

# REPUBLIC OF KENYA



## COUNTY GOVERNMENT OF MIGORI P.O BOX 365-4040 SUNA

### OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

### ANNOUNCEMENT OF VACANCIES

Migori County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the Constitution of Kenya 2010 and the County Government Act No.17 of 2012.

#### **1. MIGORI MUNICIPAL BOARD MEMBERS: EIGHT (8) POSTS- REF: MCPSB / 204/2018**

Migori County Municipal Board members shall be responsible for development of Policies, Plans, Strategies and setting of targets for delivery of services

##### **(a) Functions of the Board**

- i. oversee the affairs of the municipality;
- ii. develop and adopt policies, plans, strategies and programmes, and set targets for delivery of services;
- iii. formulate and implement an integrated development plan;
- iv. promote and undertake infrastructural development and services within the municipality;
- v. develop and manage schemes, including site development in collaboration with the relevant national and county agencies;
- vi. maintain a comprehensive database and information system of the administration and provide public access thereto upon payment of a nominal fee to be determined by the board;
- vii. implement applicable national and county legislation;
- viii. monitor and, where appropriate, regulate municipal services where those services are provided by the service providers other than the board of the municipality;
- ix. prepare its budget for approval by the county executive committee and administer the budget as approved;
- x. monitor the impact and effectiveness of any services, policies, programmes or plans;
- xi. establish, implement and monitor performance management systems;

##### **(b) Requirements for Appointment for member of the committee**

- i. Be a Kenyan citizen,
- ii. Be in a possession of at least a diploma from an institution recognized in Kenya;
- iii. has a distinguished career in a medium level management position in either the private or public sector;
- iv. holds at least five(5) years' post qualification professional experience;
- v. is ordinarily resident or has a permanent dwelling in the municipality;
- vi. carries on business in the municipality or has lived in the municipality for at least five (5) years
- vii. Meets the requirements of Chapter Six of the Kenya Constitution 2010 and is not disqualified for appointment to office by County Government Act or any other law.

##### **(c) Of the Eight (8) Board members, four (4) shall be qualified for appointment, and shall be nominated by the following professional bodies and associations:**

- (a) an umbrella body representing professional association in the area;
- (b) an association representing the private sector in the area;
- (c) a cluster representing registered associations of the informal sector in the area;
- (d) a cluster representing registered neighbourhood associations in the area.
- (e) **The other four (4) vacancies** shall be filled competitively from interested individuals.

##### **(e) Terms of Service: Contract: 5 Years part-time basis**

#### **2. TOWN COMMITTEE MEMBERS - TWELVE (12) POSTS: MCPSB / 205/2018**

Town Committee Members shall be responsible for development of policies, plans, Strategies and setting targets for delivery of services.

##### **(a) Functions of the Committee**

- i. oversee the affairs of the town
- ii. develop and adopt policies, plans, strategies and programmes, and set targets for delivery of services;

- iii. control land use, land sub division, land development and zoning by public and private sectors for any purpose, including industry, commerce, markets; shopping and other employment centers, residential areas, recreational areas, parks, entertainments, passenger transport, agriculture, and freight and transit stations within the framework of the spatial and master plans for the town as may be delegated by the county government;
- iv. formulate and implement an integrated development plan;
- v. as may be delegated by the county government, promote and undertake infrastructural development and services within the town;
- vi. develop and manage schemes, including site development in collaboration with the relevant national and county agencies;
- vii. maintain a comprehensive database and information system of the administration and provide public access thereto upon payment of a nominal fee to be determined by the committee;
- viii. administer and regulate its internal affairs;
- ix. implement applicable national and county legislation;
- x. enter into such contracts, partnerships or joint ventures as it may consider necessary for the discharge of its functions;
- xi. monitor and, where appropriate, regulate town services where those services are provided by the service providers other than the committee;
- xii. prepare its budget for approval by the county executive committee and administer the budget as approved;
- xiii. as may be delegated by the county government, collect rates, taxes, levies, duties, fees and surcharges on fees;
- xiv. settle and implement tariff, rates and tax and debt collection policies as delegated by the county government;
- xv. monitor the impact and effectiveness of any services, policies, programmes or plans;
- xvi. establish, implement and monitor performance management systems;
- xvii. promote a safe and healthy environment;
- xviii. facilitate and regulate public transport, and

**(b) Requirements for Appointment**

- i. Be a Kenyan citizen
- ii. Be a holder of a Diploma from a recognized institution in Kenya
- iii. has a distinguished career in a management position in either the private or public sector;
- iv. holds at least three years' post qualification professional experience;
- v. satisfies the requirements of Chapter six of the Constitution; and The Urban Areas and Cities (Amendment) Bill, 2017
- vi. is ordinarily resident or has a permanent dwelling in the town for at least five (5) years or carries on business in the county;;
- vii. Meets the requirements of Chapter Six of the Kenya Constitution 2010 and is not disqualified for appointment to office by County Government Act or any other law.

**(c) Of the four (4) Committee members, two (2) shall be qualified for appointment, and shall be nominated by the following professional bodies and associations:**

- (i) a cluster representing registered associations of the informal sector in the area;
- (ii) a cluster representing the business community

**(d) The other two (2) Town Committee Members vacancies shall be filled competitively from interested individuals.**

**(e) Terms of Service: Contract: 5 Years part-time basis**

**3. MANAGER, MIGORI MUNICIPAL BOARD (1) POST –REF: MCPSB/ 206/2018**

The Municipal Manager shall implement the decisions and functions of the Board of the Municipality and shall be answerable to the Board and act on behalf of the Board of the Municipality.

**(a) Duties and Responsibilities**

- i. Overseeing the affairs of the municipality;
- ii. Developing and adopting policies, plans, strategies and programmes;
- iii. Formulating and implementing and integrated municipal development plans;
- iv. Maintaining a comprehensive database and information system of the administration and providing public access
- v. Ensuring preparation of workshops, Budgets and Policies
- vi. Secretary to Migori Municipal Board;

**(b) Requirements for appointment**

- i. Be a Kenyan citizen ;
- ii. Be a holder of a bachelor's degree in town planning Administration/Political Science, Public Administration/ Urban management or related field from a university recognized in Kenya is an added advantage
- iii. Must have a m
- iv. Master's degree in town planning/Administration/Political Science/Public Administration/management or related field from a university recognized in Kenya;
- v. Working experience of not less than five(5) in a senior management position either in public or private sector;
- vi. Have qualifications and knowledge in administration and management in the public or private sector;

- vii. Must have a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution OR attended Senior Management course from Kenya School of Government
- viii. Must be a member of a professional body;
- ix. Must satisfy the requirements of Chapter six of the constitution of Kenya 2010.

**(c) Terms of Service: Contract/Permanent**

**4- TOWN ADMINISTRATOR -THREE (3) POSTS -REF: MCPSB/ 207/2018**

Reporting to the Town Committee, Town Administrator shall perform such functions as the town committee may determine from time to time.

**(a) Duties and responsibilities**

- i. Overseeing the affairs of the Town
- ii. Exercising executive authority as may be delegated by the Town Committee
- iii. Developing and adopting policies, plans strategies and programs for efficient running of the Town
- iv. Promoting and undertaking infrastructural development and services within the town as may be delegated by County Government
- v. Ensuring provision of services to residents of Migori Town
- vi. Enforcing the fees, levies and charges as may be authorized by the county government for delivery of services
- vii. Initiating new laws or making recommendations for issues to be included in the laws
- viii. Promotion of safe and healthy environment
- ix. Coordinating and facilitating citizen participation in the development of policies, plans and delivery of services
- x. Implementing national policies and policies of the County Executive Committee Member as they affect the town

**(b) Requirements for Appointment**

- (I) Be a Kenyan citizen;
- (II) Be in possession of a degree from a university recognized in Kenya;
- (III) Has proven experience of at least five (5) years work experience in administration or management either in public sector or private sector,
- (IV) Satisfies the requirements of chapter six of the constitution of Kenya 2010

**(c) Terms of Service: Permanent/Contract**

**5. DIRECTOR, MEDICAL SERVICES: ONE (1) POST –REF: MCPSB/ 208/2018**

**Director, Medical Services shall** develop, monitor and evaluate county health programmes for the development and improvement of the health care services; and develop norms and standards to guide health care service delivery. In addition, provide technical guidance to, health departments;NGOs and other Organizations.

**(a) Duties and Responsibilities:-**

- i. Formulation, implementation, interpretation and reviewing of promotion and preventive health care service policies, procedures, standards and guidelines;
- ii. Coordinating implementation of statutory provisions and other relevant legislations on promotive and preventive health care matters;
- iii. Offering technical advice on promotive and preventive health care matters;
- iv. Spearheading research in promotive and preventive and health, trends and other emerging issues;
- v. Mobilizing resources, fostering collaboration and partnerships programmes with bi-lateral and multi-national agencies in support of promotive and preventive health programmes;
- vi. Overseeing promotive and preventive health projects and programmers in consultation with relevant departments and other stakeholders;
- vii. Overseeing the enforcement of promotive and preventive health care regulations and rules;
- viii. Identifying public health research needs;
- ix. Identifying relevant partners and agencies in support of promotive and preventive health care programmes and projects; and
- x. Overseeing the development of strategic work plans, performance targets and contracts.

**(b) Requirements for appointment:-**

- i. Be a holder of Bachelor's degree in Medical field from a recognized university;
- ii. Have relevant knowledge, experience and a distinguished career in promotive and preventive health care services of not less than five (5) years at a senior managerial level in the field of administration in the public service
- iii. Master's degree in a relevant field from a recognized university is an added advantage;
- iv. Valid practicing license;
- v. Demonstrate professional competence, leadership and managerial capability as reflected in work performance and results
- vi. Must meet the requirements of Chapter six of the constitution of Kenya 2010;

**(c) Terms of Service: Permanent/Contract**

**6- DIRECTOR, LIQUOR LICENSING-ONE (1) POST –REF: MCPSB/ 209/2018**

Reporting to the Chief Officer, Director Liquor Licensing will coordinate the initiation, development and implementation of liquor licensing policies.

**(a) 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 and promote in collaboration with other counties and government institutions in establishment of rehabilitation and treatment facilities and programs;
- vi. Carry out research directly or in collaboration with other institutions and serve as the repository of data and statistics related to alcoholic drink control;
- vii. Develop in collaboration with other counties and national government department's 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 Executive member generally on the exercise of the powers and performance of the 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. In collaboration with other relevant County departments, prepare and submit an Alcoholic Drinks status reports in-annually In the prescribed manner to Board which shall be transmitted to the County Executive Committee, County Assembly and the authority;
- x. Participate in the formulation of laws and regulations related to alcoholic drinks;
- xi. Monitoring and evaluating the implementation of the Sub County Committees and advising the Executive Member on the necessary measures to be adopted
- xii. Carry out such other roles necessary for the Implementation of the objects and purpose of the County Alcoholic Drinks Control and Licensing Act 2014, and perform such other functions as may be agreed from time to time by the County Alcoholic Drinks Control and Licensing Board

**(b) Requirements for Appointment**

- i. Be a Kenyan Citizen;
- ii. Be a holder of Bachelor's degree from a recognized university;
- iii. Master's degree in the relevant field will be an added advantage;
- iv. Have minimum of five (5) years relevant experience, at the level of Assistant Director Liquor and Licensing relevant position in the Public service or Private sector;
- v. Be a professional, and demonstrate absence of breach of the relevant professional code of conduct;
- vi. Demonstrate a high degree of professional competence, administrative capabilities and initiative in the general organization and management with a thorough understanding of the National and County Alcoholic Drinks and Licensing Act, Policies and regulations;

**(c) Terms of Service: Permanent/Contract**

**7- DIRECTOR, MINERAL RESOURCES-ONE (1) POST –REF: MCPSB/ 210/2018**

Director, mineral Resources is responsible for the winning and execution of mining and geology components of feasibility studies to ensure that the county is able to offer a "one stop shop" approach to feasibility studies.

**(a) Duties and Responsibilities**

- i. Develop, implement and maintain strategies to deliver profitable mining and geology consulting services within county,
- ii. Work with the community groups in the county to create a global service offering
- iii. Maintain a high level of quality within the mining and geology group and meet international standards
- iv. Promote innovation and the use of leading edge technology in the mining and geological studies undertaken by the local communities;
- v. Contribute to mining and geology success in securing business and maintaining profitability;
- vi. Develop strategies, business plans/budgets and business development to establish and grow the mining and geology sub sector into a profitable and successful consulting 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 overall strategy;
- vii. Active marketing of mining and geology group capabilities in order to secure a broad, diverse and well-resourced client base;
- viii. Client and project management
- ix. Technical and study work as required
- x. Field assignments as necessary

- xi. Preparation of feasibility studies pertaining to geology and resource estimation, including the estimation and reporting of mineral resources

**(b) Requirements for Appointment**

- i. Be a Kenyan citizen
- ii. Be a holder of at least Bachelor's degree in mining, engineering or geology from an institution recognized in Kenya;
- iii. Have relevant knowledge, experience and a distinguished career of not less than five (5) years in mining including mine operations and the provision of technical services, at a senior managerial position in the field of administration in the public service or the private sector;
- iv. Proven track record of leading and managing teams;
- v. Ability to think strategically;
- vi. Highly developed interpersonal skills;
- vii. Be Motivation and organization skills;
- viii. Team player;
- ix. A strong network of mining industry contacts in Kenya and regionally;
- x. Satisfy the requirement of Chapter six of the constitution of Kenya 2010.

**(c) Terms of Service: Permanent/Contract**

**8. DIRECTOR –SUPPLY CHAIN MANAGMENT (1) POST –REF: MCPSB/ 211/2018**

Reporting to the Chief Officer Finance and Economic Planning, the Supply Chain Manager will be responsible for efficient management of supply chain services within the county.

**(a) Duties and Responsibilities**

- (I) Coordination of the supply chain services in the county,
- (II) Providing administrative guidelines on implementation and interpretation of Public Procurement and Disposal Act 2005 and Regulations 2006,
- (III) Developing the County Annual Procurement Plan and ensuring adherence to it;
- (IV) Sourcing for and implementing modern inventory management systems;
- (V) Advising the County Government on matters relating to Supply Chain Management;
- (VI) Preparing Tender documents in accordance with the Public Procurement Act 2005 and Regulations 2006 and coordinating the tendering process;
- (VII) In liaison with other finance functions, provide guidelines on matters of procurement, contract design and contract implementation;
- (VIII) Secretary to the County Tender Committee;
- (IX) Any other duties as may be assigned from time to time by the Chief Officer, Finance and Economic Planning,

**(b) Requirements for Appointment**

- i. Be a Kenyan citizen;
- ii. Be a holder of at least a Bachelor of Commerce degree with a bias in Supply Chain management or its equivalent from a university recognized in Kenya;
- iii. Master's degree in a relevant field will be an added advantage;
- iv. Be conversant with modern computer packages used in supply chain management;
- v. Be a full member, with a valid practicing license from Kenya Institute of Supplies Management (KISM);
- vi. Have a thorough understanding of the Public Procurement and Disposal of Assets Act 2015.
- vii. Have knowledge, experience and a distinguished career of not less than 10 years; five of which must be at senior management level in a busy Procurement environment;
- viii. Satisfy the requirement of Chapter six of the Kenyan constitution.

**(c) Terms of Service: Permanent/Contract**

**9- DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT-ONE (1) POST –REF: MCPSB/ 212/2018**

Reporting to the Director of Supply Chain Management, the Deputy Director-Supply Chain Management will be responsible for efficient management of supply chain services within the county.

**(a) Duties and Responsibilities**

- i. Providing administrative guidelines on the implementation and interpretation of Public Procurement and Disposal Act 2015 and regulations 2006;
- ii. Planning and co-ordination of supplies management services;

- iii. Enforcing public procurement policies, regulations, systems and procedures;
- iv. Ensuring there is timely availability of required materials and supplies at the most competitive value/terms;
- v. Implementing executive order No.2 on e-procurement;
- vi. Carrying out planning and projection of procurement needs of the County Government;
- vii. Designing and evaluating supplies systems of the County to ensure adherence to established performance and systems development;
- viii. Development and implementation of the County Annual Procurement Plan;
- ix. Any other duties that may be assigned from time to time.

**(b) Requirements for Appointment**

- i. Be a Kenyan citizen;
- ii. Be a holder of at least a Bachelor degree in Commerce, Supply Chain management or its equivalent from a university recognized in Kenya;
- iii. Master's degree in a relevant field will be an added advantage;
- iv. Be conversant with modern computer packages used in supply chain management;
- v. Be a full member, with a valid practicing license from Kenya Institute of Supplies Management (KISM);
- vi. Have a thorough understanding of the Public Procurement and Disposal of Assets Act 2015.
- vii. Have knowledge, experience and a distinguished career of not less than five(5) years; three of which must be at senior management level in a busy Procurement environment;
- viii. Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.

**(c) Terms of Service: Permanent/Contract**

**HOW TO APPLY:**

1. All applications should be submitted in a sealed clearly marked on the top left side indicating the reference number 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 Thursday June 28<sup>th</sup>, 2018.
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:
  - i. Tax compliance certificate from KRA
  - ii. Clearance certificate from Ethics and Anticorruption Commission
  - iii. Certificate of good conduct from Criminal Investigation Department
  - iv. Clearance certificate from Higher Education Loans Board

**NOTE**

- Women, people living with disabilities and marginalized groups are encouraged to apply,
- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.

**{MIGORI COUNTY PUBLIC SERVICE BOARD IS AN EQUAL OPPORTUNITY EMPLOYER}**