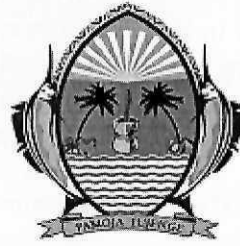


THE COUNTY GOVERNMENT OF KILIFI



COUNTY PUBLIC SERVICE BOARD INTERNAL VACANCIES ANNOUNCEMENT

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

DEPARTMENT OF EDUCATION & ICT

S/NO	POSITION	CPSB	NO. OF VACANCIES
1.	ECDE Ward Supervisor	10	4
2.	Graduate ECDE Teacher	09	10

1. ECDE WARD SUPERVISOR (CPSB '10') - 4 POSTS - CG/KLF/CPSB/ADVERTS/3/12

Duties and Responsibilities

- Administer and manage ECDE programmes at Ward level;
- Teacher and school assessment for advisory and quality assurance;
- Monitor and disseminate information on ECDE programmes and project
- Professional mentoring and guidance to newly recruited ECDE teachers;
- Coordinate pre-school curricular and co-curricular activities in the ward;
- Conduct capacity building workshops and seminars for teachers and other stakeholders; and
- Any other duty assigned.


Requirements for Appointment

- Be a Kenyan Citizen;
- Kenyan Certificate of Secondary Education (KCSE) minimum of grade C+ (plus) or its approved;
- Degree in Early Childhood Development Education (ECDE) or its equivalent from a recognized institution;
- Certificate in computer applications;
- Registered by the Teachers Service Commission (TSC).

2. GRADUATE ECDE TEACHERS - (CPSB '09') - 10 POSTS - CG/KLF/CPSB/ADVERTS/3/13

Duties and responsibilities

- Class teaching;
- Facilitate learning;
- Role modelling, guidance and counselling, mentoring and motivation of the learners;


KILIFI COUNTY PUBLIC SERVICE BOARD
4TH MAY 2016
SECRETARY

- Preparing reports;
- Ensuring the safety and security of the learners;
- Developing and facilitating play/learning activities that will enable learners enjoy living and learning through play in ECDE centres;
- Developing relevant play/learning materials for all learners;
- Preparing and developing schemes of work, lesson plan and daily program of activities, assessment and evaluation of children progress and keeping other professional records;
- Assisting in planning the ECDE Centre programmes;
- Conducting research on ECDE;
- Participating in stakeholder engagement in the ECDE sector;
- Mobilizing and sensitizing communities on the need for ECDE;
- Assisting in the implementation of the ECDE policy.

Requirements for Appointment

- For Direct Appointment to this grade, a candidate must be in possession of:-
- Kenya Certificate of Secondary Education (KCSE) minimum grade C+ (Plus) , or its approved equivalent; OR
- Kenya Certificate of Secondary Education (KCSE) minimum grade C (Plain) plus Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent; OR
- Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (plus);
- And Certificate in Early Childhood Development Education offered by KNEC or Ministry of Education or its approved equivalent plus Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent
- Degree in Early Childhood Development and Education offered by a recognized institution of higher learning;
- Registered by the Teachers Service Commission;
- A Certificate in Computer applications;
- Certificate of Good Conduct from the National Police Service;


4TH MAY 2021

DEPARTMENT OF WATER, ENVIRONMENT, FORESTRY, NATURAL RESOURCES, CLIMATE CHANGE & SOLID WASTE MANAGEMENT

1. DIRECTOR WATER AND NATURAL RESOURCES - (CPSB '03') - 1 POST - CG/KLF/CPSB/ADVERTS/3/14

Duties and responsibilities

- Developing, Implementing and Evaluating strategic plans, programs and projects in collaboration with other Departments and stakeholders;
- Preparing professional and quality standards for construction of water supply and sewerage infrastructure;
- Overseeing the construction of water and sewerage works undertaken directly or by contractors;
- Planning and supervising the programs and activities;
- Organizing, directing, controlling and coordinating the functions of the department;
- Interpreting and applying National and County laws and other related statutes in the department in line with the county goals and objectives;
- Developing appropriate County departmental policies, legal and institutional frameworks for implementation;

- Overseeing preparation of annual work plan and financial budgets;
- Ensuring strict compliance with all financial, budgetary and procurement procedures;
- Coordinating production, documentation, and dissemination of the relevant information;
- Performing other duties that may be assigned from time to time by the Chief Officer; and
- Any other duty assigned.

Requirements for appointment

- Be a holder of at least a Bachelor's Degree in water engineering or any other relevant field from a recognized university of Kenya;
- A Master's Degree in the relevant field;
- Be registered by Engineers Registration Board of Kenya as an Engineer;
- Have a current valid annual practicing License from the Engineering Registration Board of Kenya (EBK);
- Be a member of the Institution of Engineers of Kenya (IEK);
- Have relevant knowledge and experience of not less than ten (10) years in Senior Public Service or the private sector;
- Demonstrate a high degree in Professional and technical competence as reflected in work performance and results;
- Demonstrate general administrative ability required for direction, control, and implementation of water and sewerage engineering programs and projects;
- Be conversant with policy formulation and implementation; and
- Satisfy the requirement for Chapter Six of the Constitution of Kenya 2010.

2. ASSISTANT WATER ENGINEERS – (CPSB '11') - 2 POSTS - CG/KLF/CPSB/ADVERTS/3/15

Duties and responsibilities

- Carrying out feasibility studies;
- Planning and designing water supply and sewerage infrastructure;
- Carrying out research activities in various aspects of water, sewerage, and hydraulic systems;
- Any other duty assigned.

Requirements for appointment

- Diploma in civil or water engineering or related field from a recognized university;
- Registered by Kenya Engineering Technology Registration Board
- Proficiency in computer applications.

Remuneration: Salaries and allowances as determined by the Salaries & Remuneration Commission (SRC).

Interested candidates who meet the set criteria **MUST** use the Application for **Employment Form (KCPSB 001)** and **attach copies of ID, CV, academic/ professional certificates and testimonials.**

The form can be;

- Downloaded from the Kilifi County website www.kilifi.go.ke

Applicants can choose to;


4TH MAY 2022

- Deliver the form to the Office of the Secretary; County Public Service Board at the **County Public Service Board offices at the Kilifi Plaza, 2nd Floor.**

OR

- Address it to:

**THE SECRETARY/CEO,
COUNTY PUBLIC SERVICE BOARD,
KILIFI COUNTY GOVERNMENT,
P.O BOX 491-80108,
KILIFI.**

All applications in **hard copy** stating the post applied for should be received not later than **5.00pm on 19th day of May, 2026.**

Note:

- Only shortlisted and successful candidates will be contacted;
- Canvassing will lead to automatic disqualification;
- It is a criminal offence to present fake certificates/documents;
- Candidates with foreign qualifications are asked to obtain certificate of recognition from the Commission of University Education (CUE);
- Successful candidates shall be required to produce statutory clearance certificates from: **EACC, KRA, HELB, CRB and DCI; and**
- Kilifi County is an equal opportunity employer hence women, youth and people with disabilities are encouraged to apply.


Chief Executive Officer/Secretary
County Public Service Board

