

## COUNTY GOVERNMENT OF MIGORI



### OFFICE OF THE PUBLIC SERVICE BOARD

#### VACANCIES ANNOUNCEMENT

Migori County Public Service Board is a Body corporate established under section 57 of the County Government Act 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Government Act 2012 outlines the functions of the Board, pursuant to Constitutional and Legal provisions, Migori County Public Service Board wishes to recruit competent and qualified persons to fill the following vacancies pursuant to the Constitution of Kenya 2010 under Article 184 (1) (b) and County Government No. 17 of 2012 of 2012 sections 49, 58 59(1) (b) and 63.

#### A. OFFICE OF THE GOVERNOR

#### 1- COUNTY CHIEF OFFICERS: SEVEN (7) POSITIONS REF: MCPSB 221/2018

**Terms of Service:** Contract

The Chief Officer shall be the accounting and authorized officer in a specific department and shall be responsible to the respective County Executive Committee Member. Applicants should specify the portfolio for which they are applying for

#### 1. COUNTY CHIEF OFFICER

- a) County Chief Officer- Trade, Industrialization, Cooperatives and Tourism **(REF:MCPSB/221/2018)**
- b) County Chief Officer -Lands & Housing ( **REF:MCPSB/222/2018)**
- c) County Chief Officer - Physical Planning and Urban Development,( **REF:MCPSB/223/2018)**
- d) County Chief Officer -Social Services, Sports, Youth Affairs and Culture **(REF:MCPSB/224/2018)**
- e) County Chief Officer - Public Health Management **(REF:MCPSB/225/2018)**
- f) County Chief Officer -ICT, e-Governance **(REF:MCPSB/226/2018)**
- g) County Chief Officer- Livestock, Veterinary and Fisheries Development,(**REF:MCPSB/227/2018)**

#### (a) Duties and responsibilities

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

**(b) Requirements for appointment**

- i. Be a Kenyan citizen
- ii. Be a holder of at least Bachelors degree in a relevant field from a University recognized in Kenya
- iii. Possession of a masters degree in a relevant field will be an added advantage Demonstrate a thorough understanding of socio-economic development objectives and plans of Vision 2030
- iv. Have knowledge, experience and distinguished career of not less than 10 years at a senior management level
- v. Be a strategic thinker and result oriented
- vi. Demonstrate a thorough understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya 2010
- vii. Ability to work in a multi-ethnic environment with sensitivity and respect for diversity,
- viii. Proof of registration with the relevant professional body will be an added advantage
- ix. Satisfy the requirements of Chapter six of the Constitution

**2. CHIEF OF STAFF –ONE (1 )POST) REF :MCPSB /228/2018**

**Terms of Service: Permanent/ Contract**

Job Summary

**(a) Duties and Responsibilities**

- i. The Chief of Staff will act as the Private Secretary to the Governor and will be responsible for ensuring the overall administration and management of the Governor’s Office;
  - ii. Liaising closely with the Governor to ensure the overall smooth running of the office;
  - iii. Managing the Governor’s diary;
  - iv. Supervising the political and Parliamentary offices in the Governor’s office;
  - v. Coordinating the Governor’s overseas’ contract and visits liaison with administration department;
  - vi. Supervising Governor’s Strategy and Delivery Units;
  - vii. Supervising communication department and
  - viii. Any other duties that may be allocated by the Governor;
- ;

**(b) Requirements for Appointment**

- i. Be a Kenyan citizen
- ii. Be a holder of at least a first degree from a university recognized in Kenya;
- iii. Have knowledge, experience and distinguished career of not less than ten years in administration and management;
- iv. Satisfy the requirement of chapter six of the constitution.

**C. DEPARTMENT OF PUBLIC SERVICE MANAGEMENT AND ADMINISTRATION**

**3- SUB COUNTY ADMINISTRATOR (SUNA WEST): ONE (1) POSITION –REF: MCPSB/ 229/2018**

**(a) Duties and Responsibilities**

- i. Development of policies and plans;
- ii. Ensure effective service delivery;
- iii. Coordinate the management and supervision of the general administrative functions in the Sub-County unit;
- iv. Coordination of developmental activities to empower the community;
- v. Provision and maintenance of infrastructure and facilities of public services;
- vi. Facilitation and coordination of citizen participation in the development of policies, plans and delivery of services;
- vii. Exercise functions and powers delegated by the County Public Service Board under section 86 of the County Government Act.
- viii. Any other duties as may be assigned from time to time.

**(b) Requirements for Appointment**

- i. Be a Kenyan Citizen
- ii. Be a holder of at least a first degree from a university recognized in Kenya;
- iii. Demonstrate thorough understanding of Migori County and its Sub-Counties.
- iv. At least five (5) years in management/administration
- v. n or management in public service;
- vi. Demonstrated high degree of professional competence;
- vii. Satisfies the requirement of Chapter six of the Constitution of Kenya 2010

**4. COUNTY ENFORCEMENT OFFICERS( CADETS/ INSPECTORS )REF : MCPSB / 230/2018**

Terms of Service: Permanent

---

**Job Summary:**

The officers will be charged with the duty of overseeing the physical security and safety of County Government staff and assets; Identifying, developing, and maintaining security processes, protocols and programmes to reduce risk, respond to incidents, and limit exposure; and Enforcement of County Legislation.

**(a) Duties and Responsibilities**

- i. Enforcement of County government laws;
- ii. Guarding County Government Property;
- iii. Reporting security incidences/breaches;
- iv. Carrying out investigations and making reports;
- v. Carrying out and reporting security risks;
- vi. Managing the operations of the contracted security service providers;
- vii. Managing access control systems, employee and visitors identification

**(b) Requirements for Appointment**

- i. Be a Kenyan citizen
- ii. Be in possession of Diploma in Criminology, Administration, Education or any relevant field.  
OR
- iii. A degree in Criminology, Administration, Education or any other related science or its equivalent;
- iv. Medical fitness;
- v. Good vision, hearing and physique;
- vi. Pass in the aptitude test;
- vii. No previous criminal conviction or record;
- viii. Must be a resident of Migori County;
- ix. Successful candidates will have to undergo paramilitary training;
- x. Must attach copies of National Identity card or valid Passport, and a certificate of good conduct
- xi. Must satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

## 5. COUNTY ENFORCEMENT OFFICERS (CONSTABLES ) REF: MCPSB / 231/2018COUNTY

Terms of Service: Contract/Permanent

### Job Summary:

The officers will be charged with the duty of overseeing the physical security and safety of County Government staff and assets; Identifying, developing, and maintaining security processes, protocols and programmes to reduce risk, respond to incidents, and limit exposure; and Enforcement of county Legislation

#### (a) Duties and Responsibilities

- i. Enforcement of County government laws;
- ii. Guarding County Government Property;
- iii. Reporting security incidences/breaches;
- iv. Carrying out investigations and making reports;
- v. Carrying out and reporting security risks;
- vi. Managing the operations of the contracted security service providers;
- vii. Managing access control systems, employee and visitors identification

#### (b) Requirements for Appointment

- i. Be a Kenyan citizen
- ii. Be in possession of KCSE mean grade D ( Plain) or its equivalent;
- iii. Medical fitness;
- iv. Good vision, hearing and physique;
- v. Pass in the aptitude test;
- vi. No previous criminal conviction or record;
- vii. Must be a resident of Migori County;
- viii. Applicants must attach copy of National Identity card or valid Passport, and a certificate of good conduct;
- ix. All successful candidates for the interview will be required to carry their original documents
- x. Must satisfy the requirements of Chapter Six of the Constitution of Kenya 2010
- xi. Successful candidates will have to undergo paramilitary training;

## D. DEPARTMENT OF HEALTH SERVICES

## 6. CONSULTANT (PHYSICIAN) ONE (1) POSTS. REF: MCPSB/ 232/2018

Terms of Service: CONTRACT/PERMANENT

### Job Summary:

The position will entail the provision of direct clinical care of patients, especially in acute care and high dependency unit, Supervision and teaching of the junior medical staff, Evaluation of quality of care outcomes and the implementation of initiatives to enhance quality, Provision of general medicine expertise, which extends to leading the junior and senior doctors in the department's medical team and receiving referrals from other medical practitioners within the County, leads the multidisciplinary team to provide specialist medical services to patients, promotes patient safety and quality of care and provides leadership, orientation, training, supervision and education for doctors in training, Health Service Medical Practitioners and other health workers.

## 6. CONSULTANT (PAEDITRICIAN) ONE (1) POST. REF: MCPSB/ 233/2018

---

**Job Summary:**

The position will entail the provision of direct clinical care of patients, especially in acute care and high dependency unit, Supervision and teaching of the junior medical staff, Evaluation of quality of care outcomes and the implementation of initiatives to enhance quality, Provision of general medicine expertise, which extends to leading the junior and senior doctors in the department's medical team and receiving referrals from other medical practitioners within the County, leads the multidisciplinary team to provide specialist medical services to patients, promotes patient safety and quality of care and provides leadership, orientation, training, supervision and education for doctors in training, Health Service Medical Practitioners and other health workers.

**(a) Duties and Responsibilities for Consultants**

- i. Be part of team of surgeons within Department of surgery and reporting to the Head of Department,
- ii. Be involved in clinical management of patients including emergency care and procedures, elective procedures, outpatient clinics and inpatient management as per duty allocation/Roster
- iii. Provision of health services in various disciplines in medicine and in the area of specialization in a sub-county hospital or County Referral Hospital.
- iv. Provision of professional guidance and training of doctors, dentists, and health personnel working under him to ensure maintenance of the highest standards of health care in the hospital.
- v. Application of the principles and procedures of the modern medicine in preventing, diagnosing, caring for and treating illness, injury using specialized testing, and diagnostic, medical and psychological techniques,
- vi. Supervision of the implementation of the care and treatment plans by other medical personnel,
- vii. Conducting education and research activities
- viii. Ensure effective work planning, performance management and professional development
- ix. Setting of standards and ensuring they are enforced
- x. Ensure staff continuing medical education,
- xi. Participate in the teaching, training of medical officers, interns, registrars clinical officers and other staff in the department,
- xii. Ensure proper handling of patients, proper record keeping and detailed examinations, Diagnosis, clerking and management of patient.
- xiii. Ensure proper procedure in referring patients,
- xiv. Be involved and participate in institutional agenda on quality and best practice and any other responsibilities allocated,

**(b) Requirement for Appointment**

- i. Be a Kenyan citizen
- ii. Have served at the level of senior medical officer job group 'N' for a minimum period of three years in the specialty;
- iii. Have a Bachelor degree of medicine and bachelor of surgery (MB:ChB) or its equivalent from University of Nairobi or recognized university,
- iv. Have a Master's degree in the area of specialization General Surgery, Anaesthesia, Neurosurgery, Paediatric Surgery, Reconstruction Surgery, Nephrology, Internal Medicine, critical care medicine, Paediatric Cardiology, Paediatrics
- v. Diploma/Fellowship in the area of specialization will be an added advantage.
- vi. Applicants with Master's degree in General Surgery, Paediatrics and Internal Medicine in other specialties must have a Diploma /Fellowship in the area of specialty.
- vii. Be registered by the Medical Practitioners and Dentists Board,
- viii. Be registered as a consultant by the Medical Practitioners and Dentists Board,
- ix. Have demonstrated administrative capabilities and an acceptable degree of professional competence,

- x. Have a comprehensive understanding of the clinical and /or surgical procedures, patient care procedures, medical protocols and testing procedures;
- xi. Have knowledge of the use of the modern technology in the area of specialization,
- xii. Have analytical ability to evaluate and determine health status of a patient and implement proper care plan,
- xiii. Must possess excellent interpersonal, decision making and problem solving skills,
- xiv. Ability to handle stressful situations and work under pressure
- xv. Be Team builder and a player,
- xvi. Exhibit high level of integrity, honesty, leadership transparency and accountability in the performance of duties.
- xvii. Must fulfill the provisions of chapter six(6) of the constitution of Kenya 2010

## **7. MEDICAL OFFICER TWO (2) POSTS. MCPSB 234/2018**

Terms of Service: CONTRACT/PERMANENT

### **(a) Duties and Responsibilities**

- i. Be involved in clinical management of patients including emergency care and procedures, elective procedures; outpatient clinics and inpatient management as per duty allocation/Roster;
- ii. Application of the principles and procedures of the modern medicine in preventing, diagnosing, caring for and treating illness, injury using specialized testing, and diagnostic, medical and psychological techniques;
- iii. Supervision of the implementation of the care and treatment plans by other medical personnel;
- iv. Ensure effective work planning, performance management and professional development;
- v. Setting of standards and ensuring they are enforced;
- vi. Ensure proper handling of patients, proper record keeping and detailed examinations, Diagnosis, clerking and management of patient;
- vii. Ensure proper procedure in referring patients;
- viii. Be involved and participate in institutional agenda on quality and best practice and any other responsibilities allocated.

### **(b) Requirement for Appointment**

- i. Be a Kenyan citizen
- ii. Be a Bachelor of Medicine and Bachelor of Surgery (M.Bch.B) Degree from a recognized university,
- iii. Be Registered by the Medical Practitioners and Dentists Board of Kenya,
- iv. Computer Literate;
- v. Have a comprehensive understanding of the clinical and /or surgical procedures, patient care procedures; medical protocols and testing procedures;
- vi. Have analytical ability to evaluate and determine health status of a patient and implement proper care plan;
- vii. Must possess excellent interpersonal, decision making and problem solving skills;
- viii. Ability to handle stressful situations and work under pressure;
- ix. Be Team builder and a player;
- x. Exhibit high level of integrity, honesty, leadership transparency and accountability in the performance of duties;
- xi. Must fulfill the provisions of chapter six (6) of the constitution of Kenya 2010.

**8. RADIOGRAPHER TWO (2) POSTS: MCPSB 235 /2018**

**Terms of Service: CONTRACT/PERMANENT**

---

**(a) Duties and Responsibilities:**

- i. Ensure Radiation Protection Rules, policies, standards and procedures are adhered to;
- ii. Undertake Radiographic and Imaging examinations as required;
- iii. Participate in continuous medical education activities in the hospital on health facilitation;
- iv. Perform routine daily inspection of equipment and quality assurance procedures and report any deficiencies or malfunctions;
- v. Keep up-to-date with current techniques and developments in Radiographic and imaging procedures and endeavor to achieve a high standard of image quality;
- vi. Supervise and train assistant staff and student radiographers;
- vii. Ensure effective and economic use of resources and report all occurrences of defects which may affect health and safety;

**(b) Requirements for Appointment**

- i. Be a Kenyan Citizen;
- ii. Be in possession of Diploma in Diagnostic and Therapeutic Radiography from a recognized training institution;
- iii. Have a registration certificate and valid practicing license issued by the Radiation Protection Board;
- iv. Experience in the health sector will be an added advantage;
- v. Must have good inter-personal and communication skills;
- vi. Demonstrate understanding of the commitment to national values and principles of public service governance as espoused in articles 10 and 232 the constitution of Kenya 2010.
- vii. Meet the requirements of Chapter Six of the Constitution of Kenya 2010

**10 PUBLIC HEALTH OFFICER FOUR (1) POST REF: MCPSB / 236/2018**

**Terms of Service: CONTRACT/PERMANENT**

---

**(a) Duties and Responsibilities:**

- i. The Office of the Public Health Officer is responsible for the administration and enforcement of the Public Health Act and its regulations
- ii. supervision of related public health programs, immunization programs, and communicable disease surveillance, prevention, and control.
- iii. the delivery of programs and services in the areas of Population Health Assessment and Surveillance and Environmental Health.
- iv. monitoring the reportable communicable diseases under the *Public Health Act*
- v. provides direction for contact tracing, investigation, control measures and surveillance of these diseases.
- vi. supervises and directs immunization programs in the County and provides guidelines to those who administer vaccines.

**(b) Requirements for Appointment**

- i. Be a Kenyan Citizen
- ii. Be a holder of Bachelor Degree in Public Health or Environmental Health Science or equivalent and five (5) years experience at Grade 11 or equivalent position,
- iii. Be registered with a relevant professional body
- iv. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010;

**Terms of Service: PERMANENT**

---

**(a) Duties and Responsibilities:**

- i. Receiving patients in the hospital reception(CCC).
- ii. Registering and booking appointments for patients/clients(patient scheduling)
- iii. Storing and retrieving medical Records and Documents.
- iv. Gathering data from different sources e.g Laboratory, X-Ray, etc.
- v. Maintaining Record safety and Confidentiality in the CCC.
- vi. Support adoption of monitoring and evaluation tools for the HIV prevention, care and treatment program.
- vii. Perform data entry into the Ministry of Health database (DHIS) including triangulation of data and collation into MOH summary tools (MOH 731 and 711) actively interrogate data for discrepancies, errors, and missing data, in order to verify the accuracy and validity of the data.
- viii. Updating the Electronic Medical Records on daily basis.
- ix. Undertake data analysis relevant to project activities and dissemination at facility level.
- x. Work closely with the clinical team and community link persons in data collection, review of facility data and data for community activities with a view of identifying missed opportunities in HIV service delivery and strengthening the referral mechanism.
- xi. Assisting with the production of summary tables and graphics for health facility data and provide monthly performance feedback to health facilities on HIV service delivery against set targets.
- xii. Support clinical and community staff in utilization of data collection tools, collation and dissemination of data.
- xiii. Review facility achievements against indicator targets with a view to strengthening reporting as well as decision making.
- xiv. Support the M&E Officer in organising identified program assessments such as DQA, CQI and need assessment for CME on data tools and data management.
- xv. Keep up to date facility related data and reports for reference by the program team as well as other stakeholders.
- xvi. Providing data for internal (MOH) and donor reports
- xvii. Editing patient case Records
- xviii. Directing patients to the relevant clinics or consulting rooms.
- xix. Enhance team work and management cohesion of the facility staff
- xx. Directly supervise the data clerks and indirectly supervise community link persons in the facility on all M & E areas
- xxi. Ensure that all HIV related tools are available in the facility by timely ordering of the required tools and forms

**(b) Requirement for Appointment**

- i. Must be a Kenyan Citizen.
- ii. Must be a holder of a Diploma in Health Records and Information Technology from a recognized Institution in Kenya.
- iii. Have at least 2 years experience in CCC .
- iv. Must have a certificate in basic computer packages
- v. Must have knowledge on functions and operation of electronic medical records.
- vi. Familiar with HIV/MOH data collection and reporting tools.
- vii. Excellent verbal and written skills as well as good organizational and team building skills.
- i. Must satisfy the requirements of Chapter six of the constitution of Kenya 2010



**Terms of Service: PERMANENT**

---

***Job Summary:***

An officer at this level will provide Community Health Services where specific duties and responsibilities will include: collecting health related data at household level for analysis; maintaining and updating community health unit registers and keeping records; identifying common ailments and minor injuries at community level for appropriate action; identifying and referring health cases to appropriate health facilities; visiting homes to determine health situations and dialogue with household members; identifying and sensitizing communities on health interventions; monitoring growth of children under the age of five years; identifying defaulters of health interventions and referring them to appropriate health facilities; and convening and coordinating monthly community meetings and action days.

**(a) Duties and Responsibilities:**

- i. coordinating community health activities;
- ii. collating health data from households for analysis;
- iii. transmitting data to the Health Management Information Systems;
- iv. sensitizing community members on health issues;
- v. recommending appropriate action for identified defaulters of health interventions; planning and coordinating community health meetings in collaboration with other stakeholders in the health sector;
- vi. identifying and taking appropriate action for common ailments and minor injuries;
- vii. collecting data during community diagnosis;
- viii. managing community health resource centres; and
- ix. training Community Health Committees on community health issues.

**(b) Requirements for Appointment**

- i. Be a Kenyan Citizen
- ii. Be in possession of Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counseling, Social Work, Community Development, Health Promotion and Education or its equivalent qualification from a recognized institution or
- iii. Bachelors degree in any of the following disciplines: Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counseling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion, Population and Health or its equivalent qualification from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution;
- v. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010.

**Terms of Service: CONTRACT/PERMANENT**

---

***Job Purpose:***

The suitable candidate will be responsible for strengthening the capacity of the target facility to offer high quality RMNCAH / FP, curative, preventive, promotive and rehabilitative services at the MCH and maternity units at facility level and conducting outreach services as needed; conducting health education sessions and ensuring proper documentation of patient files and validation of RMNCAH data in facility MoH summary reports.

**(a) Duties and Responsibilities**

- i. Assessing patients and clients and establishing health care needs; planning and implementing care interventions based on patients'/clients' health needs;
- ii. Providing appropriate healthcare services, including immunization, Prevention of Mother to Child Transmission of HIV (PMTCT), ante-natal care and delivery.
- iii. Administration of medication providing health education and counseling on identified health and socio-economic needs to patients/clients.
- iv. Referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; implementing school health interventions and preparing periodic reports; ensuring a tidy and safe clinical environment,
- v. Maintaining records on patients/clients personal and health condition/care
- vi. Ensuring safe custody of in-patients belongings,
- vii. Maintaining records on patients/clients personal and health condition/care; evaluating healthcare outcomes on patients/clients and preparing individualized reports; conducting assessment of school health needs,
- viii. Planning, implementing interventions,
- ix. Preparing periodic reports; and guiding and orienting students,
- x. Conducting occupational health needs assessment; providing appropriate healthcare services including immunization, reproductive health,
- xi. Guiding and orienting staff and students; and carrying out health outreach activities,
- xii. Collecting and compiling data.

**(b) Requirements for Appointment**

- i. Be a Kenyan citizen
- ii. **Be a holder of Diploma** in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution,
- iii. Have at least two years of professional experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties,
- iv. Enrolment/ Registration Certificate issued by the Nursing Council of Kenya,
- v. Valid practicing license from Nursing Council of Kenya,
- vi. Certificate in computer application skills from a recognized institution an added advantage
- vii. Shown merit and ability as reflected in work performance and results
- viii. Satisfy the requirement of Chapter six of the constitution of Kenya 2010.

**E. DEPARTMENT OF AGRICULTURE, LIVESTOCK AND FISHERIES DEVELOPMENT**

**14. AGRICULTURAL OFFICER : SIX (6 POSTS)- REF: MCPSB / 240/2018**

Terms of Service: Contract/Permanent

---

**Job Purpose**

An officer at this level will be deployed in the division to coordinate activities in one of the following areas; Crop Production, Land Development, agricultural extension and Project Management. management of information desks within the division.

**(a) Duties and Responsibilities**

- i. Provide relevant training and skills development to community members on conservation agriculture and on-farm water management
- ii. Lead stakeholder dialogue and consultation meetings with project communities

- iii. Coordinate the establishment of kitchen gardens and scaling of successful approaches • Provide agriculture extension service support to focal farming households
- iv. Support the development of increased market linkages for focal farming households
- v. Prepare field visit reports
- vi. Coordinate and liaise with other stakeholders in the project implementation
- vii. Advise farmers to adopt best farming practices
- viii. crop physiology and quality assurance.
- ix. Responsible for the extension and education of our farmers to ensure technology transfer of research findings and proper agronomic husbandry practices are carried out to sustain crop production;
- x. Ensuring proper land preparation for crop growth by ensuring machinery are available for end-users to maximize on productivity and time;
- xi. Provide technical and administrative guidance to all the staff in the fields for the attainment of the goals and ensure sufficient staffing of Agricultural operations;
- xii. Ensure safety in all staff operations through adherence to safety regulations when carrying out farm operations;
- xiii. Prepare regular financial and administrative reports
- xiv. Prepare and control operational budget.

**(b) Requirements for Appointment**

- i. Be a Kenyan citizen
- ii. Be in possession of KCSE C+ and above or its equivalent qualification.
- iii. Be in possession of a Bachelor of Science degree in any of the following fields; Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education or any other relevant and equivalent qualification from a recognized institution;
- iv. Ability to work independently in a fast-paced, constantly changing environment
- v. .Extremely self-motivated.

**15. CHIEF AGRICULTURAL ASSISTANT : TWO (2) POSTS- REF: MCPSB / 241/2018**

Terms of Service: Contract/Permanent

**Job Purpose**

An Officer at this level will be deployed in a Ward. The officer will be responsible for the overall administration and management of agricultural activities in the ward.

**(a) Duties and Responsibilities**

- i. The officer may also be deployed in specific project areas as Crop Production, Land Development or Project Management.
- ii. The officer may also be assigned a supervisory role over a number of Agricultural Assistants deployed in working units and /or projects.

**(b) Requirements for Appointment**

- i. Be a Kenyan citizen
- ii. Served in the grade of Senior Agricultural Assistant in the public Service for at least three [3] years;
- iii. Attended a departmental training course in participatory approaches or supervision; and
- iv. Shown merit and ability as reflected in work performance and results

**15. ASSISTANT AGRICULTURAL OFFICER II : SIX(6) POSTS- REF: MCPSB / 242/2018**

Terms of Service: Contract/Permanent

---

**Job Purpose**

This will be the entry and training grade for diploma holders. An officer at this level will be deployed in a Division or Agricultural Training Center.

**(a) Duties and Responsibilities**

- i. Duties and responsibilities will involve training and advising farmers on matters related to Crop Production, Land Development, planning and management of demonstration plots.
- ii.

**b) Requirement for appointment**

- i. Be a Kenyan citizen:
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C-- or its equivalent; and
- iii. A Diploma in any of the following fields: Agriculture, Food Technology, Agriculture & Home Economics, Agriculture Education, Horticulture or any other relevant and equivalent qualification from a recognized institution.

❖ **Directorate of Fisheries development**

**16. FISHERIES OFFICER I : TWO (2) POSTS- REF: MCPSB / 243/2018**

Terms of service: Permanent

---

**Job Purpose**

The Officers will be deployed at the ward level and will be reporting to the Sub County Livestock Production Officer

**(a) Duties and Responsibilities**

- i. Receiving and compiling fisheries related statistical data from field officers.
- ii. Analyzing fisheries data and preparing reports
- iii. Assisting in monitoring, control and surveillance of the fisheries resources.
- iv. Undertaking fisheries extension activities; maintaining of fish ponds at fish farm and hatcheries.
- v. Inspecting fish and fish handling facilities at fish landing sites, markets and farms and
- vi. Assisting in the promotion of fish marketing and value addition

**(b) Requirements for Appointment**

- i. Be a Kenyan citizen
- ii. Be in possession Bachelors degree in any of the following fields; Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Sciences and Technology, Environmental Sciences, Biological Sciences, Physical Sciences, Chemistry or any other equivalent qualifications from a recognized institution
- iii. Certificate in computer applications skills from recognized institution.
- iv. Must satisfy the requirements of chapter six of the constitution of Kenya 2010.

**17. ASSISTANT FISHERIES OFFICER III : ONE (1) POST- REF: MCPSB / 244/2018**

Terms of service: Permanent

---

This is the entry and training grade for diploma holders. An officer at this level will work under the guidance of a more experienced officer.

**(a) Duties and Responsibilities**

- i. assisting in delivering fisheries extension services including conducting field days and training fishers;
- ii. collecting and compiling fisheries statistical data;
- iii. participating in fish quality assurance activities and marketing; and value addition

**(b) Requirements for Appointment**

- i. Be a Kenyan citizen
- ii. Be in possession of a Diploma in either Fisheries Management, Natural Resource Management or equivalent and relevant qualification from a recognized institution; and
- iii. Certificate in computer application skills from a recognized institution.
- iv. Must satisfy the requirements of Chapter six of the constitution of Kenya 2010

**18. LIVESTOCK PRODUCTION OFFICER III : ONE (1) POST- REF: MCPSB / 245/2018**

Terms of service: Permanent

---

The Officers will be deployed to the Sub-County Livestock Production Office as Subject Matter Specialist (SMS)

**(a) Duties and Responsibilities**

- i. Coordination of ward livestock production activities
- ii. Undertaking livestock production extension activities
- iii. Receiving and compiling livestock production statistical data
- iv. Analyzing livestock production data and preparing reports
- v. Promotion of livestock products, marketing and value addition

**(b) Requirements for Appointment**

- i. Bachelor of Science in any of the following:-Animal Production, Range Management, Agriculture, Agriculture Extension and Education, Natural Resources Management, Dairy Technology, Food Science and Technology
- ii. Certificate in Computer application from a recognized institution
- iii. Must satisfy the requirements of chapter six of the constitution of Kenya 2010.

**19. ASSISTANT LIVESTOCK PRODUCTION OFFICER I : ONE (1) POST- REF: MCPSB / 246/2018**

Terms of service: Permanent

---

The Officers will be deployed at the ward level and will be reporting to the Sub County Livestock Production Officer

**(a) Duties and Responsibilities**

- i. Coordination of village livestock production Officers
- ii. Delivery of Livestock Production extension services on all livestock production enterprises
- iii. Conducting Field days
- iv. Demonstration and training of livestock producers
- v. Collecting and compiling livestock production statistical data
- vi. Monitor and reporting on livestock marketing and value addition at ward level

**(b) Requirements for Appointment**

- v. Be a Kenyan citizen
- vi. Be in possession of Diploma in any of the following:- Animal Production and Health , Animal Production, Range Management, Dairy Technology, General Agriculture, Food Science and Technology, from a recognized institution.
- vii. Certificate in Computer application from a recognized institution
- viii. Must satisfy the requirements of chapter six of the constitution of Kenya 2010

**20. DIRECTOR VETERINARY SERVICES: ONE (1) POSITION –REF: MCPSB 247/2018**

Terms of Service: Contract/Permanent

---

**Job Summary**

Reporting to the Chief Officer, Livestock and Fisheries the Officer will be responsible for management, planning, coordination and administration of veterinary services, livestock and fisheries development in the County.

**(a) Duties and Responsibilities**

- i. Organization, direction, control and co-ordination of the functions of Livestock, Veterinary Services and Fisheries development in the County;
- ii. Developing appropriate county departmental policies, legal and institutional frameworks for the implementation of the mandate of Livestock, Veterinary Services and Fisheries development;
- iii. Handling administrative, human resource and asset management issues;
- iv. Ensuring strict compliance with all financial, budgetary and procurement procedures;
- v. Co-ordination of production, documentation and dissemination of Livestock, Veterinary Services and Fisheries development;
- vi. Interpreting and applying National and County laws and other related statutes in line with the county goals and objectives;
- vii. Establish a harmonious working relationship with the State Government
- viii. Director of Livestock, Veterinary Services;
- ix. Develop appropriate guidelines on interactions with other counties on Livestock, Veterinary Services and Fisheries development;
- x. Lay out a sound groundwork for export of animal and animal products;
- xi. Designing and managing complex disease control programmes;
- xii. Acquisition of professional equipment and materials for Livestock, Veterinary Services and Fisheries development;
- xiii. Perform other duties that may be assigned from time to time by the County Executive Committee Member or Chief Officer.

**(b) Requirements for Appointment**

- i. Be a Kenya Citizen;
- ii. Be a holder of a Bachelor degree in Veterinary Medicine, Animal Production or Fisheries from a recognized university (mandatory);
- iii. Be registered by a relevant professional body;
- iv. Demonstrate a high degree of professional and technical competence in work performance and results;
- v. Have a relevant knowledge and experience on extension of not less than five (5) years;
- vi. Demonstrate a thorough understanding of devolution, the County Development objectives and Vision 2030;
- vii. Be a strategic thinker and results oriented;
- viii. Meet the requirements of Chapter six of the Constitution of Kenya 2010 on leadership and integrity;
- ix. Be computer literate.

**F. DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

**21. ARCHITECT: THREE (3) POSTS- REF: MCPSB / 248/2018**

Terms of Service: Permanent

---

The officer is to work under the supervision and guidance of the County Director Housing and Community services

**(a) Duties and Responsibilities**

- i. Interpretation of clients' requirements;
- ii. Preparing sketch/scheme designs and producing working drawings/construction details;
- iii. Preparation of specification notes and schedules for all types of Architectural buildings;
- iv. Ensuring that Engineering and other specialists' Drawings conform to the Architects' Drawings;
- v. Measurements and preparation of drawings of existing buildings and sites;
- vi. Carrying out post contract administration.

**(b) Requirements for the Architect**

- i. Be a Kenyan citizen;
- ii. Be in possession of a Bachelor's Degree in Architecture from a university recognized in Kenya;
- iii. Have proficiency in CAD programs or Certificate of relevant Computer Application Skills from a recognized institution;
- iv. Be registered as a graduate member of the Architectural Association of Kenya (AAK) and registrable with relevant professional body (BORAQS);
- v. Have demonstrated professional competence and administrative ability in the line of duty;
- vi. Must have worked in the field for a minimum of 3 years;
- vii. Have met the requirements of Chapter Six of the Constitution of Kenya; and Public Officer Ethics Act 2003.

**22. STRUCTURAL ENGINEER: ONE (1) POST- REF: MCPSB / 249/2018**

Terms of Service: Permanent

---

**Job Purpose**

The Civil Engineer is involved in engineering design, project costing, tender documentation, tendering processes, project management, and construction supervision as well as oversee maintenance of county infrastructure

**(a) Duties and Responsibilities**

- i. Preparation and/or modification of Civil/Structural engineering calculations, Civil/Structural engineering plans, design, and layout, Civil/Structural project specifications, Civil/Structural engineering portion of project proposals and civil/Structural engineering portion of project cost estimates
- ii. Design Structural Capacity of new projects.
- iii. Assess the adequacy of buildings in use.
- iv. Supervise contracts during project implementation
- v. Coordinating work with other disciplines such as architectural, mechanical, electrical, etc
- vi. Management of County building projects and Supervision of ongoing projects;
- vii. Monitoring and inspection of upcoming constructions to ensure compliance with approval conditions
- viii. Investigation and survey of building sites to determine the suitability of the site for the requirements of the upcoming project;
- ix. Co-ordinate and consult with other members of their projects, including Environmental Scientists, Architects and Landscape Architects;
- x. Design of structures and Carryout structural integrity tests on existing structures;
- xi. Preparation and filing of accurate reports of ongoing projects.
- xii. Prepare structural drawings;
- xiii. Performing structural design and analysis calculations using governing codes and standards, engineering formulas, skills, and experience

**(b) Requirements for Appointment**

- i. Be a Kenyan citizen;
- ii. Be in possession of a Bachelor's Degree in Civil/Structural Engineering from a University recognized in Kenya;
- iii. Have a Certificate of relevant Computer Application Skills from a recognized institution;
- iv. Be registered as a graduate member of the Engineers Association of Kenya;
- v. Have demonstrated professional competence and administrative ability in the line of duty;
- vi. Must have practiced in Structural Design and supervision for 5 years;
- vii. Have met the requirements of Chapter Six of the Constitution of Kenya; and Public Officer Ethics Act 2003.

**22. QUANTITY SURVEYOR: ONE (1) POST- REF: MCPSB / 250/2018**

Terms of Service: Permanent

---

The Officer is to work under the supervision and guidance of County Director Housing and community services

**(a) Duties and Responsibilities**

- i. Develop BOQ for new projects at contract documentation;
- ii. Carry our assessment of property, buildings for the purpose of maintenance, repair, upgrading or demolition;
- iii. Supervise projects and value works for purposes of payments;
- iv. Supervising construction works and preparing measurement of on-going works;
- v. Prepare estimates and budgets for new projects;
- vi. Valuation of projects for purpose of payment, claims, acquisition, litigation or any other government purpose;.



- vii. Preparing contract documents, procurement plans, budgets, work plans;.
- viii. Performing risk analysis evaluation and appraisals;.
- ix. Supervision of staff. Qualifications

**(b) Requirements for Appointment**

- i. Be a Kenyan citizen
- ii. Be in possession of Bachelors degree in Building Economics / Quantity Surveying or its equivalent and relevant qualifications from a university recognized in Kenya; and
- iii. Be registered by the relevant professional body e.g. BORAQs
- iv. Have worked as a quantity surveyor in a busy office for a minimum of 5 years;
- v. Have strong numeracy, financial management and negotiation skills;
- vi. Providing cost management services including invoice validation, cost forecasting and reporting, change management, close out administration and procurement management;
- vii. Possess business etiquette with a strong work ethic, high level of integrity, results oriented, and ability to deliver under pressure;
- viii. Be conversant with Microsoft Office and other relevant computer based costing and design packages;
- ix. Have demonstrated professional competence and administrative ability in the line of duty;
- x. Have met the requirements of Chapter Six of the Constitution of Kenya; and Public Officer Ethics Act 2003

**G. DEPARTMENT OF WATER AND ENERGY**

**23- DIRECTOR ENERGY: ONE (1) POSITION –REF: MCPSB 251/2018**

Terms of Service: Permanent

**Job Summary**

Reporting to the Chief Officer, Water and Energy, the Director Energy will be responsible for oversight and foresight of the energy and development of energy sector in the county especially alternative sources to ensure promotion of appropriate energy saving technologies that contribute to sustainable utilization of natural resources in the county.

**(a) Duties and Responsibilities**

- i. Utility budget accounting, including forecasting future energy demand and costs;
- ii. Oversee procurement of electric and natural gas energy and water/sewer service.
- iii. Monitoring of utility metering systems including electric, natural gas, steam chilled water and potable water/sewer;
- iv. Promote the development, production, conservation and utilization of renewable energy;
- v. Monitoring, supervision and evaluation of renewable energy, energy efficiency and conservation projects
- vi. Coordination of research in renewable energy;
- vii. Promotion of development of appropriate local capacity for the manufacture, installation, maintenance and operation of renewable technologies;
- viii. Development and promotion of off-grid and decentralized electrical systems and hybrids;
- ix. Promotion, coordination and administration of outreach and knowledge management on renewable energy sources such as wind power, small hydro, biogas, and solar power technologies;
- x. Promotion of Private Sector participation in development of renewable energy initiatives and benchmarking;
- xi. Energy opportunity Assessment; and Energy project support;
- xii. Organizational efficiency standards;

- xiii. Any other duties as may be assigned from time to time by Chief Officer Department of Water, and Energy.

**(b) Requirements for Appointment**

- i. Be a Kenyan citizen;
- ii. Be in possession of Bachelor of Science Degree in any of the following disciplines: Energy, Chemistry, Biochemistry, Forestry, Agriculture, Environmental sciences OR Bachelor of Science/Bachelor of Technology Degree in Mechanical/Chemical/Electrical/Energy Engineering or equivalent qualifications from a recognized institution;
- iii. Master's Degree in any of the above disciplines will be an added advantage
- iv. Where applicable, Registration by Professional bodies and possession of a current practicing license;
- v. Have at least 5 years working experience 3 of which must be at a senior management level;
- vi. Experience in the field of renewable energy development for a period of not less than 5 years will be desirable;
- vii. Certificate course lasting not less than four (4) weeks or Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be added advantage;
- viii. Have good communication, presentation, research and analytical skills
- ix. Be computer literate
- x. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010

**H. DEPARTMENT OF TRADE DEVELOPMENT, INDUSTRIALIZATION, COOPERATIVES AND TOURISM**

**24- COUNTY COOPERATIVE COMMISSIONER: ONE (1) POST –REF: MCPSB 252/2018**

**(a) Duties and Responsibilities**

- i. Promoting cooperative societies
- ii. Advising on cooperative investments;
- iii. Analyzing data for policy formulation
- iv. Developing and monitoring work plans for cooperative extension services
- v. Overseeing cooperative activities in several cooperative societies
- vi. Evaluating co-operative activities and trends for promoting the co-operative movement and
- vii. Enforcing compliance with co-operative legislation

**(b) Requirements for Appointment**

- i. Be a Kenyan Citizen
- ii. Be a holder of at least Bachelor's degree in any of the following disciplines: Commerce/ Business Administration, Agriculture, Economics, Statistics, Agricultural Engineering, Mathematics, Sociology, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agribusiness from a university recognized in Kenya Entrepreneurship/Project planning and management/Engineering/Education Technology/Agriculture/Food Technology/Textile
- iii. A Diploma in any of the following disciplines:- Co-operative Management, Co-operatives Auditing, Marketing, Internal auditing or Finance from a recognized institution;
- iv. Possession of a relevant Masters degree will be considered an added advantage
- v. Served for cumulative period of not less than five (5) years, three of which must have been at the grade of Chief Co-operative Officer, Job Group "M" and above, or in a comparable and relevant position in the public service.

OR

- vi. Certified Public Secretaries(CPS) Kenya Part III Certified Public Accountants(CPA) Kenya Part III Examination from a recognized institution and
- vii. Demonstrated administrative ability and professional competence in work performance

- viii. Master's degree in related field or professional qualification will be an added advantage
- viii. Satisfies the requirement of Chapter six of the Constitution of Kenya 2010

## **25- TRADE DEVELOPMENT OFFICER- ONE (1) POST –REF: MCPSB/ 253/2018**

### **(a) Duties and Responsibilities**

- i. Implementing strategies, policies and procedures in relation promotion of trade development in the county
- ii. Promoting retail and wholesale markets
- iii. Monitoring the trading activities and trade development opportunities of the County and conducting market surveys and research
- iv. Managing and disseminating trade information to traders and other stakeholders
- v. Overseeing the management of county physical markets and regulation of hawking activities
- vi. Identifying opportunities for productive engagements between county small scale traders, producers, potential investors and other relevant stakeholders
- vii. Ensuring maintenance of a high standard of operational good practice, safety, security, hygiene and cleanliness throughout all markets and trading centres
- viii. Overseeing the erection and dismantling of all structures relating to Craft Fairs, Outdoor Markets and any other event which may be the responsibility of the trade department
- ix. Any other duties as assigned by the Trade development Officer

### **(b) Requirements for Appointment**

- i. Be a Kenyan Citizen
- ii. Be a holder of at least Bachelor's degree in Degree in Commerce/Economics/Business Administration/International Trade or related field
- iii. A certificate in management of not less than four weeks
- iv. Knowledge of economic, social, political and development issues
- v. Strong leadership, organization and coordination skills Demonstrated professional, technical and administrative competency as reflected in work performance and results
- vi. Good interpersonal relations with proven communication skills, both verbal and written;
- vii. Satisfy the requirements of Chapter Six of the Constitution OF Kenya 2010

## **26- WEIGHTS AND MEASURES OFFICER- ONE (1) POSITION –REF: MCPSB 254/2018**

### **(a) Duties and responsibilities**

- i. Testing and stamping of mechanical and electronic weighing and measuring equipment
- ii. Sampling pre-packaged goods for qualitative analysis
- iii. Carrying out a variety of duties including inspections, investigations and prosecution of offences arising from laws enforced by the weights and measures unit
- iv. Giving evidence in court on offences arising from infringement of weights and measures
- vi. Act (Cap 513), the Trade descriptions Act (Cap 505) and regulations made there under
- vii. Collecting and accounting for Appropriation in Aid (A.I.A)
- viii. Any other duty assigned

### **(b) Requirement for Appointment**

- i. Be in possession of at least Bachelors degree in any of the following Disciplines:
- ii. Mechanical/electronics/instrumentation and microprocessors engineering, Instrumentation, computer Science, Information Communication Technology (ICT), Legal Metrology Engineering (Mechanical/Electrical/Electronics) or equivalent qualifications from a university recognized in Kenya
- iii. At least three years of relevant experience in the public or private sector
- iv. Attended an investigation/prosecution course lasting for at least four(4) weeks

- v. Certificate in Computer applications from a recognized institution.
- vi. A registered member of the Institute of Trade Standards Administration
- vii. Demonstrated professional, technical and administrative competency as reflected in work performance and results
- viii. Good interpersonal relations with proven communication skills, both verbal and written
- ix. Satisfy the requirements of Chapter Six of the Constitution.

## I. DEPARTMENT OF TRADE ENVIRONMENT AND DISASTER MANAGEMENT

### 27- COUNTY MINING OFFICER: ONE (1) POSITION –REF: MCPSB 255/2018

#### Terms of Service: Permanent

#### Job Summary

The Job holder will primarily be responsible for the safe and economic production of the County's minerals and will play a key role in the planning, exploitation and excavation of mineral resources since mining actions by their nature will be the reason of a disturbance of the natural atmosphere in and around which the minerals are located. He/she will oversee the manufacture and dispensation of mineral commodities; mitigate pollution to the environment both during and after mining as a result of the change in the mining area.

#### (a) Duties and Responsibilities

- i. Develop, implement and maintain strategies to deliver profitable mining and geology services within the county;
- ii. Promote innovation and the use of leading edge technology in the mining and geological prospects undertaken by the miners;
- iii. Ensure that the mine and its related surface and underground operations remain safe and efficient;
- iv. Provide technical knowledge and management skills at all stages of mining, and to assess the impact these structures have on their surrounding environment;
- v. Assist miners develop new technology for extraction of materials from nature and processing them for additional value;
- vi. Ensure proper operation in mines;
- vii. Plan, operate, manage the extraction of valuable rocks/mineral and reclaim mines and mining facilities for both surface and underground mineral deposits to provide raw materials and energy resources needed to sustain modern civilization, at a maximum efficiency, least cost and under the safest condition and environmentally conscientious manner.
- viii. Assist miners know what the mine is going to be like in short-mid and long term, and of course, look for new ways to optimize processes using engineering,
- ix. Develop strategies, business plans/budgets and business development to establish and grow the mining and geology sub sector into a profitable and successful business with a diverse capability profile, a depth of skills and professional personnel and an enduring level of client and partner/associate loyalty that fits in with the County's overall strategy;
- x. Create technical solutions for mine design, scheduling, costing and tracking problems. Typically working on a particular time or scale setting i.e. day to day schedule vs life of mine or the next blast vs. the whole mine design;
- xi. Ensure that miners extract minerals of interest from the ground following Mining regulations, optimizing economics and dealing with social and environmental implications.

#### (b) Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Be in possession of Bachelor of Applied Science, Mining Engineering, Civil Engineering from a University recognized in Kenya,

- iii. Minimum 2 years combined experience in mining production and engineering with knowledge of metallurgical processes of which one year of experience at a supervisory level;
- iv. Previous experience in a head office environment including evaluation of mineral properties, and financial, taxation is an asset,
- v. Proven track record of leading and managing teams;
- vi. Ability to think strategically;
- vii. Highly developed interpersonal skills'
- viii. Motivation and organization skills
- ix. Team player
- x. A strong network of mining industry contacts in Kenya;
- xi. Satisfy the requirements of Chapter six of the Constitution of Kenya 2010

## **J. DEPARTMENT OF FINANCE AND ECONOMIC PLANNING**

### **28- PROCUREMENT OFFICER: ONE (1) POST –REF: MCPSB 256/2018**

#### **Terms of Service: Permanent**

---

#### **(a) Duties and Responsibilities**

- i. Estimating and establishing cost parameters and budgets for purchases Maintain accurate records of purchases and pricing Create and maintain good relationships with vendors/suppliers;
- ii. Making professional decisions in a fast-paced environment;
- iii. Maintain records of purchases, pricing, and other important data Review and analyze all vendors/suppliers, supply, and price options;
- iv. Develops plans for purchasing equipment, services and supplies;
- v. Negotiate the best deal for pricing and supply contracts ensure that the products and supplies are high quality;
- vi. Create and maintain inventory of all incoming and current supplies;
- vii. Maintain and update list of suppliers and their qualifications, delivery times, and potential future development Working with team members and Procurement Manager to complete duties as needed

#### **(b) Requirements for Appointment**

- i. Be a Kenyan citizen;
- ii. Be in possession of at least Bachelor's Degree in any of the following disciplines- Commerce, Business Administration (Supply Management Option), Economics.
- iii. In addition they must have served at the level of a Procurement Officer for at least three (3) years in a large government institution,
- iv. Must be conversant with the Public Procurement and Asset Disposal Act (PPADA) 2015
- v. Applicants must be of high integrity and able to supervise a large number of staff.
- vi. Be registered with Kenya Institute of Supplies Management (KISM).
- vii. Must be computer literate and ICT competent.
- viii. Solid knowledge and understanding of procurement processes, policy, and systems Two (2) years previous experience as procurement officer or related position
- ix. Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel);
- x. Ability to analyze problems and strategize for better solutions;
- xi. Ability to negotiate, establish, and administer contracts;
- xii. Excellent verbal and written communication skills;
- xiii. Ability to multitask, prioritize, and manage time efficiently;
- xiv. Accurate and precise attention to detail;

- xv. Ability to work well with management and staff at all levels;
- xvi. Goal-oriented, organized team player;
- xvii. Satisfy the requirements of Chapter six of the Constitution of Kenya 2010

## **K. DEPARTMENT OF PUBLIC SERVICE MANAGEMENT AND ADMINISTRATION**

**29- DEPUTY DIRECTOR SECURITY OFFICE: ONE (1) POST –REF: MCPSB 257/2018**

**Terms of Service: Contract/Permanent**

---

### **Job Summary**

The Deputy Director Security Office shall be responsible to the H.E the Governor and will be in charge of the Security and Safety, in overall management, direction, control and co-ordination of Security Operations in the County.

### **(a) Duties and Responsibilities**

- i. Develop and implement security procedures for County Offices, residents and Operational Sites.
- ii. Develop and implement access control procedures to ensure that County assets and information are protected.
- iii. Ensure security risks assessments are done and identify potential vulnerabilities and threats to County operations.
- iv. Investigate and complete the process for close out of all security incident Investigation Reports and prepare/submit lessons learned.
- v. Liaise with National Government security agencies such as Oil and Gas Police and advise County government on security matters in the county and region at large;
- vi. Develop a security alert and reporting system and ensure all security incidents are reported.
- vii. Manage the security services contracts and ensure that security contractors and other security bodies supporting County operations adhere to Voluntary Principles on Security and Human Rights (VPSHR);
- viii. Organize any relevant security training and exercises for county or the contractors;
- ix. Update the evacuation plan in coordination with the Health and safety agencies/police.
- x. Any other duties as may be assigned by your supervisor In-Charge of the security department.

### **(b) Requirements for Appointment**

- i. Be a Kenyan citizen;
- ii. Be in possession of at least Bachelor's Degree in Security Management, Criminology or a related field from a university recognized in Kenya;
- iii. Minimum period of three (3) years in a reputable security firm
- iv. Valid Driving License (Able to Drive Manual Vehicle)
- v. Ready to work in a challenging environment;
- vi. The suitable candidate should be between 30 years and above
- vii. Must have thorough knowledge and understanding of Security Operations and Well networked in the security industry;
- viii. Excellent computer skills in Ms-office;.
- ix. Verbal and written communication proficiency in English required'.
- x. Strong interpersonal skills;
- xi. Must be medically and physically fit
- xii. Strong assessment, evaluation and analytical skills;
- xiii. .Satisfy the requirements of Chapter six of the Constitution of Kenya 2010;

xiv. **Required skills:**

- Reporting; Risk analysis; Security operations; Training delivery; Investigation

**30- ASSISTANT SECURITY OFFICER: THREE (3) POSTS –REF: MCPSB 258/2018**

**Terms of Service: Permanent**

**Job Summary**

Reporting to Deputy Director Security Office, successful candidate will be required to carry out supervision of in-house and contracted security services, liaise with external security agencies for preventive action and assist in investigations and prosecutions.

**(a) Duties and Responsibilities**

- Carry out supervision of in-house and contracted security services
- Liaise with external security agencies for preventive action and
- Assist in investigations and prosecutions.:

**(c) Requirements for Appointment**

- Be a Kenyan citizen;
- Be in possession of at KCSE C plain
- Minimum Diploma in Security Management
- be between 30-40 years of age
- Must have served for at least 5 years in the rank of Corporal and above in uniformed service,
- clean certificate of discharge and valid certificate of good conduct.
- Satisfy the requirements of Chapter six of the Constitution of Kenya 2010

**L. DEPARTMENT OF WATER AND ENERGY**

❖ **Planning and Design section**

**31- WATER ENGINEER: ONE (1) POST –REF: MCPSB /259/2018**

**(a) Duties and Responsibilities**

- Preparing bills of quantities for water projects;
- Checking the adherence to specification and standards;
- Ensuring that work is progressing on schedule;
- Supervising complex water works;
- Preparing water supply and sewerage programmes;
- Evaluating and advising on technical reports;
- Any other duty as may be assigned from time to time.

**(b) Requirements for appointment**

- Be a Kenyan citizen
- Be a Holder of a Bachelor's Degree in Water Engineering or its equivalent from a University recognized in Kenya
- Have at least five years' experience in design and supervision of water and related projects;
- Be registered with Engineers Registration Board of Kenya as an Engineer;
- Be a member of the Institute of Engineers of Kenya;
- Must have good inter-personal and communication skills;
- Proficiency in computer applications;
- Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010.

❖ **Operations & Maintenance(O & M) section**

**32- INSPECTOR GROUND WATER : ONE (1) POST –REF: MCPSB /260/2018**

**(a) Duties and Responsibilities**

- i. Preparing bills of quantities for water projects;
- ii. Checking the adherence to specification and standards;
- iii. Ensuring that work is progressing on schedule;
- iv. Supervising complex water works;
- v. Preparing water supply and sewerage programmes;
- vi. Evaluating and advising on technical reports;
- vii. Any other duty as may be assigned from time to time.

**(b) Requirements for appointment**

- i. Be a Kenyan citizen
- ii. Be a Holder of a Bachelor's Degree in Water Engineering or its equivalent from a University recognized in Kenya
- iii. Have at least five years' experience in design and supervision of water and related projects;
- iv. Be registered with Engineers Registration Board of Kenya as an Engineer;
- v. Be a member of the Institute of Engineers of Kenya;
- vi. Must have good inter-personal and communication skills;
- vii. Proficiency in computer applications;
- viii. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010.

**33- INSPECTOR WATER SUPPLY : TWO (2) POSTS –REF: MCPSB 261/2018**

**(a) Duties and Responsibilities**

- i. Checking operation charts and monthly revenue returns;
- ii. Collecting and analysing data;
- iii. Supervising operations and maintenance of water supplies and sewerage treatment works;
- iv. Maintaining records of water supplies and sewerage schemes;
- v. Any other duty as may be assigned from time to time.

**(d) Requirements for appointment**

- I. Be a Kenyan citizen;
- II. BE a Holder of either three (3) years Certificate in technical training or a Diploma in Water Engineering or Water Supply Technology or equivalent qualification from a recognized institution;
- III. Have at least three (3) years' experience in design and supervision of water and related projects
- IV. Must have good inter-personal and communication skills;
- V. Proficiency in computer applications;
- VI. .Must have good inter-personal and communication skills;
- VII. Proficiency in computer applications;
- VIII. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010.



## 34- POWER PLANT TECHNICIAN : ONE (1) POST –REF: MCPSB 262/2018

### (a) Duties and Responsibilities

- i. Checking operation charts and monthly revenue returns;
- ii. Collecting and analysing data;
- iii. Supervising operations and maintenance of water supplies and sewerage treatment works;
- iv. Maintaining records of water supplies and sewerage schemes;
- v. Any other duty as may be assigned from time to time.

### (b) Requirements for appointment

- I. Be a Kenyan citizen;
- II. BE a Holder of either three (3) years Certificate in technical training or a Diploma in Water Engineering or Water Supply Technology or equivalent qualification from a recognized institution;
- III. Have at least three (3) years' experience in design and supervision of water and related projects
- IV. Must have good inter-personal and communication skills;
- V. Proficiency in computer applications;
- VI. .Must have good inter-personal and communication skills;
- VII. Proficiency in computer applications;
- VIII. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010.

## 35- ELECTRICAL TECHNICIAN -ONE (1) POST –REF: MCPSB 263/2018

Terms of Service: Permanent

---

### Job Summary

Participation reviews and controls work activities related to the installation, testing and commissioning and maintenance of various electrical and mechanical systems other electro-mechanical equipment and infrastructure as per County policies, procedures and quality standards.

### (a) Duties and Responsibilities

- i. Carry out first and second line Routine and Preventive Maintenance of AC and DC power Plants.
- ii. Record all tasks carried out and maintain Records of Power Plant, Battery readings etc.
- iii. Be familiar and carry out fault finding in AC and D.C Plants and associated installation work;
- iv. Participate in AC and D.C Power Plant associated installation work.
- v. Be able to carry out routine and preventive maintenance of Generator sets including AMF Panel as when required.
- vi. Ensure Power Plant Safety Procedures followed at all times.
- vii. Attend to Emergency Call Outs as when required.
- viii. Ensure all areas are kept clean and tidy;
- ix. Highlight to his superiors any abnormalities associated with Power Plant or any other Co operate equipment and Assets.
- x. Assist other Power Plant cadres in case of emergency maintenance or breakdown.
- xi. Perform other duties as assigned by Superiors.

### (a) Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Be a Holder of
- iii. Diploma/Certificate/ Trade Test in Electrical Electronics Engineering;.
- iv. 3 years experience in maintenance field;
- v. Experience in electronic/electrical servicing or maintenance of hotel/restaurant kitchen equipment will be a distinct advantage. Skills;
- vi. Good verbal and written communication skills;

- vii. Good Time management skills. Abilities
- viii. Ability to work under pressure;
- ix. Must be able to work alone (with little or no supervision;
- x. Resolving problems efficiently, quickly, in a timely manner;
- xi. Adoptable and flexible;
- xii. Quick learner;
- xiii. Well disciplined, honest and responsible;
- xiv. Has Eye for details.
- xv. Proficiency in computer applications;
- xvi. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010.

**36- WATER SUPPLY OPERATOR -ONE (1) POST –REF: MCPSB/ 264/2018**

**Terms of Service: Permanent**

---

**(a) Duties and Responsibilities**

- i. Operates and monitors a variety of water supply and treatment equipment such as:
  - Pumping systems
  - Chemical feeders
  - Measuring and control systems
- ii. Assists with maintenance of plant equipment and facilities
- iii. Performs water level measurements on groundwater wells
- iv. Loads and unloads chemicals
- v. Performs basic laboratory analytical techniques on water samples
- vi. Collects samples for analytical purposes
- vii. Performs calculations related to dosing, flow rates, and other weights and measures
- viii. Complies with all safety standards and practices as they pertain to equipment, facility operations and chemical handling
- ix. May require after hour work due to 24 hour operation.
- x. Available for emergency response, 24 hours/day, seven days/week.
- xi. Must reside within 25 miles of the nearest water system boundary where assigned in order to respond to emergencies.
- xii. Performs other duties as assigned.

**(a) Requirements for appointment**

- i. Be a Kenyan citizen;
- ii. High school diploma or equivalent.
- iii. Familiar with PC applications such as Windows, Word Processing, Spreadsheets and Internet.
- iv. Water Treatment Plant Operator 1 certification
- v. Water Distribution Operator 1 certification preferred
- vi. Have good communication (both written and verbal) and organizational skills.
- vii. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include standing for extended periods of time, lifting heavy loads, kneeling, crawling, and climbing
- viii. Driver's license;
- ix. May include working in all weather conditions, during all hours of the day. Physical demands include but are not limited to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time Proficiency in computer applications;

- x. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010

**37- ARTISAN PIPE FITTER/ PLUMBER -TWO (2) POST –REF: MCPSB 265/2018**

**Terms of Service: Permanent**

---

**Job Summary**

Improvement works, more complex repairs and maintenance works, Routine checks in line with their area of specialization.

**(a) Duties and Responsibilities**

- i. Carry out preventive and reactive maintenance of plumbing equipment and systems in locations assigned, as indicated in the “Skills” section below, in order to ensure such equipment and systems are functional and safe for use;
- ii. Carry out inspections of plumbing equipment and systems in order to ascertain if they are functional and safe for use.
- iii. Carry out basic masonry and carpentry repairs in identified locations assigned;
- iv. Carry out maintenance-related activities that affect food safety in assigned locations in order to eliminate food safety hazards.
- v. Record activities carried out in required formats for future reference
- vi. Carry out repair and maintenance of water reticulation systems;
- vii. Carry out construction of new water and sewerage lines in the University
- viii. Monitor and maintain water system equipment in the County.
- ix. Satisfy the requirements of Chapter six of the constitution if Kenya 2010.

**(b) Requirements for appointment**

- i. Craft Certificate in plumbing from a recognized training institution.
- ii. At least 1 year’s practical experience as a plumber.
- iii. Skills:
  - Proficient in installation and repair of the following: CPVC, PPR, galvanized water supply (hot and cold) pipe work, and floor drainage pipe work, including associated masonry work.
  - Proficient in installation and repair of the following: water taps, ceramic and stainless steel sinks, toilets, showers, water booster pumps, drainage/sump pumps, PVC water storage tanks;
- iv. Basic masonry and carpentry skills;
- v. Good spoken and written English and Kiswahili language skills. Abilities;
- vi. Ability to work under pressure;
- vii. Adaptable and flexible;
- viii. Able to prioritize work efficiently;

**(a) Requirements for appointment**

- i. Be a Kenyan citizen;
- ii. Be in possession of Certificate in water engineering with 3 years’ experience OR Artisan I with three (3) years’ experience OR Artisan II or Grade I with 3 years’ experience OR Artisan III with 6 years’ experience;
- iii. Experience in water reticulation systems in a learning institution is an added advantage..
- iv. Familiar with PC applications such as Windows, Word Processing, Spreadsheets and Internet.
- v. Water Treatment Plant Operator 1 certification
- vi. Water Distribution Operator 1 certification preferred
- vii. Have good communication (both written and verbal) and organizational skills.

- viii. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include standing for extended periods of time, lifting heavy loads, kneeling, crawling, and climbing
- ix. Driver's license;
- x. May include working in all weather conditions, during all hours of the day. Physical demands include but are not limited to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time Proficiency in computer applications;
- xi. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010.

**HOW TO APPLY:**

1. All applications should be submitted in a sealed envelope clearly marked on the top left side indicating the reference number for position applied for and addressed to:

**The Secretary/CEO  
Migori County Public Service Board  
P.O Box 365- 40400, Suna**

2. Hand delivered applications should be dropped at the offices of the Migori County Public Service Board located at Msomi Teachers' College on Migori/Isebania Highway.
3. All applications should reach the Secretary/CEO Migori County Public Service Board on or before Monday December 17, 2018 at 5:00pm
4. Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates and testimonials.
5. For candidates to meet the requirements of chapter six of the Constitution of Kenya 2010, applicants must obtain the following clearance:
  - Tax compliance certificate from KRA
  - Clearance certificate from HELB
  - Clearance certificate from Ethics and Anticorruption Commission (EACC)
  - Certificate of good conduct from Criminal Investigation Department

**NB**

- Women, People Living With Disabilities and Marginalized Groups are encouraged to apply,
- Only shortlisted and successful candidate will be contacted;
- Canvassing in any form will lead to automatic disqualification;

Migori County Public Service Board is ***AN EQUAL OPPORTUNITY EMPLOYER.***