti-Corruption Commission (EACC)
- iv) Certificate of Good Conduct
- v) CRB clearance certificate

How to apply

All applicants should submit their application letter together with copies of their detailed curriculum vitae with names, address and telephone contacts, academic and professional certificates, testimonials, national identity card and any other supporting documents to **the County Public Service Board – PORT VICTORIA PLAZA on or before Wednesday 31st May, 2023 at 5.00 p.m.**

Applications should be addressed to:

**The Secretary/CEO,
County Public Service Board,
County Government of Busia,
P.O Box 1103- 50400,
Busia.**

The County Government of Busia is an equal opportunity employer, women, youth, and people living with disability are encouraged to apply.

ALL FORMS OF CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION.

*Assumpta N. Obore
Chairperson
County Public Service Board*

*Truphenah E. Akide
Secretary/CEO
County Public Service Board*

*Dr. Dominics Dan Ayaa
Vice Chairperson
County Public Service Board*

*Thomas Taka Ouma
Member
County Public Service Board*

*Dester Kapelinyang'a
Member
County Public Service Board*

*George Ikwara Olakitar
Member
County Public Service Board*

*Juliet A. Ofafa
Member*

