



# COUNTY GOVERNMENT OF BUNGOMA

## COUNTY PUBLIC SERVICE BOARD

Moi Avenue next to Governor's Office; P.O. Box 2489 – 50200 Bungoma

email: [cpsb.bungoma50200@gmail.com](mailto:cpsb.bungoma50200@gmail.com)



### VACANCIES

The County Public Service Board of Bungoma wishes to recruit competent and qualified persons to fill the following vacant positions

#### DEPARTMENT OF PUBLIC SERVICE MANAGEMENT & ADMINISTRATION

#### CPSBB 1/06/2020 SUB-COUNTY ADMINISTRATOR, JOB GROUP “ Q” (4 POSTS)

1. Tongaren Sub County
2. Mt. Elgon Sub County
3. Sirisia Sub County and
4. Webuye East Sub County

#### Duties and Responsibilities

The Sub-County Administrator shall be responsible for the coordination, management and supervision of the general administrative functions in the Sub-County Unit, and will be answerable to the Chief Officer, Public Service Management and Administration. The officer may also be deployed to head an administrative section at the County headquarters

#### Specific Duties at the Sub County will include:-

- a) Development of policies and plans
- b) Coordinating developmental activities to empower the community
- c) The provision and maintenance of infrastructure and facilities of Public Service
- d) Exercise any function and powers delegated by the County Public Service Board under Section 86 of the County Governments Act 2012
- e) Facilitation and coordination of citizen participation in the development of policies and delivery of services
- f) Coordinating the management and supervision of the general administrative functions
- g) Ensure effective service delivery
- h) Ensuring compliance with the National Values and Principles of good governance as outlined in Article 10 and 232 of the constitution of Kenya.

#### Requirements for the appointment

For appointment to this grade, a candidate must;

- a) Be a Kenyan citizen
- b) Be a holder of a bachelor's degree from a university recognized in Kenya
- c) Have a working experience of not less than ten (10) years three (3) years of which at Job Group “P” or its equivalent
- d) Have attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution
- e) Have qualifications and experience in administration or management;
- f) Demonstrate understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the constitution of Kenya
- g) Be computer literate

**Terms of Service: - 5 years contract**

## **CPSBB 2/06/2020 COUNTY DIRECTOR PUBLIC PARTICIPATION & CIVIC EDUCATION, JG “R” [1 POST]**

An officer at this level will be answerable to the Chief Officer, Public Service Management and Administration for the following duties and responsibilities:

### **Duties and Responsibilities**

- a) Coordinating public participation activities of the County Executive
- b) Mobilize and organize the public, stakeholders and local communities to participate in county governance and decision making processes
- c) Sensitize the public on county structures and opportunities for Public Participation;
- d) Establishing linkages with Local and International institutions, associations and organizations whose objectives are to promote public participation within the county
- e) Collaborate with relevant institutions in the County to promote access to information and civic education programmes
- f) Establish an appropriate feedback mechanism to the public
- g) Ensure that the citizen participation processes adhere to the relevant legislation, regulations, policies or guidelines affecting the rights and responsibilities of the public officers and the participants
- h) Facilitate public education and training programmes relating to citizen participation;
- i) Receiving and coordinating citizen petitions within the County Executive
- j) Maintain a depository of all information, correspondence and documentation on public participation and citizen petitions within the County Executive
- k) Assessing the public responsiveness to public participation and making recommendation to the County Executive Committee Member
- l) Advise the County Executive Committee Member generally on the appropriate policies, plans and strategies for enhancing public participation and civic education in the county; and
- m) Carry out any other function in furtherance of the objects and purpose of the County Assembly Participation and Civic education Act and as may be assigned by the County Executive Committee Member

### **Requirements for Appointment**

For appointment to this grade, a candidate must;

- a) Have relevant working experience of not less than twelve (12) years, three (3) years of which at the grade of Deputy Director Public Participation and Civic Education JG “Q” or equivalent and relevant position in the public service or private sector
- b) Have a degree in Political Science/Public Administration/Communication or Law from a university recognized in Kenya or its equivalent and relevant qualifications.
- c) Have attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution
- d) A Master’s degree in the relevant field
- e) Have at least five years’ experience in Administration or Civic Education; and proven experience in Community work and mobilization
- f) Have good understanding of County Legislative process

**Terms of Service: - 5 years contract**

**CPSBB 3/06/2020 DEPUTY DIRECTOR PUBLIC PARTICIPATION, AND CIVIC EDUCATION JG “Q” [1 POST]**

**Duties and Responsibilities**

- a) Deputize the Director, Public Participation and Civic Education
- b) Coordinating public participation activities of the County Executive
- c) Mobilize and organize the public, stakeholders and local communities to participate in county governance and decision making processes
- d) Sensitize the public on county structures and opportunities for Public Participation
- e) Establishing linkages with Local and International institutions, associations and organizations whose objectives are to promote public participation within the county
- f) Collaborate with relevant institutions in the County to promote access to information and civic education programmes
- g) Establish an appropriate feedback mechanism to the public
- h) Ensure that the citizen participation processes adhere to the relevant legislation, regulations, policies or guidelines affecting the rights and responsibilities of the public officers and the participants
- i) Facilitate public education and training programmes relating to citizen participation;
- j) Receiving and coordinating citizen petitions within the County Executive
- k) Maintain a depository of all information, correspondence and documentation on public participation and citizen petitions within the County Executive
- l) Assessing the public responsiveness to public participation and making recommendation to the County Executive Committee Member
- m) Advise the County Executive Committee Member generally on the appropriate policies, plans and strategies for enhancing public participation in the county; and
- n) Carry out any other function in furtherance of the objects and purpose of the County Assembly Participation and Civic Education Act and as may be assigned by the Director, Public Participation and Civic Education or the County Executive Committee Member

**Requirements for Appointment**

For appointment to this grade, a candidate must;

- a) Have relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director Public Participation and Civic Education JG “P” or equivalent and relevant position in the public service or private sector
- b) Have a degree in Political Science/Public Administration/Communication or Law from a university recognized in Kenya or its relevant and equivalent field
- c) Have attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution
- d) A Master’s degree in the relevant field
- e) Have at least five years’ experience in Administration or Civic Education; and proven experience in Community work and mobilization
- f) Have good understanding of County Legislative process

**Terms of Service: - 5 years contract**

**CPSBB 4/06/2020 ASSISTANT DIRECTOR PUBLIC PARTICIPATION AND CIVIC EDUCATION JG “P” [1 POST]**

**Duties and Responsibilities**

- a) Deputize the Deputy Director, Public Participation and Civic Education
- b) Mobilize and organize the public, stakeholders and local communities to participate in county governance and decision making processes
- c) Sensitize the public on county structures and opportunities for Public Participation

- d) Establishing linkages with Local and International institutions, associations and organizations whose objectives are to promote public participation within the county
- e) Collaborate with relevant institutions in the County to promote access to information and civic education programmes
- f) Establish an appropriate feedback mechanism to the public
- g) Ensure that the citizen participation processes adhere to the relevant legislation, regulations, policies or guidelines affecting the rights and responsibilities of the public officers and the participants
- h) Facilitate public education and training programmes relating to citizen participation
- i) Receiving and coordinating citizen petitions within the County Executive
- j) Maintain a depository of all information, correspondence and documentation on public participation and citizen petitions within the County Executive
- k) Assessing the public responsiveness to public participation and making recommendation to the County Executive Committee Member
- l) Advise the County Executive Committee Member generally on the appropriate policies, plans and strategies for enhancing public participation in the county

### **Requirements for Appointment**

For appointment to this grade, a candidate must;

- a) Have relevant working experience of not less than eight (8) years, three (3) years of which at the grade of Principal Public Participation and Civic Education JG “N” or equivalent and relevant position in the public service or private sector
- b) Have a degree in Political Science/Public Administration/Communication or Law from a university recognized in Kenya or its equivalent and relevant qualifications
- c) Have attended Senior Management Course lasting not less than four (4) weeks from a recognized Institution
- d) Have at least five years’ experience in Administration or Civic Education; and proven experience in Community work and mobilization
- e) Have good understanding of County Legislative process

**Terms of Service: - 5 years contract**

### **CPSBB 5/06/2020 WARD ADMINISTRATOR, JG “N” [7 POSTS]**

#### **Wards**

- 1. Bumula
- 2. Chwele/Kabuchai
- 3. Sitikho
- 4. Kibingei
- 5. Maraka
- 6. Tuuti/Marakalu
- 7. Ndalul/Tabani

#### **Duties and Responsibilities:-**

- a) Overseeing effective service delivering in the area of jurisdiction
- b) Developing programmes and projects to empower the community
- c) Coordinating and facilitating citizen participation in the development of policies, plans and delivery of services; facilitating inter-governmental relations and conflict resolutions
- d) Overseeing safe custody of county government assets in the area of jurisdiction
- e) Coordinating and liaising with other directorates and departments in the area of jurisdiction ensuring compliance with legal, statutory and regulatory requirements
- f) Ensuring compliance with national values and principles of good governance
- g) Coordinating citizen participation in governance in the area of jurisdiction

- h) Enhancing administrative capacity for effective functions and governance at the local level identifying development projects
- i) Disseminating information to the Public,
- j) The officer may also be deployed at the headquarters to carry out administrative duties

### **Requirements for Appointment**

For appointment to this grade, an officer must:

- a) Be a holder of the first degree from a university recognized in Kenya preferably Social Sciences with a working experience of not less than 2 years in administration/management or
- b) Demonstrate a thorough understanding of devolution, the County development objectives and Vision 2030
- c) Be person of integrity
- d) Have shown merit and ability as reflected in work performance and results

**Terms of Service: - permanent and pensionable**

## **CPSBB 6/06/2020 ASSISTANT DIRECTOR COUNTY ADMINISTRATIVE SERVICES JG “P” [1 POST]**

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:-

- a) Implementing, reviewing and interpreting administrative policies, strategies, procedures and programme;
- b) Supervising the general administration services;
- c) Implementing public service reforms;
- d) Facilitating maintenance of infrastructure and facilities;
- e) Coordinating office accommodation; and
- f) Managing county government assets;

The officer at this level may also be deployed as Town Administrator or County Administrative Officer

### **Requirements for Appointment**

For appointment to this grade, an officer must:

- a) Have relevant working experience of not less than eight (8) years, three (3) years of which at the grade of Ward Administrator/ County Administrative Officer JG “N” or equivalent and relevant position in the public service or private sector
- b) Have a Bachelor’s degree in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution
- c) Have a Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution
- d) Have a Certificate in computer application
- e) Have been a person of integrity
- f) Have shown merit and ability as reflected in work performance and results.

**Terms of Service: - 5 years contract**

## **CPSBB 7/06/2020 DEPUTY DIRECTOR COUNTY ADMINISTRATIVE SERVICES JG 'Q' (1 POST)**

### **Duties and Responsibilities**

Implementing, reviewing and interpreting administrative policies, strategies, procedures and programme; managing and supervising the general administration services; implementing public service reforms; facilitating maintenance of infrastructure and facilities; planning and coordinating office accommodation; and managing county government assets.

The officer at this level may also be deployed as Sub Administrator

### **Requirements for Appointment**

For appointment to this grade, an officer must:-

- a) Have relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director Administration Services JG "P" or equivalent and relevant position in the public service or private sector
- b) Have a Bachelor's degree in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution
- c) Have a Master's degree in any of the following disciplines: Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution
- d) Have a Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution
- e) Have a Certificate in computer application skills from a recognized institution
- f) Have demonstrated managerial, administrative and professional competence in work performance and results

**Terms of Service: - 5 years contract**

## **CPSBB 8/06/2020 DEPUTY DIRECTOR, ENFORCEMENT, JG 'Q' (1 POST)**

### **Duties and responsibilities**

Duties and responsibilities will entail:-

- a) Policy making, attending departmental meetings, ensuring that staff have uniforms and the necessary tools of work
- b) Ensuring that drills and parade matters are coordinated
- c) Supervising field officers in a given zone operational areas; and ensuring discipline is maintained by the non commissioned officers. Receives and scrutinizes charge sheets from investigation officers
- d) Peruses and advised on investigations witness in court
- e) Produces exhibits in court
- f) Bonds prosecution witnesses and takes pleas in court
- g) Safe custody of exhibits
- h) Coordinates with the heads of respective enforcements in preparation of cases and witness and produces the past record of an accused person in court
- i) Supervising field officers in given zone operational areas
- j) Ensuring discipline is maintained by the NCOs.

### **Requirements for Appointment**

For appointment to this grade, an officer must:-

- a) Have relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director Enforcement JG "P" or equivalent and relevant position in the public service or private sector

- b) Have a Bachelor's Degree in the following disciplines:- Security Management; Criminology and Fraud Management; Criminology and Security Studies; Penology or its equivalent qualification or its equivalent qualification from a recognized institution
- c) Have a Master's Degree in Security Management and Police Studies; Security Management; Criminology and Fraud Management; Criminology and Security Studies; Penology or its equivalent qualification from a recognized institution;
- d) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution
- e) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution
- f) Certificate in computer applications
- g) Demonstrated merit and shown ability as reflected work performance and results

**Terms of Service: - 5 years contract**

### CPSBB 9/06/2020 ASSISTANT DIRECTOR INSPECTORATE, JG "P" (1 POST)

#### **Duties and responsibilities**

- a) Policy making, ensuring that staff have uniforms and the necessary tools of work;
- b) Ensuring that drills and parade matters are coordinated
- c) Coordinating implementation of county laws and other relevant acts
- d) Overseeing regular patrols in the parking areas to ensure orderly parking and traffic management
- e) Maintaining county laws, sanity and order in market and other business premises
- f) Performing the duties of traffic marshals
- g) Overseeing cleanliness and orderliness of station of duty
- h) Receiving and scrutinizing charge sheets from investigation officers
- i) Scrutinizing charge sheets from investigation officers
- j) Giving evidence in court where county has interest in traffic matters
- k) Checking on insurance and facilitating the insurance of county vehicles
- l) Handling drills and parade matters

#### **Requirements for Appointment**

For appointment to this grade, an officer must:-

- a) Have relevant working experience of not less than eight (8) years, three (3) years of which at the grade of Chief Enforcement Officer JG "M" or equivalent and relevant position in the public service or private sector
- b) Have a Bachelor's Degree in the following disciplines:- Security Management; Criminology and Fraud Management; Criminology and Security Studies; and Penology or its equivalent qualification from a recognized institution
- c) Have a Master's Degree in Security Management and Police Studies; Security Management Criminology and Fraud Management Criminology and Security Studies; and Penology or its equivalent qualification from a recognized institution
- d) Have a Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution
- e) Have a Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution
- f) Have a Certificate in computer applications
- g) Have demonstrated merit and shown ability as reflected work performance and results

**Terms of Service: - 5 years contract**

## DEPARTMENT OF LANDS, URBAN, PHYSICAL PLANNING & HOUSING

### CPSBB 10/06/2020 COUNTY DIRECTOR URBAN & PHYSICAL PLANNING- JG 'R' [1 POST]

The holder is responsible for initiation, preparation and monitoring the implementation of County and local Physical and Land use development plans.

#### **Duties and Responsibilities**

- a) Implementation of the National Land Policy, County Land Management Act, Physical Planning Act and any other related legislation;
- b) Formulating policies, strategies, regulations and procedures pertaining to land use in Bungoma County;
- c) Being responsible for the preparation of all physical development plans in the County;
- d) Directing studies and research into matters pertaining to County physical development plans, development control, survey and mapping and Land Management and Administration.
- e) Coordinating all devolved survey and mapping functions in the count
- f) Liaising with the entire national and other departments in reviewing land use conflicts.
- g) Oversee the creation, maintenance and updating of County's Geospatial information systems.
- h) Coordinating the Technical Committee on Development applications.

#### **Requirements for Appointment**

- a) Have minimum twelve (12) years' relevant experience three (3) of which as Deputy Director Physical Planning job Group 'Q' or in relevant and equivalent positions either in the Public Service or Private sector,
- b) Be a holder of Bachelor's degree in any of the following disciplines:- Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- c) A master's degree in any of the following disciplines: Urban and Regional Planning, Urban Planning, Regional Planning, Town Planning, Transport Planning or Spatial Planning from a recognized institution
- d) Have Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- e) Be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- f) Be registered by the Physical Planners Registration Board;

**Terms of Service: - 5 years contract**

### CPSBB 11/06/2020 COUNTY DIRECTOR LAND VALUATION JG "R" [1 POST]

#### **Duties and Responsibilities**

Planning, co-ordinating and overseeing the implementation of the county activities in various departments in the county

- a) Coordinating research and production activities
- b) Overseeing preparation of county's budget
- c) coordination of procurement and transport services in the county, organization and implementation of sound accounting system; and
- d) Supervision, training, development and guidance and counseling of the county's staff



**Requirements for appointment**

- a) Have minimum twelve (12) years' relevant experience three (3) of which as Deputy Director Land Valuation Job Group 'Q' or in relevant and equivalent positions either in the Public Service or Private sector
- b) Be a holder of Bachelor's degree in any of the following disciplines:- Valuation and property management, Land Administration and Land Economics from a recognized institution in Kenya.
- c) Masters degree in the relevant field
- d) Have Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution
- e) Be a member of the relevant body

**Terms of Service: - 5 years contract**

**CPSBB12/06/2020 COUNTY DIRECTOR HOUSING, JOB GROUP 'R' [1 POST]****Duties and responsibilities**

Duties and responsibilities involve co-ordination of the divisional matters, programmes, policy formulation and implementation at the headquarters and field offices; promotion of participatory approaches and capacity building in the Housing development process; liaising with stakeholders to establish and maintain land banks for Housing development; co-ordination of the activities of development partners and other stakeholders involved in Housing development; facilitating exchange of ideas among stakeholders through seminars, conferences, workshops and symposiums; ensuring proper management of resources for Housing and Human settlements development; overseeing dissemination of information to stakeholders. In addition, the officer will be responsible for guidance, supervision and development of staff and management of financial resources

**Requirements for appointment**

**For appointment to this grade, an officer must have;**

- a) Have minimum twelve (12) years' relevant experience three (3) years of which as Deputy Director Housing Job Group 'Q' or in relevant and equivalent positions either in the Public Service or Private sector
- b) A degree in any of the following bodies: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and property management, Architecture, Interior Design, Civil/Electrical/Structural Engineering, Land economics, Building Economics, Sociology, Environmental Studies, Community Development, Social Administration or equivalent qualification from a recognised institution;
- c) Masters in any of the following bodies: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and property management, Architecture, Interior Design, Civil/Electrical/Structural Engineering, Land economics, Building Economics, Sociology, Environmental Studies, Community Development, Social Administration or equivalent qualification from a recognised institution;
- d) Registration by any of the following bodies: Board of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environmental Management Authority Board and any other relevant and recognized professional body (where applicable)
- e) Have Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- f) Demonstrated a high degree, Administrative and Managerial competence in work performance necessary for effective management of the functions of the department; and

**Terms of Service: - 5 years contract**

## **CPSBB 13/06/2020 COUNTY DIRECTOR SURVEY JG “R” [1 POST]**

### **Duties and Responsibilities**

- a) Head of County Land Survey and Geo Informatics Department;
- b) Responsible to the Chief Officer for all matters related to Land Survey and Land Management Information within the County boundaries.

### **Requirements for appointment**

County Director of Survey must have served in the grade of Assistant-Director for not less than three years in the grade of senior assistant Director, Kenya institute of surveying and mapping Job group Q or in a comparable and relevant position in the public service

- a) Bachelor degree in any of the following; Land Surveying, Land Management, Cartography, Photogrammetric, geomantic engineering, GIS technology, environmental science or its equivalent will be an added advantage.
- b) Masters degree in any of the following; Land Surveying, Land Management, Cartography, Photogrammetric, geomantic engineering, GIS technology, environmental science or its equivalent will be an added advantage.
- c) Full membership of the institution of Surveyors of Kenya(MISK)
- d) Attended a Strategic Leadership course in a recognized institution and;
- e) Demonstrated a high degree of administration and professional in management of training

### **Terms of Service: - 5 years contract**

## **CPSBB 14/06/2020 DEPUTY DIRECTOR URBAN & PHYSICAL PLANNING JG ‘R’ – (1 POST)**

### **Duties and Responsibilities**

- a) The holder of the position is responsible for Coordination and overall Management of all Urban Management & Development Programs;
- b) Overall office Administration and Human resource management in urban directorate;
- c) Liaising with all the national and other departments in reviewing urban development matters within Bungoma county;
- d) Formulating policies, strategies, regulations and procedures pertaining to urban development in Bungoma County;
- e) Preparation of payment certificates for all urban development projects;
- f) Ensuring that staff have individual work plan;
- g) Provide Technical advisory services to county government agencies;
- h) Assist in setting up urban institutions as outlined in Urban Areas & Cities Act 2011.

### **Requirements and competencies for Appointment**

For appointment to this post a candidate must have;

- a) Have minimum of ten (10) years’ relevant experience three (3) of which as Assistant Director Urban Development job Group ‘P’ or in relevant and equivalent positions either in the Public Service or Private sector,
- b) A degree in urban or regional planning, Architecture, Environment, Building or its equivalent from a reputable institution;
- c) A Masters’ degree in a relevant field;
- d) Must be a member of a relevant professional body in good .
- e) Be a corporate member of a recognized professional body in the built environment in good standing;
- f) Must have attended Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution
- g) Demonstrate thorough understanding of county development objectives and vision 2030.

- h) Demonstrate understanding and commitment to the values and principles as outlined in Urban Areas & Cities Act 2011;
- i) Demonstrate knowledge in Urban Development work and principles;
- j) Have excellent communication, organizational and interpersonal skills;

**Terms of Service: - 5 years contract**

### **CPSBB 15/06/2020 DEPUTY DIRECTOR SURVEY JG “R” [ POST]**

#### **Duties and Responsibilities**

- a) Responsible to the county director survey and geo informatics for all matters related to the department
- b) Responsible on advising stakeholders and clients on all technical matters related to the land survey and land management information within the county
- c) Any other relevant duties as may be assigned to him/her by the county director of lands survey and geo spatial information

#### **Requirements for appointment**

For appointment to this post a candidate must have;

- a) Have minimum of ten (10) years’ relevant experience three (3) of which as Assistant Director Survey, job Group ‘P’ or in relevant and equivalent positions either in the Public Service or Private sector,
- b) Bachelor degree in any of the following; Land Surveying, Land Management, Cartography, Photogrammetric, geomantic engineering, GIS technology, environmental science or its equivalent will be an added advantage.
- c) Masters degree in any of the following; Land Surveying, Land Management, Cartography, Photogrammetric, geomantic engineering, GIS technology, environmental science or its equivalent will be an added advantage.
- d) Full membership of the institution of Surveyors of Kenya(MISK)
- e) Attended a Strategic Leadership course in a recognized institution and;
- f) Demonstrated a high degree of administration and professional in management of training

**Terms of Service: - 5 years contract**

## **DEPARTMENT OF GENDER, CULTURE, YOUTH & SPORTS**

### **CPSBB 16/06/2020 COUNTY DEPUTY DIRECTOR, LIQUOR JG ‘Q’ (1 POST)**

As a County Deputy Director of Liquor; the officer is responsible for:

#### **Duties and Responsibilities**

- a) Development of County Policies and laws to be adopted in regard to the production, manufacture, sale and consumption of Alcohol drinks
- b) Support and facilitate sub-county committees in carrying out their functions
- c) Facilitate and coordinate issuance of licenses of business operators after compliance with the law
- d) In collaboration with other county and national government departments strategize and plan for implementation of Bungoma County Alcoholic Drinks Control Act 2015 and control of Alcohol and drug abuse and any other relevant legislation and coordinate and support their implementation
- e) Supervise and control the administration of the Alcoholic Drinks Control Fund
- f) Supervise and control the licensing of the Alcoholic drink businesses and prepare in each Financial Year a statement of accounts relating to the Alcoholic Drinks Control Fund in accordance with the Public Audit Act 2013

- g) Monitoring and evaluating the implementation of the Bungoma County Alcoholic Drinks Control Act including the overseeing of the operations of the sub-county committees and advising on necessary measures to be adopted to facilitate such implementation.

### **Requirements**

For appointment to this post, the candidate must;

- a) Have minimum ten (10) years' relevant experience three (3) of which as Assistant Director Liquor, job Group 'P' and above or in comparable and equivalent positions either in the Public Service or Private sector,
- b) Be holder of Bachelor's degree in social sciences or its relevant and equivalent qualification from a recognized Institution.
- c) Masters degree in the relevant field
- d) Attended Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution
- e) Demonstrate understanding of the commitment to be National Value and Principles of Public Service Governance as espoused in the constitution of Kenya 2010 Articles 10 and 232

**Terms of Service: - 5 years contract**

### **CPSBB 17/06/2020 COUNTY DEPUTY DIRECTOR, GENDER JG 'Q' (1 POST)**

As a County Deputy Director, Gender, the officer is responsible for:

### **Duties and Responsibilities**

- a) Develop and implement policies and laws as well as adopt other regional, international conventions and protocols on gender development
- b) Co-ordinate and monitor gender mainstreaming in county programs/projects and activities
- c) Support and facilitate sub-county Gender, Technical working groups
- d) Co-ordinate and monitor the promotion of awareness on Female Genital Mutilation/cutting (FGM/C) and Gender Based Violence (GBV)
- e) Implement, coordinate and monitor county affirmative funds and the 30% access to Government Procurement Opportunities (AGPO) for social, economic and political development
- f) Establish and manage vocational rehabilitation centres
- g) Collaborate with NCPWD in disability mainstreaming which includes provision of financial subsidies to persons with severe disability

### **Requirements**

For appointment to this post, the candidate must:

- a) Have minimum of ten (10) years' relevant experience three (3) years of which as Assistant Director Gender job Group 'P' and above or in comparable and equivalent positions either in the Public Service or Private sector,
- b) Be holder of Bachelor's degree in social sciences or its relevant and equivalent qualification from a recognized Institution.
- c) Masters degree in the relevant field
- d) Attended Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution
- e) Demonstrate understanding of the commitment to be National Value and Principles of Public Service Governance as espoused in the constitution of Kenya 2010 Articles 10 and 232

**Terms of Service: - 5 years contract**

**CPSBB 18/06/2020 COUNTY DEPUTY DIRECTOR, CULTURE AND ARTS JG ‘Q’  
(1 POST)**

As a County Deputy Director, Culture and Arts, the officer will be responsible for the general management and administration of the department

**Specific duties and responsibilities will include:**

- a) Promote all forms of positive cultural expressions through literature, the art, traditional celebrations, science, communication, mass media, publication, libraries and other forms of cultural heritage
- b) Develop and regulate cultural activities
- c) Prepare for and participate in cultural activities at the national, regional and international levels
- d) Observe international Days on culture
- e) Patent and promote unique cultural forums and music, cuisines, craft etc
- f) Preserve, conserve and protect areas of cultural heritage
- g) Formulate, implement and monitor culture and art policies and legislative frameworks

**Requirements**

- a) Have minimum ten (10) years’ relevant experience three (3) of which as Assistant Director Culture and Arts, job Group ‘P’ and above or in comparable and equivalent positions either in the Public Service or Private sector,
- b) Be holder of Bachelor’s degree in social sciences or its relevant and equivalent qualification from a recognized Institution.
- c) Masters degree in the relevant field
- d) Attended Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution
- e) Demonstrate understanding of the commitment to be National Value and Principles of Public Service Governance as espoused in the constitution of Kenya 2010 Articles 10 and 232

**Terms of Service: - 5 years contract**

**CPSBB 19/06/2020 COUNTY DEPUTY DIRECTOR, SOCIAL SERVICES JG ‘Q’  
[1 POST]**

As a County Deputy Director, Social Services; the officer will be responsible for the following:

**Duties and Responsibilities**

- a) Develop, implement, monitor and evaluate policy and legislation frameworks on Social Development at the County and National Level
- b) Promote community development
- c) Implement policies, programmes on child protection and care including cash transfer for orphan and vulnerable children
- d) Enforce guidelines and standards on child protection, participation, care, rehabilitation and reintegration of children in the county
- e) Oversee administrative operations and service delivery systems for social services
- f) Assist in budget development reflective priorities in response to service needs, changes in programmes as well as changing community demographics, social and economic needs
- g) Co-coordinate effective delivery as well as forge internal and external partnership engagements with regard to community social protection services in the county.

**Requirements**

- a) Have minimum ten (10) years' relevant experience three (3) of which as Assistant Director Social Services, job Group 'P' and above or in comparable and equivalent positions either in the Public Service or Private sector,
- b) Be holder of Bachelor's degree in social sciences or its relevant and equivalent qualification from a recognized Institution.
- c) Masters degree in the relevant field
- d) Attended Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution
- e) Demonstrate understanding of the commitment to be National Value and Principles of Public Service Governance as espoused in the constitution of Kenya 2010 Articles 10 and 232

**Terms of Service: - 5 years contract**

**DEPARTMENT OF FINANCE & ECONOMIC PLANNING****CPSBB 20/06/2020 COUNTY DIRECTOR BUDGET JG 'R' (1 POST)**

The County Director Budget will head and coordinate activities of the Finance Department, develop budgetary requirements for the Ministry/Departments and will be responsible to the Accounting Officer for the overall financial management of the Department including risk management.

**Specific Duties and Responsibilities shall entail:**

- a) systematic scheduling of expenditures consistent with work plans;
- b) contract liability projections for the identification and budgeting of contractual and legal financial obligations;
- c) budget planning, preparation and implementation at the ministry level;
- d) coordinating the preparation of annual work plans, procurement plans and cash management;
- e) advising the accounting Officer on financial management matters; and
- f) coordinating the preparation of the Ministerial Public Expenditure Reviews and the sector reports.

**Requirements for Appointment:**

- a) Have relevant working experience of not less than twelve (12) years, three (3) years of which at the grade of Deputy Director, Budget Job Group 'Q' or equivalent and relevant position in the public service or private sector
- b) Bachelor's Degree in any of the following: Economics, Commerce (Finance Option) Business Administration, Business Management, Finance, Accounts or any other equivalent qualification from a recognized university;
- c) Master's Degree in any of the following: Business Administration (MBA), Economics, Finance or in a related discipline from a recognized university
- d) Certified Public Accountant (CPA- K) or its equivalent
- e) Attended Strategic Leadership Development Programme course lasting not less than six (6) weeks from a recognized institution;
- f) Certificate in Computer Applications

**Terms of Service: 5 years contract**

## **CPSBB 21/06/2020 COUNTY DEPUTY DIRECTOR, BUDGET JG 'Q' (1 POST)**

A Deputy Director, Budget will be responsible for the preparation of budget and ensuring department's adherence to budget ceilings.

### **Specific Duties and Responsibilities shall entail:**

- a) Controlling budgetary commitments;
- b) Financial evaluation and processing of major policy changes (i.e. Changes with substantial financial implications) within a Ministry/Department
- c) Monitoring and review of programme implementation and taking corrective measures;
- d) Undertaking risk management for the Ministry/Department.
- e) Coordinating overall Budget preparation at Sector and Ministerial levels;
- f) Developing improved budgetary practices and systems within the Public Service;
- g) Monitoring and reviewing of financial and physical implementation of projects and programmes and initiating corrective action;
- h) Initiating policy changes with regard to the overall expenditure patterns; and co-ordination of the proposals from Ministries/Departments to Treasury for release of exchequer; and
- i) Undertaking risk analysis in budget Management.

### **Requirements for Appointment**

For appointment to this grade, an officer must have:

- a) Relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director of Budget Job Group 'P' or equivalent and relevant position in the public service or private sector
- b) Certified Public Accountant (CPA- K) or its equivalent
- c) Bachelor's degree in Commerce (Economics or Finance option), Business Administration (Economic or Finance option) from a recognized institution or any other relevant equivalent qualification
- d) Master's Degree in Business Administration (MBA), Economics, Finance, Commerce or a financial related discipline from a recognized university
- e) Attended a Strategic Leadership Course lasting not less than four (6) weeks
- f) Registration with the Institute of Certified Public Accountants of Kenya (ICPAK)
- g) An outstanding capability in Financial Management.

### **Terms of Service: 5 years contract**

## **CPSBB 22/06/2020 COUNTY DEPUTY DIRECTOR, ACCOUNTING SERVICES 'Q' (1 POST)**

The officer will Head an Accounting Unit in provision of advisory services to the Accounting Officer and other stakeholders on all financial and accounting matters in an accounting unit; ensuring proper interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions; and developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;

### **Specific Duties and Responsibilities shall entail:**

- a) Provision of quality and timely accounting services in the accounting unit; including maintenance of accurate accounting records and preparation of management and statutory financial reports;
- b) Participating and advising in all Ministerial Committees especially tender, planning, audit, training, etc.;

- c) Maintaining an inventory on all bank accounts in the Accounting Unit and their approved signatories including; authorize payments, sign cheques, and identify suitable cheques signatories and set limits as appropriate; ensuring all statutory reports are prepared as per the required law;
- d) Attending Public Accounts Committee hearings;
- e) Safe guarding Government Assets and records in the accounting unit;

### **Requirements for Appointments**

For appointment to this grade, an officer must have: -

- a) Relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director Accounting Services Job Group 'P' or equivalent and relevant position in the public service or private sector
- b) Passed Part III of Certified Public Accountants (CPA-K) Examination or its recognized equivalent.
- c) Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution.
- d) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK)
- e) Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Government institution.

### **Terms of Service: 5 years contract**

## **CPSBB 23/06/2020 COUNTY DIRECTOR, ECONOMIC PLANNING JG 'R' (1POST)**

The County Director, Economic Planning will be in charge of Economic Planning in the Department and will be responsible to the Accounting Officer in charge of that Department

### **Specific Duties & Responsibilities**

- a) Headship of a Central Planning and Project Monitoring in the ministry/Department
- b) Direction of economic planning functions
- c) Co-ordination and formulation of County development strategies, policies
- d) and programmes within the Department

### **Requirements for Appointments**

For appointment to this grade, a candidate must have

- a) Relevant working experience of not less than twelve (12) years, three (3) years of which at the grade of Deputy Director Economic Planning Job Group 'Q' or equivalent and relevant position in the public service or private sector
- b) Bachelor's degree in Commerce (Economics or Finance option), Business Administration (Economic or Finance option) from a recognized institution or any other relevant equivalent qualification
- c) Attained qualifications in Economics or Statistics of at least Masters of Arts (MA), Masters of Science (MSc.) or Master of Philosophy (MPhil.) level or their equivalent and relevant qualifications.
- d) Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Government institution.
- e) Demonstrated a high degree of administrative capability coupled with wide experience in economic planning

### **Terms of Service: 5 years contract**



## **CPSBB 24/06/2020 COUNTY DEPUTY DIRECTOR, ECONOMIC PLANNING JG 'Q' (1POST)**

Will assist the Director of Economic Planning in the day-to-day administration of the Planning Division in a Department

### **Specific Duties & Responsibilities**

Specifically, an officer at this level will:

- a) Be responsible for the general direction of the economic planning functions
- b) Preparation of National Development Plans, strategies, policies and programmes; Monitoring and evaluation of policies and programmes;
- c) Collation, Direction, control and coordination of all the various planning activities of professional and other duties as allocated by the Director from time to time

### **Requirements for Appointments**

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

- a) Relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director Economic Planning, Job Group 'P' or equivalent and relevant position in the public service or private sector
- b) Attained qualifications in Economics or Statistics of at least Masters of Arts (MA), Masters of Science (MSc.) or Master of Philosophy (MPhil) level or their equivalent recognized qualifications from recognized Institutions
- c) Degree in Economics or Statistics or their equivalent recognized qualifications from recognized Institutions
- d) Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Government institution
- e) Demonstrated outstanding professional competence, ability and integrity as reflected in work performance and results;

**Terms of Service: 5 years contract**

## **CPSBB 25/06/2020 COUNTY DIRECTOR, STATISTICS JG 'R' (1 POST)**

Will head the Central Bureau of Statistics and will be responsible to the Accounting Officer Planning for the formulation and coordination of the Central Bureau of Statistics policies, strategies and programmes.

### **Specific Duties and Responsibilities**

Specific duties will include;

- a) Day-to-day management of the statistical division including managing its funds and property;
- b) Administration and management of the staff of the statistical division;
- c) Planning, authorizing, coordinating and supervising all official statistical programmes undertaken within the County statistical system;
- d) Establishing standards and promoting the use of best practices and methods in the production and dissemination of statistical information across the County statistical system;
- e) Collecting, compiling, analyzing, abstracting and disseminating statistical information on the matters specified in the first schedule of the Statistics Act Cap 112;

### **Requirements for Appointment**

For appointment to this grade, a candidate must have

- a) Relevant working experience of not less than twelve (12) years, three (3) years of which at the grade of Deputy Director, Statistics Job Group 'Q' or equivalent and relevant position in the public service or private sector

- b) Attained qualifications in Economics or Statistics of at least Masters of Arts (MA), Masters of Science (MSc.) or Master of Philosophy (MPhil.) level or their equivalent recognized qualifications.
- c) Degree in Economics or Statistics or their equivalent recognized qualifications from recognized Institutions
- d) Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Government institution.
- e) Demonstrated outstanding professional competence matched with proper appreciation of the country's economic development needs at the national, sectoral and regional levels and the strategies necessary to meet them

**Terms of Service: 5 years contract**

## DEPARTMENT OF YOUTH AND SPORTS

### CPSBB 27/06/2020 COUNTY DIRECTOR YOUTH AND SPORTS JG “R” (1 POST)

#### **Duties and responsibilities**

As a County Director of Youth and Sports the officer is responsible for:-

- a) Identify and nurture sports talents in the County
- b) Develop and maintain sports facilities in the county
- c) Promote and develop all forms of sports and sporting activities in Bungoma County
- d) Conduct advocacy fora for recognition of sports as an industry which provides an avenue for sports persons to earn a living;
- e) Enhance national unity and promote international co-operation through sports medium
- f) Promoting of youth programmes
- g) Nurturing Youth artistic talents
- h) Promoting youth Agriculture & Environment protection
- i) Managing Youth Enterprise Funds
- j) Mobilizing financial resources for Youth programmes and activities
- k) Providing guidance and Counseling service for youth
- l) Promoting community based programme for the youth

#### **Requirements for appointment**

For appointment to this post the candidate must

- a) Relevant working experience of not less than twelve (12) years, three (3) years of which at the grade of Deputy Director, Youth and Sports Training Job Group ‘Q’ or equivalent and relevant position in the public service or private sector
- b) Be a holder of bachelor’s degree in relevant field i.e. education, physical education or any social sciences from a recognized university.
- c) Have a relevant master degree
- d) Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Government institution.
- e) Demonstrate understanding of the commitment to National values and principles of Public Service and governance as espoused in the Constitution of Kenya 2010 Articles 10 and 232

**Terms of Service: - 5 years contract**

### **Duties and Responsibilities**

An officer at this level will be responsible to the Director, for all technical and administrative programmes, projects and activities in the department.

#### **Specific duties and responsibilities will entail:-**

- a) Coordinating initiation, formulation and implementation of policies on vocational training;
- b) Advising on implementation of vocational training centre curricular and co-curricular activities to maintain standards;
- c) Overseeing assessment of upcoming vocational training centres' capacity for registration as training institutions and examination centres;
- d) Strengthening strategic partnerships and collaborations among stakeholders on revitalization, rehabilitation and promotion of vocational training centres;
- e) Ensuring resources are mobilized to support vocational training centres;
- f) Coordinating management and disbursement of grants;
- g) Overseeing development and integration of information communication technology in vocational training centre;
- h) Supporting innovative initiatives and business incubations in vocational training centre;
- i) Undertaking research and consultancy on issues of vocational training centres;
- j) Initiating and facilitating development and management of vocational training centre information systems;
- k) Building capacity in vocational training centres by conducting regular human resource planning;
- l) Coordinating establishment of functional boards of management to manage vocational training centre;
- m) Liaising with stakeholders on domestication of the design, drawings and bills of quantities for infrastructure development; and
- n) Participating in monitoring and evaluation of vocational training centres programmes and projects.

In addition, the Deputy Director, Youth Training will be responsible for:- advising Board of Management on prudent management of youth polytechnics; coordinating the implementation of departmental strategic plan, performance contracting and annual work plans; monitoring performance management; undertaking budgeting; ensuring promotion of operational accountability; and supervising and developing staff.

#### **Requirements for appointment**

For appointment to this grade, an officer must have:

- a) Relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director, Youth Training Job Group 'P' or equivalent and relevant position in the public service or private sector
- b) Bachelor's degree in any of the following disciplines: Education or Technology Education from a recognized institution;  
**OR**  
Bachelor's degree in Social Science/Arts with a Post-Graduate Diploma in Education from a recognized institution;
- c) Masters degree in any of the following disciplines: Education or Technology Education from a recognized institution;
- d) Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Government institution.

- e) Certificate in Computer Applications from a recognized institution; and
- f) Demonstrated merit and ability as reflected in work performance and results.

**Terms of Service: - 5 years contract**

**CPSBB 29/06/2020 COUNTY DEPUTY DIRECTOR SPORTS JG “Q” - (1 POST)**

As a County Deputy director Sports He/She is responsible to director sports. The officer is responsible for:-

**Duties and responsibilities**

- a) Identify and nurture sports talents in the County.
- b) Develop and maintain sports facilities in the county.
- c) Advocate and promote good management and fair play in sports
- d) Encourage and educate all citizens on the importance of participating in sports for good physical, mental, emotional and social development.
- e) Provide the required sports facilities country wide to allow easy access by people.
- f) Facilitate initiations, registration and establishment of new sporting initiatives to broaden people participation.
- g) Conduct advocacy for a recognition of sports as an industry and which provides avenue for sports person and earn a living

**Requirements for appointment**

For appointment to this grade, an officer must have:-

- a) Relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director, Sports Job Group ‘P’ or equivalent and relevant position in the public service or private sector
- b) Be a holder of Bachelors degree in Social Sciences from a recognized university.
- c) A Masters Degree in relevant field.
- d) Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Government institution
- e) Have shown merit and ability as reflected in work performance and results.

**Terms of Service: - 5 years contract**

**CPSBB 30/06/2020 SUB COUNTY SPORTS OFFICER JG “H” [9 POSTS]**

1. Tongaren Sub County
2. Kanduyi Sub County
3. Bumula Sub County
4. Webuye East Sub County
5. Sirisia Sub County
6. Webuye East Sub County
7. Kimilili Sub County
8. Mt. Elgon Sub County
9. Kabuchai Sub County

**Duties and responsibilities**

- a) Maintaining sports facilities in the sub counties
- b) Identifying and nurture sports talents in the sub county
- c) Encourage and educate all citizens on the importance of participating in sports for good physical mental, emotional and social development.
- d) Provide the required sports facilities sub countywide to allow easy access by the people.

- e) Facilitate initiation, registration and establishment of new sporting initiatives to broaden people.
- f) Promote and develop all forms of sports and sporting activities in the sub county.

#### **Requirements for appointment**

- a) Be a Kenyan citizen
- b) Be a holder of diploma in relevant field from a recognized institution
- c) Be between 25 – 40 years
- d) Certificate in computer application skills

**Terms of Service: - 5 years contract**

## **GOVERNOR'S OFFICE**

### **CPSBB 31/06/2020 COUNTY DEPUTY DIRECTOR, RESEARCH AND DEVELOPMENT JG "Q" [1 POST]**

#### **Duties and responsibilities**

Specific duties and responsibilities include:

- a) Formulating, implementing and reviewing building research legislations, policies Standards and strategies;
- b) Overseeing resource mobilization and accountability of resources allocated to Research programmes;
- c) Promoting participatory approaches and capacity building in building research process;
- d) Monitoring and evaluation building research activities and programmes;
- e) Facilitating development of control regulations, problem identification survey, analyses and planning intervention measures
- f) Approving project proposals, goals, project development methods, variables and other test parameters;
- g) Facilitating development of innovations on building research;
- h) Facilitating preparation and communication of research finding in technical and Scientific publications

#### **Requirements for appointment**

For appointment to this grade, a candidate must have:

- a) Served for a cumulative period of ten (10) years, three (3) years of which should have been in the grade of Assistant Director Research, Job Group 'P' and above or in comparable and equivalent positions in the Public Service;
- b) A Bachelor's degree in any of the following disciplines: Construction/Project Management, Anthropology, Architecture, Landscape Architecture, Interior design, Civil/Electrical/Mechanical Engineering, Land economics/Survey, Building Economics, Economics, Quantity Surveying, Environmental Studies, Geography, Earth Science or equivalent qualification from a university recognized in Kenya;
- c) A Master's degree in any of the following disciplines: Construction/Project Management, Anthropology, Architecture, Landscape Architecture, Interior design, Civil/Electrical/Mechanical Engineering, Land economics/Survey, Building Economics, Economics, Quantity Surveying, Environmental Studies, Geography, Earth Science or equivalent qualification from a university recognized in Kenya;
- d) Attended a strategic leadership Development course lasting not less than six (6) months from a recognized institution;
- e) Attended Project Planning and Management Course from a recognized Institution;
- f) Be a registered member of a relevant Professional body where applicable;

- g) Demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of building research function.
- h) Must be computer literate.

**Terms of Service: 3 years Contract**

**CPSBB 32/06/2020 ASSISTANT DIRECTOR RESEARCH AND DEVELOPMENT JG “P”  
[1 POST]**

**Duties and Responsibilities**

- a) To advise the county on research and innovations;
- b) To support county initiatives aimed at ensuring that research materials are developed;
- c) To develop policies on research and development
- d) Provide focus to individual team members, report results and risks to management and respond to team needs.
- e) Support management of departmental policy according to current Design Control process.
- f) Represent departmental interests in all internal and external communication.
- g) Design and implement research and development protocols or projects.
- h) Execute advanced analytical techniques to extend scientific theories in innovative research projects.
- i) Utilize diverse knowledge of scientific research principles, practices and protocols in research projects.
- j) Interact with departments in team approach to translate the county’s strategic vision into successful Research and Development products.
- k) Provide required current feedback about the current and future path of Research and Development in the county’s roadmap.
- l) Develop and monitor metrics as required to manage Research and Development function.
- m) Convey metrics to ensure appropriate alignment and executive awareness.

**Requirements for Appointment**

- a) Five (5) years’ work experience in a reputable Institution.
- b) Have a Bachelor’s degree in statistics, geography, economics, mathematics, social research or its equivalent from a recognized institution.
- c) Thorough knowledge and understanding of the concepts and techniques of professional research with particular emphasis on public policy, analysis and ability to write, edit in a clear concise and understandable manner.
- d) A master’s degree for the relevant field from a recognized institution is an added advantage.
- e) Numeracy and confidence in using statistical techniques and computer based programmes and strong analytical skills
- f) Must be computer literate and proficient.

**Terms of Service: 3 years Contract.**

**CPSBB 33/06/2020 PRINCIPAL RESEARCH AND DEVELOPMENT OFFICER JG “N”  
[2 POSTS]**

**Duties and responsibilities**

An officer at this level may be deployed in a research or project development function.

**Specific duties and responsibilities will include:**

**Research function**

- a) Implementing and reviewing building research legislations, policies, standards, and strategies
- b) Overseeing the development and management of building research centre facilities;
- c) Providing guidance in design and interpretation of research studies;

- d) Mobilizing research resources from development partners;
- e) Supervising critical evaluation of research projects;
- f) Carry out resource budgeting, utilization and management;
- g) Plan and coordinate implementation of county research programmes and
- h) international resolutions and recommendations;

#### **Project Development function**

- a) Implementing and reviewing building research policies and strategies and
- b) programmes;
- c) Evaluating project proposals, goals, project development methods, variables and
- d) other test parameters;
- e) Coordinating with management in budget preparation and expense control activities;
- f) Approving project development of innovations;
- g) Developing control regulations, problem identification survey, analyses and planning
- h) intervention measures;
- i) Preparing and communicating research findings in technical and scientific
- j) publications and reports;
- k) Participating in carrying out planning, coordination and implementation of national
- l) research programmes;
- m) Monitoring and evaluating development projects at all stages of implementation.

#### **Requirements for appointment**

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

- a) Served for a cumulative period of five (5) years, three (3) years of which should have been in the grade of Chief Research Officer, Job Group ‘M’ and above or in comparable and equivalent positions in the Public Service;
- b) A Bachelor’s degree in any of the following disciplines: Construction/Project Management, Anthropology, Architecture, Landscape Architecture, Interior design, Civil/Electrical/Mechanical engineering, Land Economics/Survey, Building Economics, Economics, Quantity Surveying, Urban/Regional Planning, Statistics, Sociology, Community development, Environmental Studies, Geography, Earth Science or equivalent qualification from a university recognized in Kenya;
- c) Been a registered member of a relevant professional body (where applicable); and
- d) Demonstrated outstanding capabilities in management within the building sector.

#### **Terms of Service: 3 years Contract**

### **CPSBB 34/06/2020 RESEARCH OFFICER JG “K” (9 POSTS)**

#### **Duties and responsibilities**

- a) Provision of non-partisan professional research assistance and analysis to the Office of the Governor.
- b) Assessing the strengths and weaknesses of policy options in the County.
- c) Providing expert interpretation, explanation and analysis.
- d) Maintain a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions
- e) Providing back up to County Department.
- f) Any other duties as may be assigned from time to time

#### **Requirements for Appointment**

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

- a) Bachelor’s degree in any of the following disciplines; Economics, Agriculture; Environmental quality, Sociology, Political science, international trade/commerce and other Science related fields;

- b) A thorough knowledge and understanding of the concepts and techniques of professional research, with particular emphasis on public policy analysis, and an ability to write, edit in a clear, concise and understandable manner;

**Terms of Service: 3 years Contract**

**CPSBB 35/06/2020 COUNTY ASSISTANT DIRECTOR, PROTOCOL-EVENTS JG “P” [1 POST]**

**Duties and Responsibilities**

- a) To provide leadership, planning, coordination, production, fiscal management, event education, risk compliance, and evaluation for events, programs and activities sponsored by the County.
- b) To collaborate with departments to plan and execute high quality events, which are hosted at various departments and support and contribute to the County’s profile and image.
- c) To ensure the proper protocol and tone, schedules and appearances of all events-related invitations, programs, and other correspondence. Provide on-site presence and support during events to ensure all aspects of the event, including service levels agreements, contract negotiation and execution, vendor selection, collateral materials, set-up, and breakdown, are performed in a manner consistent with high quality standards and best practices, protocol and etiquette to yield successful and smooth events and activities.
- d) To track statistical information, analyze data and prepare reports on effectiveness of events, programs and activities; recommend opportunities and make recommendations for improving service to the internal and external stakeholders;
- e) To prepare budgets, monitor and review, the county budgeted funds for events and activities that are in compliance with laid down budgets.
- f) To provide general and specific protocol guidelines and procedures to be followed, and from time to time recommend development, or revision of, institutional policies and procedures on the same.
- g) To manage the process for event-related facilities bookings by identifying space requirements and liaising with the Departments to secure appropriate space for events and activities.

**Requirements for appointment**

- a) Bachelor’s degree in any of the following disciplines: Mass Communication, Public Relation, Public Administration and Governance, Communications Studies, Journalism, Policy Formulation, Strategic Planning ,International Relations, Social Sciences or any other approved equivalent qualifications from a University recognized in Kenya;
- b) Have relevant knowledge, experience and a distinguished career in Protocol services management of not less than five (5) years ,three (3) of which must be at a senior managerial position in the public service or equivalent in the private sector;
- c) Master’s Degree in a relevant field is an added advantage;
- d) Demonstrated general administrative ability required for direction, control and implementation of protocol services.
- e) A Professional Qualification in Public Relations, international relations, diplomacy.

**Terms of Service: 3 years Contract**



**CPSBB 36/06/2020 ASSISTANT DIRECTOR, PROTOCOL AND GOVERNANCE, JG “P”  
[1 POST]**

**Duties and responsibilities:-**

- a) Assist in providing leadership on Protocol matters, may it be elected, Public Officials or Corporate executives.
- b) Assist in Planning, Leading, Organizing, guiding and directing protocol in the County Government events;
- c) Assist in advising staff on the County Government formalities, courtesies and ensure they observe them when associating with visitors, also research on the culture of the visitors, to ensure etiquette is observed.
- d) Assist in Ensuring that the County Government Special visits are devoid to Cultural contradictions or mistakes when the County Government officials are interacting with Special dignitaries;
- e) Any other related duties that may be assigned from time to time

**Requirements for Appointment:-**

- a) Bachelor’s degree in any of the following disciplines: Mass Communication, Public Relation, Public Administration and Governance, Communications Studies, Journalism, Policy Formulation, Strategic Planning ,International Relations, Social Sciences or any other approved equivalent qualifications from a University recognized in Kenya;
- b) Have relevant knowledge, experience and a distinguished career in Protocol services management of not less than five (5) years ,three (3) of which must be at a senior managerial position in the public service or equivalent in the private sector;
- c) Master’s Degree in a relevant field is an added advantage;
- d) Demonstrated general administrative ability required for direction, control and implementation of protocol services.

**Terms of Service: 3 years Contract**

**CPSBB 37/06/2020 PRINCIPAL PROTOCOL OFFICER JG “N” [2 POSTS]**

**Duties and Responsibilities**

- a) Reporting to Assistant Director Protocol.
- b) Assist in coordinating all protocol related activities;
- c) Planning, managing, documenting and reporting on county Protocol Service;
- d) Providing protocol support and public relations services;
- e) Implementing activities and assignments relating to maintaining and enhancing the image of the County Government;
- f) Planning and coordinating protocol service during official events, important meetings and receptions organized by the Government;
- g) Any other duties as may be assigned from time to time.

**Requirements**

- a) Bachelor’s degree in International Relations, Diplomacy, Public Relations or any other relevant field from a university recognized in Kenya;
- b) Have relevant knowledge, experience and a distinguished career in protocol services management of not less than three (3) years ,one (1) of which must be at a senior managerial position in the public service or equivalent in the private sector;
- c) Attended a supervisory course lasting not less than One (1) weeks from a recognized institution;
- d) Demonstrated general administrative ability required for direction, control and implementation of protocol services.

**Terms of Service: 3 years Contract**

## **CPSBB 38/06/2020 CHIEF PROTOCOL OFFICER -JOB GROUP 'M' (1 POST)**

### **Duties and Responsibilities**

- a) Reporting to the Principal Protocol Officer
- b) Assist in coordinating all protocol related activities;
- c) Planning, managing, documenting and reporting on county Protocol Service;
- d) Providing protocol support and public relations services;
- e) Implementing activities and assignments relating to maintaining and enhancing the image of the County Government;
- f) Planning and coordinating protocol service during official events, important meetings and receptions organized by the Government;
- g) Any other duties as may be assigned from time to time.

### **Requirements for appointment**

- a) Bachelor's degree in International Relations, Diplomacy, Public Relations or any other relevant field from a university recognized in Kenya;
- b) Have relevant knowledge, experience and a distinguished career in protocol services management of not less than three (3) years ,one (1) of which must be at a senior managerial position in the public service or equivalent in the private sector;
- c) Attended a supervisory course lasting not less than One (1) weeks from a recognized institution;
- d) Demonstrated general administrative ability required for direction, control and implementation of protocol services.

### **Terms of Service: 3 years Contract**

## **CPSBB 83/06/2020 COUNTY AUDIT COMMITTEE MEMBER (1 POST)**

### **Duties and responsibilities**

The major roles of the committee shall be to:

- a) Provide oversight and support on risk management , controls and governance processes and other associated assurances
- b) Follow up on the implementation of the recommendations of internal and external auditors
- c) Facilitate the disposal of all PAC/PIC recommendations

### **Requirements for Appointment**

- a) Be a Kenyan citizens
- b) Be a member of recognized professional body in good professional standing
- c) Possess at least an undergraduate degree from a recognized university in the field in which she or he has been practicing
- d) Progressive work experience of not less than five years
- e) One shall not be past or present employee of the County Government of Bungoma or its entities , and shall not have served as an employee or agent of a business organization which has carried out any business with the County Government of Bungoma in the last two years
- f) Possess a good understanding of the county government's operations , financial reporting and auditing
- g) Have a good understanding of the objects, principles and functions of a devolved system of government
- h) Not a holder of a political office

### **Remuneration: as determined by Salaries and Remuneration Commission**

**Terms of Service;** shall serve on a **Part time** basis for a period of three years and shall be eligible for reappointment for a further one term only,

## DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES, IRRIGATION & COOPERATIVE DEVELOPMENT

### CPSBB 26/06/2020 COUNTY DIRECTOR AGRICULTURE SERVICES JOB GROUP 'R' (1 POST)

#### **Duties and Responsibilities**

An officer at this level will be answerable to Chief Officer and will be deployed as Head of a Technical Division.

#### **Specific duties and responsibilities will involve:**

- a) Implantation of the Strategic Plan and objectives of the Division;
- b) Handling technical administrative, human resource, budgetary and assets management issues; team building and setting performance targets and standards in consultation with the Director; addressing stakeholders concerns and instituting operational accountability; and
- c) Incorporating new initiatives into the division schemes of work.

Further, duties and responsibilities will depend on the mandate of the Division within the specific Department and will entail: cost effective research to advance national and sectoral priorities; modernize and make extension services responsive to customer needs; update and rationalize technical training; maximize sustainable gains from crop development activities; device and apply strategies to maximize value of land and optimize its use for alternative purposes; promote value addition to agricultural produce; enhance synergies between the Ministry and its State Corporations; enhance gainful cooperation between the sector and local/international stakeholders and act as liaison between the Ministry and the Central Agricultural Board (CAB).

#### **Requirements for Appointment**

For appointment to this grade, an officer must have: -

- a) Relevant working experience of not less than ten (12) years, three (3) years of which at the grade of Deputy Director of Agriculture Job Group 'Q' or equivalent and relevant position in the public service or private sector
- b) A Masters Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a recognized institution;
- c) A Bachelor's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a recognized institution;
- d) Attended a Strategic Leadership Development Programme lasting at least six (6) weeks from a recognized institution;
- e) Demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results.

### CPSBB 39/06/2020 COUNTY DIRECTOR COOPERATIVE DEVELOPMENT JG 'R' (1 POST)

#### **Duties and Responsibilities**

An officer at this level may head a technical Division / Section. Duties and responsibilities will entail:- providing technical advice in area of specialization; advising on cooperative investments; preparing reports for policy formulation; enforcing compliance with cooperative legislation; designing coordinating and monitoring the implementation of cooperative activities, programmes

and policies; carrying out market research and disseminating research findings; promoting value addition and processing; conducting cooperative banking inspections; undertaking cooperative risk assessment; and developing new financial products and credit policies.

### **Requirements for Appointment**

For appointment to this grade an officer must have:

- a) Have relevant working experience of not less than twelve (12) years, three (3) years of which at the grade of Senior Assistant Commissioner for Cooperative Job Group 'Q' or equivalent and relevant position in the public service or private sector
- b) Bachelors degree in any of the following disciplines; Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Cooperative Management, Marketing, Entrepreneurship, Management and Organizational Development, Marketing, Finance or Agribusiness from a recognised institution.
- c) Masters degree in any of the following disciplines; Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Cooperative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution.
- d) Certificate in strategic leadership development programme lasting not less than six (6) weeks from a recognized institution.
- e) Certificate in computer applications from a recognized institution; and
- f) Demonstrated managerial; administrative and professional competence in work performance and exhibited a thorough understanding of county goals; policies; objectives and ability to relate them to the cooperative development and marketing function.

### **Terms of Service: 5 years Contract**

**CPSBB 40/06/2020 DEPUTY DIRECTOR, COOPERATIVE DEVELOPMENT JG 'Q'  
(1 POST)**

### **Duties and Responsibilities**

An officer at this level may head a technical Division / Section. Duties and responsibilities will entail: - providing technical

advise in area of specialization; advising on cooperative investments; preparing reports for policy formulation; enforcing compliance with cooperative legislation; designing coordinating and monitoring the implementation of cooperative activities, programmes and policies; carrying out market research and disseminating research findings; promoting value addition and processing; conducting cooperative banking inspections; undertaking cooperative risk assessment; and developing new financial products and credit policies.

### **Requirements for Appointment**

For appointment to this grade an officer must have:

- a) Have relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Commissioner, Cooperative Development Job Group 'P' or equivalent and relevant position in the public service or private sector
- b) Bachelors degree in any of the following disciplines; Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Cooperative Management, Marketing, Entrepreneurship, Management and Organizational Development, Marketing, Finance or Agribusiness from a recognised institution.
- c) Masters degree (added advantage) in any of the following disciplines; Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Cooperative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution.

- d) Certificate in strategic leadership development programme lasting not less than six (6) weeks from a recognized institution.
- e) Certificate in computer applications from a recognized institution; and
- f) Demonstrated managerial; administrative and professional competence in work performance and exhibited a thorough understanding of county goals; policies; objectives and ability to relate them to the cooperative development and marketing function.

**Terms of Service: 5 years Contract**

**CPSBB 41/06/2020 COUNTY DIRECTOR VETERINARY SERVICES JG 'R' (1 POST)**

**Duties and Responsibilities**

The Director of Veterinary Services will be answerable to the Chief Officers for overall strategy policy direction, development, formulation, review and implementation of veterinary service functions. Specific duties will entail:- providing technical advice on veterinary services function to the government; directing animal disease and pest control, veterinary diagnostic services, hides and skins and leather development, veterinary public health, animal reproductive, extension and animal welfare programs; guiding the setting of animal research agenda and development; approving slaughterhouse design and export/import request documents in respect to live animal, animal product, by-products and inputs; participating and collaborating with approved local regional and international bodies in the field of animal health and trade; ratifying trade protocols in food and feed stuffs; recommending for registration of veterinary drugs, vaccines and acaricides regulating the production, importation, distribution and export of animal genetic materials; and overseeing the management of Animal Health and Industry, Veterinary Public Health and Meat Technology training institutions; and reporting to OIE on animal disease outbreaks and response.

In addition, the officer will be responsible for:- Coordinating the implementation of the Department's strategic plans and realization of its objectives overseeing the preparation and implementation of the performance appraisal systems and contracts of the department; and ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity.

**Requirements for Appointment**

For appointment to this grade an officer must:-

- a) Have relevant working experience of not less than twelve (12) years, three (3) years of which at the grade of Deputy Director of Veterinary Services Job Group 'Q' or equivalent and relevant position in the public service or private sector
- b) Be in possession of Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- c) Have Master of Science Degree in any of the following disciplines Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Sciences, Animal Genetic and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production Systems, Poultry Science, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production or Aquatic Sciences from recognized Institutions.
- d) Registered by Kenya Veterinary Board
- e) Have a Certificate in Strategic Leadership Development Programme last not less than six (6) weeks from a recognized institutions;
- f) Have a Certificate in computer applications from a recognized institutions and

- g) Demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the Veterinary Services.

**Terms of Service: 5 years Contract**

**CPSBB 42/06/2020 COUNTY DEPUTY DIRECTOR VETERINARY SERVICES JG 'Q'  
(1 POST)**

**Duties and Responsibilities**

Duties and responsibilities at this level will entail; organizing disease search, investigations, monitoring and mapping; evaluating export/imports request documents and making appropriate recommendations; carrying out investigations on antimicrobial and acaricidal resistance; coordinating programmes on the control and eradication of epizootic and zoonotic diseases and pests; undertaking post-mortem examination and other diagnostic tests; interpreting laboratory results and making appropriate recommendations; organising stakeholders' training seminars, workshops field days, shows exhibitions, conferences on vector control programmes, animal health, breeding, welfare and good veterinary practices; compiling technical reports; leading team(s) in inspecting, grading and licensing plants processing animal products and transport carriers / containers; enforcing food safety and quality assurance regulations in local and export slaughter houses and other animal products processing plants; issuing animal health certificates; planning field efficacy trials for drugs, vaccines and acaricides; disseminating information on animal health, product and markets; collaborating with stakeholders in providing veterinary services; undertaking forensic investigations and compiling appropriate reports and offering veterinary services at major ports of entry.

**Requirements for Appointment**

For appointment to this grade an officer must: -

- a) Have relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director of Veterinary Services Job Group 'P' or equivalent and relevant position in the public service or private sector
- b) Be in possession of Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- c) Have Master (added advantage) of Science Degree in any of the following disciplines Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Sciences, Animal Genetic and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production Systems, Poultry Science, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production or Aquatic Sciences from recognized Institutions.
- d) Registered by Kenya Veterinary Board
- e) Have a Certificate in Strategic Leadership Development Programme last not less than six (6) weeks from a recognized institution;
- f) Have a Certificate in computer applications from a recognized institutions and
- g) Demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the Veterinary Services.

**Terms of Service: 5 years Contract**

## **CPSBB 43/06/2020 COUNTY DEPUTY DIRECTOR AGRICULTURE SERVICES JG 'Q' (1 POST)**

### **Duties and Responsibilities**

An officer at this level will be answerable to Chief Officer and will be deployed as Head of a Technical Division. Duties and responsibilities will involve: implantation of the Strategic Plan and objectives of the Division; handling technical administrative, human resource, budgetary and assets management issues; team building and setting performance targets and standards in consultation with the Director; addressing stakeholders concerns and instituting operational accountability; and incorporating new initiatives into the division schemes of work.

Further, duties and responsibilities will depend on the mandate of the Division within the specific Department and will entail: cost effective research to advance national and sectoral priorities; modernize and make extension services responsive to customer needs; update and rationalize technical training; maximize sustainable gains from crop development activities; device and apply strategies to maximize value of land and optimize its use for alternative purposes; promote value addition to agricultural produce; enhance synergies between the Ministry and its State Corporations; enhance gainful cooperation between the sector and local/international stakeholders and act as liaison between the Ministry and the Central Agricultural Board (CAB).

### **Requirements for Appointment**

For appointment to this grade, an officer must have: -

- a) Have relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director of Agriculture Job Group 'P' or equivalent and relevant position in the public service or private sector
- b) A masters Degree (added advantage) in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a recognized institution;
- c) A Bachelor's Degree (added advantage) in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a recognized institution;
- d) Have attended a Strategic Leadership Development Programme lasting at least six (6) weeks from a recognized institution;
- e) Demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results.

**Terms of Service: 5 years Contract**

## **CPSBB 44/06/2020 COUNTY DIRECTOR FISHERIES SERVICES JOB GROUP 'R' (1 POST)**

### **Duties and Responsibilities**

Duties and responsibilities at this level entail:- coordinating fisheries extension services and co-management programs; analysing, storing and disseminating fisheries related reports; coordinating the implementation of fisheries development policies, programs and projects; liaising with relevant stakeholders to design fisheries management programs; co-coordinating fisheries research in fish stock assessment; promoting fish marketing and value addition; and evaluating monitoring, control and surveillance (MCS) systems.

Further, duties and responsibilities will entail:- participating in the implementation of bi-lateral projects and programs; and participating in negotiations of multi and bi-lateral agreements.

### **Requirements for Appointment**

For appointment to this grade, an officer must: -

- a) Have relevant working experience of not less than twelve (12) years, three (3) years of which at the grade of Deputy Director of Fisheries Job Group 'Q' or equivalent and relevant position in the public service or private sector
- b) Have a Masters degree in any of the following fields;- Biological Sciences, Natural Resource Management, Aquatic Sciences, Biochemistry, Food Science and Technology, Environmental Science, Physical Sciences or any other equivalent and relevant qualification from recognized Institution.
- c) Have a Bachelor's degree in any of the following fields;- Biological Sciences, Natural Resource Management, Aquatic Sciences, Biochemistry, Food Science and Technology, Environmental Science, Physical Sciences or any other equivalent and relevant degree from recognized Institution.
- d) Have attended a Strategic Leadership Development Programme lasting at least six (6) weeks from a recognized institution;
- e) Have a certificate in computer applications from a recognized institution;
- f) Have a broad knowledge of the Fisheries management policies, Fisheries Act and other related Statutes;
- g) Be conversant with national and international fisheries agreements conventions, protocols and laws of the sea; and
- h) Have shown merit and ability as reflected in work performance and results.

**Terms of Service: 5 years Contract**

### **CPSBB 45/06/2020 COUNTY DEPUTY DIRECTOR FISHERIES SERVICES JG 'Q' (1 POST)**

#### **Duties and Responsibilities**

Duties and responsibilities at this level entail:- coordinating fisheries extension services and co-management programs; analysing, storing and disseminating fisheries related reports; coordinating the implementation of fisheries development policies, programs and projects; liaising with relevant stakeholders to design fisheries management programs; co-coordinating fisheries research in fish stock assessment; promoting fish marketing and value addition; and evaluating monitoring, control and surveillance (MCS) systems.

Further, duties and responsibilities will entail:- participating in the implementation of bi-lateral projects and programs; and participating in negotiations of multi and bi-lateral agreements.

### **Requirements for Appointment**

For appointment to this grade, an officer must: -

- a) Have relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director of Fisheries Job Group 'P' or equivalent and relevant position in the public service or private sector
- b) Have a Masters degree (added advantage) in any of the following fields;- Biological Sciences, Natural Resource Management, Aquatic Sciences, Biochemistry, Food Science and Technology, Environmental Science, Physical Sciences or any other equivalent and relevant qualification from recognized Institution.
- c) Have a Bachelor's degree (added advantage) in any of the following fields;- Biological Sciences, Natural Resource Management, Aquatic Sciences, Biochemistry, Food Science and Technology, Environmental Science, Physical Sciences or any other equivalent and relevant degree from recognized Institution.
- d) Have attended a Strategic Leadership Development Programme lasting at least six (6) weeks from a recognized institution;



- e) Have a certificate in computer applications from a recognized institution;
- f) Have a broad knowledge of the Fisheries management policies, Fisheries Act and other related Statutes;
- g) Be conversant with national and international fisheries agreements conventions, protocols and laws of the sea; and
- h) Have shown merit and ability as reflected in work performance and results.

**Terms of Service: 5 years Contract**

**CPSBB 46/06/2020 COUNTY DIRECTOR IRRIGATION SERVICES JG ‘R’ (1 POST)**

**Duties and Responsibilities**

Duties and responsibilities at this level will entail:- initiating formulation of policies and programmes for irrigation development; coordinating training of graduate engineers and technicians; supervising preparation of irrigation tender documents; validating reports on socio-economic and environmental impact of irrigation development; promoting research and innovation in irrigation sector, carrying out monitoring and evaluation of programmes and projects; and coordinating the planning, designing, construction, operation and maintenance of irrigation systems.

**Requirements for Appointment**

For appointment to this grade, an officer must have:-

- a) Have relevant working experience of not less than twelve (12) years, three (3) years of which at the grade of Principal Superintending Engineer (Irrigation) Job Group ‘Q’ or equivalent and relevant position in the public service or private sector
- b) Bachelors degree in any of the following disciplines: - Agricultural Engineering, Agricultural and Bio-systems Engineering, Soil Water and Environmental engineering, Environmental and Bio-systems Engineering, Biomechanical and Processing Engineering or Soil and Water Engineering from a recognized institution.
- c) Masters degree in any of the following disciplines: - Agricultural Engineering, Agricultural Engineering Systems, Land and Water Engineering, Soil and Water Engineering, Environmental Engineering and Management, Water Resource or Irrigation Engineering from a recognized institution;
- d) Have attended a Strategic Leadership Development Programme lasting at least six (6) weeks from a recognized institution;
- e) Been registered as an Engineer with Engineers Registration Board (ERB)
- f) Cooperate membership with the Institution of Engineers of Kenya (IEK);
- g) Certificate in computer applications from a recognized institution; and
- h) Demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of irrigation engineering development programmes and projects.

**Terms of Service: 5 years Contract**

**CPSBB 47/06/2020 COUNTY DEPUTY DIRECTOR IRRIGATION SERVICES JG ‘Q’ (1 POST)**

**Duties and Responsibilities**

Duties and responsibilities at this level will entail:- initiating formulation of policies and programmes for irrigation development; coordinating training of graduate engineers and technicians; supervising preparation of irrigation tender documents; validating reports on socio-economic and environmental impact of irrigation development; promoting research and innovation in irrigation sector, carrying out monitoring and evaluation of programmes and

projects; and coordinating the planning, designing, construction, operation and maintenance of irrigation systems.

### **Requirements for Appointment**

For appointment to this grade, an officer must have:-

- a) Relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Chief Superintending Engineer (Irrigation) Job Group 'P' or equivalent and relevant position in the public service or private sector
- b) Bachelors degree in any of the following disciplines: - Agricultural Engineering, Agricultural and Bio-systems Engineering, Soil Water and Environmental engineering, Environmental and Bio-systems Engineering, Biomechanical and Processing Engineering or Soil and Water Engineering from a recognized institution.
- c) Masters degree (added advantage) in any of the following disciplines: - Agricultural Engineering, Agricultural Engineering Systems, Land and Water Engineering, Soil and Water Engineering, Environmental Engineering and Management, Water Resource or Irrigation Engineering from a recognized institution;
- d) Have attended a Strategic Leadership Development Programme lasting at least six (6) weeks from a recognized institution;
- e) Been registered as an Engineer with Engineers Registration Board (ERB)
- f) Cooperate membership with the Institution of Engineers of Kenya (IEK);
- g) Certificate in computer applications from a recognized institution; and
- h) Demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of irrigation engineering development programmes and projects.

### **Terms of Service: 5 years Contract**

## **CPSBB 48/06/2020 COUNTY DEPUTY DIRECTOR LIVESTOCK PRODUCTION JG 'Q' (1 POST)**

An Officer at this grade will be answerable to the Director irrigation.

### **Duties and responsibilities**

Duties and responsibilities will include: to assist the Director in work planning and budgeting, participation in policy development and implementation, monitoring and evaluation of projects, control and coordination of activities; preparation of regular progress reports; maintenance of livestock data and records.

### **Requirements for Appointment**

For appointment to this grade, an officer must have: -

- a) Have relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director Livestock Production Job Group 'P' or equivalent and relevant position in the public service or private sector
- b) Masters of Science degree (added advantage) in any of the following disciplines:-Animal Science/Animal Production, Agriculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management/Natural Resource Management, Livestock/Agricultural Economics and Dairy Technology, Agricultural Extension or any other relevant and equivalent qualification from a recognized institution;
- c) Bachelor's degree in any of the following disciplines:-Animal Science/Animal Production, Agriculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management/Natural Resource Management, Livestock/Agricultural Economics and Dairy Technology, Agricultural Extension or any other relevant and equivalent qualification from a recognized institution;

- d) Attended a Strategic Leadership Development Programme Course lasting not less than six (6) weeks; and
- e) Shown merit in their field of specialization and demonstrated a high degree of professional competence and administrative ability.

**Terms of Service: 5 years Contract**

## DEPARTMENT OF ENVIRONMENT, TOURISM, WATER & NATURAL RESOURCES

### DIRECTORATE OF WATER

**CPSBB 49/06/2020 DIRECTOR WATER JOB GROUP 'R' (1 POST)**

#### **Duties and Responsibilities**

- a) County Water infrastructure development
- b) Water Sector Program implementation and coordination within the County
- c) Ensuring that all designs, reports and drawings are produced and signed at relevant levels
- d) Liaising with other institutions on the implementation of projects and programs related to Water within the County.
- e) Preparation of performance reporting drafts for water service providers and staff working in the Department.
- f) Preparing professional and quality standards for construction of water supply and sewerage infrastructure
- g) Overseeing the construction of water supply and sewerage works undertaken directly or by contract
- h) Formulating, monitoring and evaluating requirement of physical and financial progress of development projects and programs
- i) Verifying technical tender document on water supply and sewerage infrastructure
- j) Implementing water pricing policies and strategies for rural, urban and waste water systems

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

For appointment to this grade, a candidate must:

- a) Have relevant working experience of not less than twelve (12) years, three (3) years of which at the grade of Deputy Director Water Job Group 'Q' or equivalent and relevant position in the public service or private sector
- b) Have a Bachelors degree in Civil Engineering or its equivalent and relevant qualification from a recognized Institution;
- c) Have a Masters Degree in Civil Engineering or its equivalent and relevant qualification from a recognized Institution;
- d) Be registered by Engineers Registration Board of Kenya as an Engineer;
- e) Be a member of the Institution of Engineers of Kenya (IEK);
- f) Have attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution;
- g) Have certificate in computer applications from a recognized and
- h) Have demonstrated administrative and professional competence in work performance.

**Terms of Service: 5 years Contract**

## **CPSBB 50/06/2020 DEPUTY DIRECTOR WATER JG ‘Q’ (1 POST)**

### **Duties and responsibilities**

- a) Development and implementation of departmental strategies and work plan
- b) Coordination, monitoring evaluation and implementation of County Water Development projects
- c) Ensure proper planning, design, construction and maintenance of water works
- d) Coordinating capacity building for both staff and community
- e) Preparation of monthly, quarterly and annual programme performance report.
- f) Coordination between water department and water stakeholders and agencies.
- g) Undertake inspection and compilation of reports on water projects
- h) Coordination of rural water service provision

### **Requirement for appointment**

- a) Have relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director Water Job Group ‘P’ or equivalent and relevant position in the public service or private sector
- b) Bachelor’s degree in Civil engineering or Water Engineering
- c) A Master’s Degree in a relevant field
- d) Should be registered with the Engineers Board Kenya as a professional Engineer
- e) Should be a member of the Institute of Engineers of Kenya
- f) Have attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution;
- g) Must have excellent communication and interpersonal skills.
- h) Be literate in computer

### **Terms of Service: 5 years Contract**

## **CPSBB 51/06/2020 DIRECTOR NATURAL RESOURCES AND FORESTRY JG ‘R’**

### **Duties and Responsibilities**

- a) Planning and supervision of natural resources division programs and activities
- b) Organization development, control and coordination of natural resources functions.
- c) Interpreting and applying national and county laws and other related statutes in natural resources in line with county laws and objectives
- d) Participating and developing appropriate county policies, legal framework for implementation of the mandate of the division
- e) Oversee preparation of Departments annual work plans
- f) Coordinate production, documentation and dissemination of relevant information.
- g) Provide advice and guidance in recruitment and staff development.
- h) Development of urban forestry programs within the county
- i) Development of nature-based enterprise within the county
- j) Promotion of public private partnerships in Natural Resources practice in the county

### **Requirement for appointment**

- a) Have relevant working experience of not less than twelve (12) years, three (3) years of which at the grade of Deputy Director Natural Resources and Forestry Job Group ‘Q’ or equivalent and relevant position in the public service or private sector
- b) Be a holder of a degree in Climate Change or Natural Resources Management or Forestry from a recognized university.
- c) Masters degree in Science ( M.Sc) (Natural) or its relevant and equivalent qualifications .
- d) Have attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution;
- e) Demonstrate high degree of professional and technical competence as reflected in the work.

- f) Practical skills in designing execution of community based natural resources and climate change projects.

**Terms of Service: 5 years Contract**

### **CPSBB 52/06/2020 DEPUTY DIRECTOR NATURAL RESOURCES AND FORESTRY JG ‘Q’**

#### **Duties and Responsibilities**

- a) Assist the director in implementation of programmes, projects and activities in the department.
- b) Assist the director in enforcement of relevant rules, laws and regulations and monitoring resilience and health of natural resources.
- c) Promote natural resources activities in the county.
- d) Collect, analyze and report data and information on natural resources.
- e) Compile regular reports as may be required on natural resources activities.
- f) Identify needs, challenges and problems for developing and effective extension methods and practices through consultation with key stakeholders.
- g) Develop and implement action plans for enhancing public knowledge and skills of best natural resources management practices.

#### **Requirement for appointment**

- a) Have relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director Natural Resources and Forestry Job Group ‘P’ or equivalent and relevant position in the public service or private sector
- b) Be a holder of a degree in Climate Change Management or Natural Resources Management or Forestry from a recognized university.
- c) Masters degree in Science ( M.Sc) (Natural) or its relevant and equivalent qualifications .
- d) Have attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution;
- e) Demonstrate high degree of professional and technical competence as reflected in the work.
- f) Practical skills in designing execution of community based natural resources and climate change projects.

**Terms of Service: 5 years Contract**

## **DIRECTORATE OF ENVIRONMENT AND TOURISM**

### **CPSBB 53/06/2020 DIRECTOR ENVIRONMENT AND TOURISM JOB GROUP ‘R (1 POST)**

The Director of Environment and Tourism will be responsible to the Chief Officer in-charge of Environment and Tourism for planning, directing, controlling and coordinating technical administrative activities of the Department of Environment and Tourism.

#### **Duties and Responsibilities**

- a) Technical advisor on matters pertaining to Environment and tourism;
- b) Co-ordinate the implementation and review of county Environment and tourism policies; and the County Environment and tourism strategies, programmes and projects;
- c) Facilitation of the county’s membership and participation in Environment and tourism related, National and international organizations, events and conventions;
- d) Evaluating, Planning and implementing County Tourism and environmental issues in consultation with relevant Departments and Stakeholders;
- e) Overseeing the enforcement of environmental regulations and legislation in consultation with the National Environmental Management Authority;

- f) Overall management in matters related to marketing; planning and regulation of tourism in the county;
- g) Overall coordinator in relation to niche tourism development in the county;
- h) Promotion of domestic tourism in the county;
- i) Overall planning, direction, supervision and performance management of all employees of the county directorate of Environment and tourism;
- j) Undertaking tourism research and maintaining a depository of all data and information on tourism and tourism industry players within Bungoma county;
- k) Responsible for development of proposals for approval by the Chief Officer to source for funding from donors and other organizations to sustain Tourism and environmental projects and activities;
- l) Any other duties as may be assigned from time to time by the Chief Officer – Environment and Tourism

### **Requirement for appointment**

- a) Have relevant working experience of not less than twelve (12) years, three (3) years of which at the grade of Deputy Director Environment and Tourism Job Group ‘Q’ or equivalent and relevant position in the public service or private sector
- b) A Bachelor’s degree in any of the following; Tourism Management or Environmental Science or Environmental Management or Environmental Resources Conservation or Environmental Engineering or Bio-systems Engineering or Environmental Waste Management or Disaster Management or Geography or Environmental Health or Public Health or a related Bachelor’s degree from a recognized institution;
- c) A Master’s degree in any of the respective fields from a recognized institution
- d) Attended Strategic Leadership Development Programme Course lasting not less than 6 weeks from Kenya School of Government;
- e) Certificate in Computer Applications from a recognized institution;
- f) Have good leadership and communication skills;
- g) Have knowledge of Environment, Tourism and Wildlife legislation;
- h) Demonstrate a high degree of professional and technical competence;

### **Terms of Service: 5 years Contract**

## **OFFICE OF THE COUNTY SECRETARY**

### **CPSBB 54/06/2020 COUNTY DIRECTOR, HUMAN RESOURCE MANAGEMENT & DEVELOPMENT JG ‘R’ (1 POST)**

#### **Duties and Responsibilities**

- a) Establishing and operationalizing the human resource function
- b) Formulating, implementing and reviewing Human Resource Management and Development policies, rules and regulations;
- c) Carrying out staff audit, identifying gaps and proposing optimal staffing levels in the county
- d) Ensuring correct interpretation and Implementation of human resource management policies, rules, regulations, labour laws and other relevant statutes
- e) Ensuring compliance with the public service values and principles in the county
- f) Setting performance standards and analyzing staffing levels for cadres managed by the County
- g) Establishing and Coordinating the implementation of performance management systems, including Performance Appraisal System and the rewards and sanctions framework
- h) Identifying the training needs and in liaison with Human Resource Development, designing, planning and ensuring implementation of training that will enhance and broaden skills of human resource practitioners in the Service;

- i) Planning, organization, co-ordination and administration of all human resource activities within the County
- j) Advising the authorized officer on the delegated powers and ensuring proper implementation
- k) Advising the authorized officer on the professional human management standards and ensuring that the standards are maintained in the Departments;
- l) Advising on succession management/human resource planning and optimal utilization of human resources;
- m) Overseeing the development and maintenance of an up-to-date human resource development database;
- n) Overseeing the budgeting, fair allocation and optimal utilization of training resources and opportunities
- o) Advising the County on career development and initiating development and review of schemes of service;
- p) Shall be the Secretary of the County Human Resource Management Advisory Committee (CHRMAC) and adviser on all Human Resource Technical matters

**Requirements for appointment to this grade,**

**A candidate must have:**

- a) Have relevant working experience of not less than twelve (12) years, three (3) years of which at the grade of Deputy Director Human Resource Management and Development JG “Q” or equivalent and relevant position in the public service or private sector
- b) A Bachelor’s degree in Social Sciences such as Government, Sociology, Public/Business Administration, Human Resource Management, or any other relevant and equivalent qualification from a university recognized in Kenya;
- c) A Master’s degree in the relevant field from a recognized Institution
- d) Attended a strategic leadership Development course lasting not less than six (6) months from a recognized institution;
- e) Be in good standing as a current member of a relevant professional body;
- f) Demonstrated a thorough understanding of National goals, policies and development objectives and ability to transform them into Human Resource Management and Development policies and programmes; and
- g) Demonstrated a thorough understanding of relevant legislation, best practices and emerging issues in Human Resource Management and Development.

**Terms of Service: 5 years Contract**

**CPSBB 55/06/2020 COUNTY DIRECTOR, ICT JG ‘R’ (1 POST)**

**Duties and Responsibilities**

- a) Promote infrastructure, and secure networks within County Government
- b) Implement county ICT strategy, standards and guidelines
- c) Oversee Installation and configuration of Local Area Network and Wide Area Network;
- d) Develop, implement, review, evaluate and report on the organisation’s ICT strategic, business and operating plans and associated projects, ensuring alignment with the strategic directions of the organization
- e) The formulation, implementation and co-ordination of Information and Public Communication policies, strategies, programmes strategies and design of appropriate programmes and infrastructure to facilitate its implementation in the County
- f) Carrying out systems analysis, design and program specifications in liaison with users of the specific sectors;
- g) Overseeing the process of configuration repair and maintenance of information Communication Technology equipment and associated peripherals;

- h) Will be in charge of overall collection, processing, storage, retrieval and dissemination of management information required by the county
- i) Overseeing the design and development of management information systems on logistics, systems analysis policy, and control of information systems; and creation of a data bank and information
- j) Drawing up hardware specifications for information Communication Technology equipment;
- k) Verification, validation and certification of information technology equipment;
- l) Providing effective leadership to ICT staff
- m) Overseeing the overall coordination, monitoring and evaluation of ICT systems and operations in the county.
- n) Implementation of county/ national ICT policy, and e-Government master plans
- o) Manage ICT centers, innovation hubs and other related installations throughout the county.
- p) Responsible for professional, administrative and operational matters relating to public communications in the entire County.
- q) Advising on Information and Public Communications issues
- r) Monitoring information and public communications policies and programs and reviewing them as appropriate
- s) identifying County Government events that require packaging for dissemination to the media and the public
- t) Preparing media supplements, documentaries, press release/media features
- u) Ensuring that the County's digital media platforms and website are well managed and issues raised and responded to appropriately.
- v) Ensuring professionalism, ethics and consistency in information gathering

**Requirements for appointment to this grade,**

- a) Have relevant working experience of not less than twelve (12) years, three (3) years of which at the grade of Deputy Director Information Communication Technology JG "Q" or equivalent and relevant position in the public service or private sector
- b) Bachelor's degree in computer science, Information Technology or a related field from a recognized university.
- c) A master's degree in computer science, Information Technology or a related field from a recognized university.
- d) Technical knowledge and skills in computer programming, information systems and information systems security.
- e) Attended a strategic leadership Development course lasting not less than six (6) months from a recognized institution;
- f) Professional certification such as Certified Computer Network Professional (CCNP), CCNA, MCSE, MCSA, MCSA, Oracle Certified Database administrator OCDBA, Microsoft Certified databases Administrator MCDBA or their equivalent qualification from a recognized institution. Certification in Project management is an added advantage.
- g) Member of an ICT professional body.
- h) Demonstrated merit and ability as reflected in work performance and results.

**Terms of Service: 5 years Contract**

**CPSBB 56/06/2020 COUNTY DEPUTY DIRECTOR, RECORDS AND MANAGEMENT  
JG 'Q' (1 POST)**

**Duties and Responsibilities**

- a) Acts as liaison between records and Archives management sections
- b) Ensuring proper movement of files, documents and other records in accordance with Government Regulations
- c) Assists RMOs in records scheduling, retention, and transfers



- d) Responsible for Department's records classification and storage schemes
- e) Works with the KNADS for approval of new schedules, media changes, and before proper disposal
- f) Procurement of records management tools and equipment
- g) Works with committees, groups and individuals on guidelines, procedures and policies that affect the maintenance and disposition of records and the media in which they are stored

**Requirements for appointment to this grade,**

**A candidate must have:**

- a) Relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director Records and Management JG "P" or equivalent and relevant position in the public service or private sector
- b) A Bachelor's degree in information Science/Records Management or in any of the Social Sciences from a recognized institution or any other relevant qualification from a university recognized in Kenya
- c) A Master's degree in degree in information Science/Records Management or in any of the Social Sciences from a recognized institution or any other relevant qualification from a university recognized in Kenya;
- d) Attended a strategic leadership Development course lasting not less than six (6) months from a recognized institution
- e) Be in good standing as a current member of a relevant professional body
- f) Demonstrated a thorough understanding of National goals, policies and development objectives and ability to transform them into management of records
- g) Demonstrated a thorough understanding of relevant legislation, best practices in the management of the records function
- h) Shown outstanding professional competence and administrative ability in the management of the records function

**Terms of Service: 5 years Contract**

**CPSBB 57/06/2020 COUNTY DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT JG 'Q' (2 POST)**

**Duties and Responsibilities**

- a) Design and innovation of human resource strategies and translating them into policies
- b) Introducing systems/management practices that will facilitate effective and efficient management of human resource functions
- c) Developing terms and conditions of service
- d) Provide guidance on human resource management policy matters
- e) Develop regulatory framework and standards which will promote understanding and commitment to positive values
- f) Initiating issues related to collective bargain and negotiating agreements with trade unions
- g) Analyzing the Human Resource Management structures and systems,
- h) Determining and proposing methods/strategies of handling Human Resource Management function;
- i) Co-ordinate development of strategic/action plans for the Human Resource Management Directorate.
- j) Implementation of human resource management policies, rules and regulations and ensuring adherence to the laid down procedures, rules and regulations;
- k) Advising Departments on succession management, human resource planning/utilization of human resources;
- l) Developing of schemes of services/career progression guidelines;
- m) Ensuring proper deployment and utilization of human resource in the County

## **Requirements for appointment**

### **For appointment to this grade, a candidate must:**

- a) Have relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director Human Resource Management and Development JG “P” or equivalent and relevant position in the public service or private sector
- b) Have a Bachelor’s degree in Social Sciences such as Government, Sociology, Public/Business Administration, Human Resource Management, or any other relevant and equivalent qualification from a university recognized in Kenya;
- h) Have a Master’s degree in the relevant field from a recognized Institution
- c) Have attended a strategic leadership Development course lasting not less than six (6) months from a recognized institution
- d) Be in good standing as a current member of a relevant professional body;
- e) Have demonstrated a thorough understanding of National goals, policies and development objectives and ability to transform them into Human Resource Management and Development policies and programmes; and
- f) Have demonstrated a thorough understanding of relevant legislation, best practices and emerging issues in Human Resource Management and Development.

### **Terms of Service: 5 years Contract**

## **CPSBB 58/06/2020 ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT JG ‘P’ (3 POSTS)**

### **Duties and Responsibilities**

- a) Making proposal on Human Resource planning and succession management
- b) Ensuring correct interpretation and implementation of Human Resource management policies, rules and regulations
- c) Coordinating and management of all Discipline matters in the county
- d) Supervise staff in the unit for effective work performance
- e) Planning, organizing, administration and control of activities in Human Resource Units
- f) Develop and formulation of Human Resource Management Policies for issuance to the public Service
- g) Initiating preparation of the strategic/action plans; and representing the Directorate of HRM in meetings relating to Human Resource Management policies
- h) Analyzing the utilization of the human resource in the departments and advising on proper deployment
- i) Making proposals on human resource planning and succession management
- j) Compiling of staff returns
- k) Prepare and submit monthly /quarterly reports to Director Human Resource Management
- l) Support the Management of Human Resource database system in the County
- m) Analyzing the utilization of Human Resource in the County and advising on proper Placement/Staffing
- n) Ensuring correct interpretation and implementation of human resource management policies, rules and regulations including those relating to pensions, salary administration, on the human resource
- o) Coordinate the Payroll Management system
- p) Enhance Payroll cleansing
- q) Assisting in preparation of Human Resource Budget Control

### **For appointment to this grade, a candidate must have:**

- a) Have relevant working experience of not less than eight (8) years, three (3) years of which at the grade of Principal Human Resource Management Officer JG “N” or equivalent and relevant position in the public service or private sector

- b) A Bachelor's degree in Social Sciences such as Government, Sociology, Public/Business Administration, Human Resource Management, or any other relevant and equivalent qualification from a university recognized in Kenya;
- c) Attended Senior Management course lasting not less than four (4) months from a recognized institution
- d) Be in good standing as a current member of a relevant professional body
- e) A thorough understanding of relevant legislation best practices and emerging issues in
- f) Human Resource Management and Development
- g) Demonstrated merit and ability as reflected in work performance and results

### **Duties and Responsibilities**

- a) Making proposal on Human Resource planning and succession management
- b) Ensuring correct interpretation and implementation of Human Resource management policies, rules and regulations
- c) Coordinating and management of all Discipline matters in the county
- d) Supervise staff in the unit for effective work performance
- e) Planning, organizing, administration and control of activities in Human Resource Units
- f) Develop and formulation of Human Resource Management Policies for issuance to the public Service
- g) Initiating preparation of the strategic/action plans; and representing the Directorate of HRM in meetings relating to Human Resource Management policies
- h) Analyzing the utilization of the human resource in the departments and advising on proper deployment
- i) Making proposals on human resource planning and succession management
- j) Compiling of staff returns
- k) Prepare and submit monthly /quarterly reports to Director Human Resource Management
- l) Support the Management of Human Resource database system in the County
- m) Analyzing the utilization of Human Resource in the County and advising on proper Placement/Staffing
- n) Ensuring correct interpretation and implementation of human resource management policies, rules and regulations including those relating to pensions, salary administration, on the human resource
- o) Coordinate the Payroll Management system
- p) Enhance Payroll cleansing
- q) Assisting in preparation of Human Resource Budget Control

### **Terms of Service: 5 years Contract**

## **CPSBB 82/06/2020 PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER JG "N" (1 POST)**

### **Duties and responsibilities**

An officer in this level will be required to;

- a) Assisting in collecting, collating and analyzing Human resource management Data
- b) Making appropriate recommendations thereof ; analyzing Human Resource Management issues emanating from departments
- c) Initiating appropriate action; implementation monitoring
- d) Assessing the effectiveness of existing human resource management policies, guidelines and procedures
- e) Planning , controlling and coordinating human resource management activities of recruitment, appointment, employee relations, discipline , staff welfare
- f) Implementation of policies and regulations ,supervision, training and development of officers within two or three sections in a human resource Department

- g) Management and control of IPPD payroll
- h) Ensure timely closure of the payroll, payment of salaries and remittance of statutory deductions.

### **Requirements for Appointment**

For appointment to this grade, an officer must have;

- a) Have relevant experience of not less than six (6) years, three (3) years of which at the level of Chief Human Resource Management officer, Job Group “M” or in comparable and relevant position in the public service or private sector .
- b) Bachelor’s degree in Social Sciences or its equivalent and relevant qualifications from a recognized institution
- c) Has experience in IPPD system
- d) Shown merit and ability as reflected in work performance and results

### **Terms of Service: Permanent and Pensionable**

## **CPSBB 59/06/2020 ASSISTANT DIRECTOR, RECORDS AND MANAGEMENT JG ‘P’ (1 POST)**

### **Duties and Responsibilities**

- a) Oversee the efficient management of active electronic and paper-based records
- b) Identify the most appropriate records management resources
- c) Design and develop filing systems, business classification schemes and initiate records surveys
- d) Establish retention and disposal schedules
- e) Advise on new records management policies, providing a framework to guide your staff in the management of their records and use of the personnel and subject records & information management system
- f) Ensure compliance with relevant legislation and regulations
- g) Initiating development and implementation of records Management policies and procedures
- h) Ensuring proper movement of files, documents and other records in accordance with Government Regulations
- i) Ensuring proper, Secure and computerized storage of files for ease of retrieval
- j) Responsible for supervision, guidance and development of staff working under him/her
- k) Oversee the management of semi active records and archives in both electronic and paper-based formats
- l) Initiate records appraisal and disposal
- m) Maintain retention schedules and observe the records retention periods
- n) Ensure compliance with relevant legislation and regulations during disposal
- o) Preserve corporate memory and heritage
- p) Any other lawful duties that may be assigned from time to time.

### **For appointment to this grade, a candidate must have:**

- a) Relevant working experience of not less than eight (8) years, three (3) years of which at the grade of Principal Records and Management Officer JG “N” or equivalent and relevant position in the public service or private sector
- b) A Bachelor’s degree in information Science/Records Management or in any of the Social Sciences from a recognized institution or any other relevant qualification from a university recognized in Kenya
- c) Attended a strategic leadership Development course lasting not less than six (6) months from a recognized institution
- d) Be in good standing as a current member of a relevant professional body
- e) A thorough understanding of relevant legislation best practices and emerging issues in

- f) Records management
- g) Demonstrated merit and ability as reflected in work performance and results

**Terms of Service: 5 years Contract**

## DEPARTMENT OF ROADS, INFRASTRUCTURE AND PUBLIC WORKS

### CPSBB 60/06/2020 DIRECTOR ROADS JOB GROUP 'R' (1 POST)

#### **Duties and responsibilities**

Coordinating the review and formulation of general policies on procurement of works and ensure efficiency in the repair and maintenance of all road works ;budgeting, carrying out Quality Assurance of roads services; coordinating the evaluation and monitoring the adherence and compliance with the set commitments and indicators in the Department Performance contract and be responsible for the overall planning.

#### **Requirement for Appointment**

For appointment to this grade, an officer, must have

- a) Have a minimum of twelve (12) years' relevant experience in management position three (3) of which as principal superintending Engineer(Roads/material )Job Group 'Q' or in relevant and equivalent positions either in the Public Service or Private sector
- b) A Bachelor's Degree in Civil Engineering or equivalent and relevant qualification from a recognized institution
- c) Been registered by the Engineers registration Board of Kenya
- d) Current valid annual practicing License from the Engineers Registration OF Kenya
- e) Corporate Membership with the institution of Engineers of Kenya (IEK);
- f) Attended a strategic Leadership Development Course lasting not less than Six (6) weeks from a recognized institution, and;
- g) Demonstrated general administrative ability required for direction, control and implantation of civil engineering programs

**Terms of Service: 5 years Contract**

### CPSBB 61/06/2020 DIRECTOR TRASPOT AND SAFETY JOB GROUP "R" (1 POST)

#### **Duties and Responsibilities**

An officer at this level will be responsible to the chief officer of the department for the overall formulation, review and implementation of policy, administration and operation control of the transport safety and fire prevention and protection division.

The duties involves overall coordination of planning enforcement of transport/fire safety standards in buildings and constructions; Resource mobilization for transport/fire safety management, research and development of fire services matter and setting of performance targets and indicators for the cadre

In addition the officer will be responsible for the overall management and development of staff working under him /her

#### **Requirement for the post**

For appointment to this grade, an officer must have

- a) Minimum of twelve (12) years' relevant experience three (3) of which as principal superintending Engineer/Fire Job Group 'Q' or in relevant and equivalent field/positions either in the Public Service or Private sector

- b) Bachelor's Degree in any of any of the following disciplines, Electrical/Mechanical (Automotive)/chemical/mechatronic Engineering or its equivalent qualification from a recognized institution;
- c) Been registered by the Engineers Registration Board of Kenya or other equivalent board
- d) Current Valid annual practicing license from the Engineers BOARD OF Kenya (IEK)where applicable
- e) Attended a strategic Leadership Development Course lasting not less six (6) weeks from a recognized institution, and;
- f) Demonstrated general administrative ability required for direction, control and implementation of fire services programs.

**Terms of Service: 5 years Contract**

**CPSBB 62/06/2020 DEPUTY DIRECTOR TRANSPORT AND SAFETY JOB GROUP 'Q' (1 POST)**

**Duties and Responsibilities**

An officer at this level will be deployed at the Headquarter as deputy to the director. Duties will entail; Enforcement of fire safety standards; coordination of public sensitization, training and awareness programs ;overseeing design of fire investigations; inspection and certification of public buildings for fire safety compliance; and advice on provision of adequate means of escape, firefighting, fire alarm, fire detection systems and other general fire precaution; recommend deployment of fire service personnel; maintaining database for all fire prevention and protection activities; planning and budgeting for resources for fire prevention and protection; monitoring the compliance of fire safety standards and identification of training needs and making recommendations.

In addition, the officer will coordinate research activities and supervise staff working under him/her

**Requirements for appointment**

For appointment to this grade, an officer must have;

- a) Have a minimum of ten (10) years' relevant experience three (3) of which as Chief Superintending Engineer Job Group 'P' or in relevant and equivalent positions either in the Public Service or Private sector
- b) Bachelor's Degree in any of any of the following disciplines, Electrical/Mechanical (Automotive)/chemical/mechatronics Engineering or its equivalent qualification from a recognized institution;
- c) Been registered by the Engineers Registration Board of Kenya or other equivalent board
- d) Current Valid annual practicing license from the Engineers Board OF Kenya (IEK)where applicable
- e) Attended a strategic Leadership Development Course lasting not less six (6) weeks from a recognized institution,
- f) A valid First Aid Certificate from St John's Ambulance or Kenyan Institute of Highways and Building Technology (KIHBIT) or any other recognized institute and;
- g) Demonstrated general administrative ability required for direction, control and implementation of fire services programs.

**Terms of Service: 5 years Contract**

**CPSBB 63/06/2020 DEPUTY DIRECTOR PUBLIC WORKS JOB GROUP "Q" (1POST)**

**Duties and Responsibilities**

Deputy Head of a unit under Director Public Works responsible for overall management and administration of a unit

Coordinating the review and formulation of general policies on procurement of works and ensure efficiency in the repair and maintenance of all road works ;budgeting, carrying out Quality Assurance of roads services; coordinating the evaluation and monitoring the adherence and compliance with the set commitments and indicators in the Department Performance contract and be responsible for the overall planning.

### **Requirement for appointment**

For appointment to this grade, an officer must have:

- a) Have a minimum of ten (10) years' relevant experience three (3) of which as Chief superintending Engineer Job Group 'P' or in relevant and equivalent positions either in the Public Service or Private sector
- b) A bachelor's degree in Architecture, Quantity Surveying, Electrical /Structural/Mechanical Engineering (BS) or other relevant and equivalent qualifications from a recognized institution
- c) A registered with the relevant professional body
- d) A current valid annual practicing license from the professional body
- e) Corporate membership with the professional institution
- f) Attended a strategic leadership Development Course lasting not less than six(6) weeks from a recognized institution ;and
- g) Demonstrated high degree of professional competence and administrative capability required for effective planning, direction ,control and coordination of structural and civil engineering development programs

**Terms of Service: 5 years Contract**

## **CPSBB 64/06/2020 DEPUTY DIRECTOR ROADS JOB GROUP 'Q' (1POST)**

### **Duties and Responsibilities**

Planning , controlling and coordination of design; supervision of construction, repair and maintenance of roads, checking of engineering consultants design and fees, coordinating of improvement of road services certifying and recommending payments to contractors

### **Requirement for the Post**

- a) Have a minimum of ten (10) years' relevant experience three (3) of which as Chief Superintending Engineer Roads Job Group 'P' or in relevant and equivalent positions either in the Public Service or Private sector
- b) A Bachelor's degree in civil Engineering or equivalent and relevant qualification from a recognized institution;
- c) Been registered by the Engineers registration Board of Kenya
- d) Current valid annual practicing License from the Engineers Registration OF Kenya
- e) Corporate Membership with the institution of Engineers of Kenya (IEK);
- f) Attended a strategic Leadership Development Course lasting not less than Six (6) weeks from a recognized institution, and;
- g) Demonstrated general administrative ability required for direction, control and implantation of civil engineering programs

**Terms of Service: 5 years Contract**

## **CPSBB 65/06/2020 ASSISTANT DIRECTOR ARCHITECT JOB GROUP "P" (1 POST)**

### **Duties and Responsibilities**

Plan, develop and implement building designs, compile feasibility reports , determine environmental impact, create project proposals , estimate costs, determine timelines and oversee construction processes

### **Requirement for appointment**

For appointment to this grade, an officer must have:

- a) Served in the grade of Senior superintending Engineer (Architect) or comparable and relevant position in the public service for at least three (3) years;
- b) A bachelor's degree in Architecture from a recognized Institution or its equivalent and relevant qualification from a recognized institution
- c) Been Registered with the Engineers Registration Board of Kenya
- d) A current valid annual practicing license from the engineers Registration Board of Kenya
- e) Attended a strategic leadership Development Course lasting not less than six (6) weeks from a recognized institution and
- f) Demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of structural development programmes.

### **Terms of Service: 5 years Contract**

## **CPSBB 66/06/2020 ASSISTANT DIRECTOR QUANTITY SURVEYOR JOB GROUP 'P' 1 POST**

### **Duties and Responsibilities**

Will entail coordination, checking and recommending for approval of tender documents including Bills of Quantities prepared by Quantity Surveyors in the unit to ensure professional standards and accuracy; counter checking of site measurements and Valuations, variation orders, calculation of fluctuations and preparation of final accounts

### **Requirement for Appointment**

For appointment to this grade an officer must have;

- a) Served In the grade of senior superintending Quantity Surveyor or comparable and relevant position in the public service for at least three (3) years;
- b) A bachelor's degree in building Economics/Quantity Surveying or its equivalent qualifications from a recognized institution
- c) Been Registered with the Board of Registration of Architect and Quantity Surveyor of Kenya as a Quantity Surveyor.
- d) Corporate Membership of the Institute of Quantity Surveyors of Kenya (IQSK) or Architectural Association of Kenya (AAK)
- e) Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution; and
- f) Demonstrated a high degree of professionalism competence and administrative capability required for effective planning, direction, control and coordination of quality surveying function.

### **Terms of Service: 5 years Contract**

## **CPSBB 67/06/2020 ASSISTANT DIRECTOR ENGINEER TRANSPORT JOB GROUP "P" (1 POST)**

### **Duties and Responsibilities**

Coordination of designs of fire services/systems in county government buildings and construction works; Enforcement of fire and safety standards; coordination of public sensitization, training and awareness programs; overseeing fire investigations/inspection and certification of public buildings for fire safety compliance; and advice on provision of adequate means of escape, firefighting, fire alarm, fire detection system and other general fire precautions



### **Requirement for the post**

For appointment to this grade, an officer must have;

- a) Have a minimum of eight (8) years' relevant experience in management position three (3) of which as Senior Superintending fire officer Job Group 'N' or in relevant and equivalent positions either in the Public Service or Private sector
- b) Bachelor's Degree in any of any of the following disciplines, Electrical/Mechanical/chemical/mechatronic Engineering or its equivalent qualification from a recognized institution;
- c) Been registered by the Engineers Registration Board of Kenya
- d) Current Valid annual practicing license from the Engineers BOARD OF Kenya (IEK)
- e) Corporate Membership with the Institution of Engineers of Kenya (IEK)
- f) Attended a strategic Leadership Development Course lasting not less six (6) weeks from a recognized institution ,
- g) A valid First AID certificate from St John's Ambulance or Kenyan Institute of Highways and Building Technology (KIHBIT) or any other recognized institute and;
- h) Demonstrated general administrative ability required for direction, control and implementation of fire services programs.

**Terms of Service: 5 years Contract**

## **CPSBB 68/06/2020 ASSISTANT DIRECTOR STRUCTURAL ENGINEER JOB GROUP 'P' (1 POST)**

### **Duties and responsibilities**

Design , detailing and site supervision of structures in various materials and forms of construction; liaison with Architects, local authorities and other ministries on project development ; checking and monitoring projects designed by consulting engineers ; and direction and control of engineers and structural assistants working in the specific project. Supervision of structural , civil and marine works prepared by departments, enforcement of specifications, compliance with engineers' drawings, conditions of contract, quality control, approval and measurement of completed works , progress reports and guidance of structural engineers on all technical aspects of the work.

### **Requirement for appointment**

For appointment to this grade an officer must have:

- a) Have a minimum of eight (8) years' relevant experience three (3) of which as senior superintending engineer (structural) Job Group 'N' or in relevant and equivalent positions either in the Public Service or Private sector
- b) A bachelor degree in civil Engineering or its equivalent and relevant qualification from a recognized institution
- c) Be registered with the Engineers Registration Board of Kenya. ERB
- d) A current valid annual practicing license from the Engineers Registration Board of Kenya
- e) Corporate Membership with the Institution of Engineers of Kenya (IEK)
- f) Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution and
- g) Demonstrated general administrative ability required for direction, control and implementation of structural programs including supervision of professional and technical staff: and shown merit and ability as reflected in work performance and results.

**Terms of Service: 5 years Contract**

**CPSBB 69/06/2020 ASSISTANT DIRECTOR ELECTRICAL ENGINEER JOB GROUP  
“P” (1 POST)**

**Duties and responsibilities**

Planning, controlling and coordinating electrical and electronic designs for government building and construction of works, repair and maintenance of electrical / electronic installation in government institutions; checking and recommending for approval of engineering consultants design ; evaluation ,certifying and recommending fees submitted by consultants; coordination of improvements of electrical and electronics services; rural electrification programmes and lighting protection of government installations

**Requirement for appointment**

For appointment to this grade, a candidate must have:

- a) Have a minimum of eight (8) years’ relevant experience three (3) of which as senior Superintending Engineer( Electrical Job Group ‘N’ or in relevant and equivalent positions either in the Public Service or Private sector
- b) A Bachelor’s degree in Electrical Engineering or equivalent and relevant qualification from a recognized institution
- c) Be registered with the Engineers Registration Board of Kenya. ERB
- d) A current valid annual practicing license from the Engineers Registration Board of Kenya
- e) Corporate Membership with the Institution of Engineers of Kenya (IEK)
- f) Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution and
- g) Demonstrated general administrative ability required for direction, control and implementation of structural programs including supervision of professional and technical staff: and shown merit and ability as reflected in work performance and results.

**Terms of Service: 5 years Contract**

**CPSBB 70/06/2020 ASSISTANT DIRECTOR MECHANICAL JOB GROUP “P” (1 POST)**

**Duties and responsibilities**

Planning and coordinating of design, supervision of construction and maintenance of public buildings, civil and other public works, responsible for research activities and administration and supervision of all staffs working under him. Construction works; ensuring compliance on site supervision policies; checking on monthly/quarterly progress reports submitted from the district and provinces and recommending appropriate action

**Requirements for appointment**

- a) A minimum of 8 years relevant experience 3 years of which at the grade of senior superintending Engineer (BS) Job Group ‘N’ or in comparable and relevant position in the public service or private sector .
- b) A bachelor’s degree in Mechanical Engineering or its equivalent and relevant qualification from a recognized institution
- c) Be registered by Engineers Registration Board of Kenya
- d) Corporate membership with the institution of Engineers of Kenya
- e) Attended a project Development and management course lasting not less than four (4) weeks from a recognized institution; and
- f) Attended a Strategic Leadership Development Course Lasting not less than six (6) weeks from a recognized institution; and
- g) Shown merit and ability as reflected in work performance and result.

**Terms of Service: 5 years Contract**

## **CPSBB 71/06/2020 ASSISTANT DIRECTOR WORKS JOB GROUP “P” (1 POST)**

### **Duties and responsibilities**

- a) The officer will be in charge of all Architectural,
- b) Engineering and quality surveying services in the county
- c) Coordination of design supervision of construction and maintenance of public building and civil and other public works
- d) The officer will be responsible for research activities.

### **Requirements for appointment**

For appointment to this grade, an officer must have:

- a) Have a minimum of eight (8) years’ relevant experience three years (3) of which as Senior superintending Engineer Job Group ‘N’ or in relevant and equivalent positions either in the Public Service or Private sector
- b) A bachelor’s degree in Architecture, Quantity Surveying, Electrical /Structural/Mechanical Engineering (BS) or other relevant and equivalent qualifications from a recognized institution
- c) A registered with the relevant professional body
- d) A current valid annual practicing license from the professional body
- e) Corporate membership with the professional institution
- f) Attended a strategic leadership Development Course lasting not less than six(6) weeks from a recognized institution ;and
- g) Demonstrated high degree of professional competence and administrative capability required for effective planning, direction ,control and coordination of structural and civil engineering development programs

**Terms of Service: 5 years Contract**

## **CPSBB 72/06/2020 CHIEF SUPERINTENDING ENGINEER (MECHANICAL) JG “M” (1 POST)**

### **Duties and Responsibilities**

Design of mechanical services in government building and construction works, Repair and maintenance of mechanical installations in airstrips, water works, offices, workshops conference complexes and government facilities, undertaking projects; Preparation of specifications for new equipment and Processing of tenders for mechanical installation work

### **Requirement for appointment**

For appointment to this grade, an officer must have:

- a) Served in the grade of senior superintendent (Assistant Engineer) (mechanical BS) or comparable and relevant position in the public service for at least three (3) years;
- b) A bachelor’s degree in mechanical Engineering and relevant qualification from a recognized institution;
- c) Been registered by engineers registration Board of Kenya
- d) Corporate membership with the institution of engineers of Kenta (IEK)
- e) Attended a a project development and management Course lasting not less than four (4) weeks from a recognized institution; and
- f) Shown merit and ability as reflected in work performance and results

**Terms of Service: permanent and pensionable**

## **CPSBB 73/06/2020 CHIEF LABORATORY OFFICER 1 CHIEF LABORATORY OFFICER JG “M” (1 POST)**

### **Duties and responsibilities**

Duties and responsibilities at this level will entail; Coordinating provision of laboratory services in a number of units/section; preparing work plans and programs for laboratory service activities;

submitting samples to reference and research institutes for analysis ;preparing laboratory manuals and quality specification; making laboratory material requisitions and undertaking technical evaluation for laboratory supplies/equipment; formulating technical laboratory standards; maintaining analytical data base, laboratory stores, records and inventory ,approving laboratory reports and working plans; adopting new laboratory technologies and procedures and carrying out research work

#### **Requirement for appointment**

- a) For appointment to this grade, an officer must have;
- b) Served in the grade of senior Laboratory analyst for minimum period of three (3) years;
- c) A Bachelor's degree in any of the following fields, Civil Engineering, Analytical chemistry, from a recognized institution;
- d) Certificate of Computer Application Skills from a recognized institution and;
- e) Shown merit and ability as reflected in Work performance and result

**Terms of Service: permanent and pensionable**

#### **CPSBB 74/06/2020 ASSISTANT QUANTITY SURVEYOR I JG "L" (2 POSTS)**

##### **Duties and responsibilities**

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities entail; preparation of cost estimates, bills of quantities, monthly valuation on site, site re-measurement, and preparation of variation orders and final account

##### **Requirement for Appointment**

For appointment to this grade, a candidate must have;

- a) Served in the grade of Assistant Quantity Surveyor II or comparable and relevant position in the in the Public Service for at least three(3) years
- b) A Bachelor's Degree in Building Economics/Quantity surveying or its equivalent and relevant qualification from a recognized institution, and
- c) Been registered as a graduate member of either the Architectural Association of Kenya; and
- d) Shown merit and ability as reflected in work performance and results

**Terms of Service: permanent and pensionable**

#### **CPSBB 75/06/2020 ASSISTANT ENGINEER II (ROADS) JG 'K' (1 POST)**

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

This is the entry and training grade into this cadre. An officer at this level will work under the guidance of senior officer. Duties and responsibilities will include; Preliminary design, supervision of construction and maintenance of classified roads.

##### **Requirement for Appointment**

For appointment to this grade, a candidate must:

- a) Be in position of Bachelor's Degree in Civil Engineering or Equivalent and relevant qualification from a recognized institution and
- b) Be registered by the Engineers Registration Board of Kenya as a graduate Engineer.

**Terms of Service: permanent and pensionable**

### **CPSBB 76/06/2020 SUPERINTENDING ENGINEER (ROADS) JG “M” (1 POST)**

#### **Duties and responsibilities**

An officer at this level will be assigned roads engineering duties and will work under close supervision of a senior officer. Duties and responsibilities will include: Detailed design supervision of construction and maintenance of classified and unclassified roads; design of bridges and other drainage structure; preparation of tender documents

#### **Requirements for Appointment**

For appointment to this grade, an officer must have

- a) A Bachelor’s degree in Civil Engineering or equivalent and relevant qualification from a recognized institution
- b) Been registered by Engineers Registration Board of Kenya
- c) Current valid annual practicing License from the Engineers of Kenya
- d) Corporate Membership with institution of Engineers of Kenya (IEK)
- e) Attended a project Development and management Course lasting not less than four (4) weeks from a recognized institution and
- f) Shown merit and ability as reflected in work performance and result

**Terms of Service: permanent and pensionable**

### **CPSBB 77/06/2020 ARCHITECT JG “K” (1 POST)**

#### **Duties and responsibilities**

- a) Designing, preparation of working drawings and supervision of construction of architectural works.
- b) Carrying out architectural integrity survey within the County.
- c) Preparation and completion certificate.

#### **Requirement for Appointment**

- a) Must have a bachelor’s degree in Architecture or its relevant and equivalent qualification from a recognized institution.
- b) Registered with BORAQS and possess a current valid annual practicing license.
- c) Relevant Computer Application Certificate

**Terms of Service: permanent and pensionable**

### **CPSBB 78/06/2020 FIRE OFFICER JG “K” (1 POST)**

#### **Requirement for Appointment**

For appointment to this grade, a candidate must have:

- a) A Bachelors Degree in any of the following disciplines  
Electrical/Mechanical/chemical/mechatronics Engineering or its equivalent qualification from a recognized institution and
- b) Been registered by Engineers Registration Board of Kenya as a graduate Engineer.

#### **Duties and Responsibilities**

This is the entry and training grade to the cadre. An officer at this level will be on the job training and will work under the supervision of an experienced officer.

#### **Duties and responsibilities will entail;**

- a) Preparation of drawings for sitting of fire appliances,
- b) Inspection of building for assessing fire hazards and risks and ensuring availability of emergency exits and adequacy of means of escape in public buildings;
- c) Repair and, maintenance for fire equipment.

**Terms of Service: permanent and pensionable**

### **CPSBB 79/06/2020 PARAMEDICS JG “H” (3 POSTS)**

#### **Requirement for Appointment**

- a) A diploma holder
- b) have basic certificate in emergency medical technician
- c) basic computer knowledge
- d) Be registered to Kenya council of emergency Medical Technician
- e) Trained in Emergency Deliveries
- f) Have a basic life support Training.

#### **Duties and Responsibilities**

- a) Managing wounds and dressing
- b) Overall in charge of ambulance section
- c) Lifting and moving patient sanitary needs
- d) Fracture immobilization
- e) Attending to patient sanitary needs
- f) Guiding and counseling
- g) Be able to fill a patient care report

**Terms of Service: permanent and pensionable**

### **CPSBB 80/06/2020 SENIOR FIREMAN JG “G” (21 POSTS)**

#### **Requirements for Appointment**

For appointment to this grade, the candidate must;

- a) Kenyan Certificate of Secondary Education mean grade D PLUS or its equivalent and relevant qualification
- b) Certificate in fire Engineering from a recognized fire services training school/institution
- c) Must be of age 35 years
- d) First Aid Certificate course lasting not less than one (1) week from St Johns Ambulance or Kenya institute of Highway and building technology KIHBIT) OR any other recognized institution
- e) Be physically fit; and
- f) Be certified medically fit by a Government doctor

#### **Duties and Responsibilities**

An officer at this level will work under the supervision of an experienced officer. Duties and responsibilities will entail; Inspection and maintenance of firefighting appliances, assisting in rescue operations during emergency; operating appliances and communication equipment and sitting of fire appliances

**Terms of Service: permanent and pensionable**

### **CPSBB 81/06/2020 CONSTRUCTION MANAGER JOB GROUP `K` (1 POST)**

#### **Requirements for Appointment**

For appointment to this grade, a candidate must have:

- a) A Bachelor`s degree in Construction management/Quantity Surveying or its equivalent and relevant Qualifications from a recognized institution; and
- b) Been registered as a graduate member of either the Architectural Association of Kenya or the institute of quantity of Surveyor of Kenya.

### **Duties and Responsibilities**

- a) Initiate and attend site meetings in consultation with client ministry and the ministry in charge of public works.
- b) Issue construction documentation in accordance with documentation schedule including in the case of structural Engineering, reinforcing, bending schedules, detailing and specifications of structural steel sections and connections.
- c) Carryout contract administration procedures in accordance with the terms of contract.
- d) Inspect works for conformity to contract documentations
- e) Assist in the resolution of contractual claims by the contractors
- f) Clarify details and descriptions during construction as required.
- g) Witness and review of all tests and work ups carried out both on and off site.
- h) Check and approve contractor drawings.
- i) Update and issue drawings register
- j) Issue contract instructions as and when required
- k) Compilation of program reports, detailing the quantity of works executed, equipment, labour deployed, accidents, incidents safety, environment and weather
- l) Custody of site instructions and materials accountable documents.
- m) Trainings and transfer of technical skills.
- n) Perform project close out procedures
- o) You will be answerable to the Director- Public Works.
- p) Any other task that may be assigned to you from time to time.

### **Terms of Service: permanent and pensionable**

#### **How to Apply**

Applications including detailed Curriculum Vitae (C.V), Copies of Academic and Professional Certificates, Testimonials, National Identification Card or Passport and any other supporting documents should be submitted in sealed envelope, clearly indicating the position applied for on the top left side of the envelope. Bungoma County residents will be required to indicate their Sub-county and ward of residence to reach the undersigned by

**14<sup>th</sup> July, 2020 at 5.00pm**

Hand delivered applications should be submitted to the County Public Service Board Offices located next to the Governor's Office.

**PLEASE NOTE:** Bungoma County Public Service Board does not charge **ANY FEE** at any stage of the recruitment and selection process.

**Only shortlisted candidates will be contacted.**

The Secretary  
County Public Service Board  
**P.O Box 2489-50200**  
**BUNGOMA**