

# THE COUNTY GOVERNMENT OF KILIFI



## COUNTY PUBLIC SERVICE BOARD

### VACANCIES ANNOUNCEMENT

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

#### DEPARTMENT OF FINANCE, ECONOMIC PLANNING AND RESOURCE MOBILIZATION

#### 1. CHAIRPERSON COUNTY AUDIT COMMITTEE (1 post)

##### Duties and Responsibilities

- Chair the Audit Committee meetings;
- Provide effective liason and facilitate communication between management and external auditors;
- Sign off the documents pertaining to the Audit Committee;
- Provide strategic direction of the Audit Committee;
- Provide for annual and periodic review on the effectiveness of the Committee;
- Provide strong and effective oversight of the County's internal audit function;
- Provide oversight on the implementation of accepted audit recommendations;
- Ensure that the County Effectively monitors compliance with legislative and regulatory requirements; and
- Provide an independent review of the County's reporting functions to ensure the integrity of financial requirements reports.



## **Requirements for Appointment**

- Be in possession of Bachelors Degree in any of the following fields, Finance, Accounting, Auditing, or any other related field from university recognized in Kenya;
- A masters degree in any of the fields mentioned above will be an added advantage;
- Be a member in good standing of professional body such as ICPAK, IIA;
- Be an independent proactive leader with strong leadership skills;
- Knowledge on functions of an audit committee and on risk management;
- Demonstrate good communication skills;
- Have a working experience of not less than 10 years in the relevant field;
- Satisfy the requirements of chapter six of the constitution of Kenya 2010.

## **2. COUNTY AUDIT COMMITTEE MEMBERS - (3 posts)**

### **Requirements for Appointment**

- Be in possession of a Bachelors degree in any of the following: Finance, Civil Engineering, Information Communication Technology, Law, Procurement or Human Resource from University recognized in Kenya;
- Be a member in good standing of professional body such as ICPAK, IIA, CIMA, LSK, IHRM, ICPSK, EBK;
- Demonstrate good Communication skills;
- Have working experience of not less than 5 years in the relevant field;
- Satisfy the requirement of Chapter six of constitution of Kenya 2010;

### **Duties and Responsibilities**

- Provide strong and effective oversight of the County's internal audit function;
- Provide oversight of the implementation of accepted audit recommendations;

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- Ensure that the County effectively monitors compliance with legislative and regulatory requirements; and
- Provide an independent review of the County's reporting functions to ensure the integrity of financial reports.


**Terms of service:** 3 years contract and can be extended for a final term of 3 years. Allowances as determined by the Salaries & Remuneration Commission (SRC).

## DEPARTMENT OF DEVOLUTION AND PUBLIC SERVICE MANAGEMENT

### **DIRECTOR OF HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT, JG 'R' (CPSB '03')**

#### **Duties and Responsibilities**

- Formulation of Human Resource and Development policies, rules, regulations and procedures for the Kilifi County Public Service;
- Undertake research to enhance professionalism in Human Resource and Development Policies, Systems and Procedures;
- Coordinate and participate in the implementation of Human Resource and Development policies, rules, regulations and procedures in the Kilifi County Public Service;
- Provide guidance on human resource management and development for County Departments;
- Coordinate and participate in the development and implementation of Human Resource Management and Development Strategy in the Kilifi County Public Service;
- Coordinate and participate in the promotion of the values and principles of public service;
- Coordinate and participate in collection and collation of information from County Departments;
- Coordinate and participate in the preparation of reports to Kilifi County Public Service Board;
- Organize and participate in the optimal utilization of Human Resources in the Kilifi County Public Service in preparation of proposals to Salaries and Remuneration Commission;
- Coordinate and participate in the development, review and implementation of the Division's Performance Contracting Targets;
- Coordinate and participate in the implementation of Staff Performance Appraisal System (SPAS) in the County Departments;


  
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- Coordinate and participate in the implementation of rewards and sanctions framework in County Departments;
- Coordinate and participate in the monitoring and evaluation of Staff Performance Appraisal System in the Kilifi County Public Service;
- Coordinate and participate in the development and review of Staff Performance Appraisal System in the Kilifi County public Service;
- Coordinate and participate in the sensitization and training of Kilifi County public staff on Staff Performance Appraisal System;
- Guide and participate in the negotiation of agreements with labour unions.
- Coordinate and participate in monitoring the implementation of Collective Bargaining Agreements;
- Initiate the design, development and implementation of Human Resource Information Systems;
- Coordinate and participate in the monitoring and evaluation on the implementation and maintenance of Human Resource Information Systems in the Kilifi County Public Service;
- Any other duties as assigned by the supervisor.

#### **Requirements for Appointment:**

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

- Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration (HR option) or any other relevant Social Science from a recognized institution;
- Masters degree in Human Resource/Human Resource Management, Human Resource Planning, Industrial Relations, Labor Relations, Business Administration, and Counseling Psychology from a recognized university in Kenya;
- Membership to a relevant professional Body;
- Certificate in computer application skills from a recognized institution in Kenya;
- Minimum of not less than ten (10) years relevant experience in Human Resources administration activities in the management level;
- Shown merit and ability as reflected in work performance and results;
- Demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of the human resource and a thorough understanding of the human resource issues and emerging human resource management practices/ techniques; and
- Certified Human Resource Professional (CHRP) will be an added advantage.

**Terms of service:** Permanent and Pensionable.

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

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## DEPARTMENT OF ROADS, TRANSPORT AND PUBLIC WORKS

### 1. ASSISTANT ARCHITECT, J/G 'L' (CPSB '08') – 3 POSTS

This is the entry and training grade to the cadre. The officer will work under the supervision and guidance of an experienced officer.

#### (a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- Preparation of sketch/scheme designs and production drawings;
- Interpretation of client's requirements; and post contract administration; and
- Any other duties as assigned by the supervisor.

#### (b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- A Kenyan Citizen;
- A Bachelors Degree in Architecture or an equivalent and relevant qualification from a recognised institution; and
- Graduate membership with the Architectural Association of Kenya.

**Terms of service:** Permanent and Pensionable.

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

### 2. ARCHITECTURAL ASSISTANT III, JG 'H' (CPSB '10') – 3 POSTS

This is the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer.

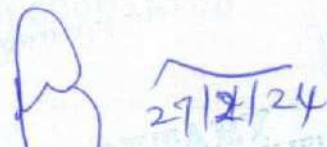
#### (a) Duties and Responsibilities:

Duties and responsibilities at this level will entail:

- Interpretation of the Architects' sketches and preparation of finished drawings;
- Reading and interpreting Engineering drawings' in relation to the architects' sketch and incorporating these details in the finished drawings; and
- Any other duties as assigned by the supervisor

#### (b) Requirements for Appointment

For appointment to this grade, a candidate must have:

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- Diploma or Technician certificate part III in any of the following fields: Building/Civil Engineering, Architecture or its equivalent and relevant qualification from a recognised institution.

**Terms of service:** Permanent and Pensionable.

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

### **3. ASSISTANT QUANTITY SURVEYOR II JG 'K' (CPSB '09') – 2 POSTS**

This is the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer.

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

Duties and responsibilities at this level will entail:

- Preparation of cost estimates;
- Preparation of bills of quantities;
- Monthly valuation on site, site re-measurements and preparation of variation orders; and
- Any other duties as assigned by the supervisor

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

- A Kenyan citizen
- A bachelor's degree in Building Economics/Quantity survey or its equivalent and relevant qualifications from a recognized institution; and
- Be registered as a graduate member of either the Architectural Association of Kenya or the Institute of Quantity Surveyors of Kenya.

**Terms of service:** Permanent and Pensionable.

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

### **4. ASSISTANT ENGINEER II (STRUCTURAL) JG K (CPSB '09') – 1 POST**

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

Duties and responsibilities at this level will entail:

- Planning, designing, supervising of construction, contracts, materials, investigating and research related buildings;
- Monitoring and executing of work in building services;
- Directing, controlling and supervising of maintenance buildings; and
- Any other duties as assigned by the supervisor.

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## **Requirements for Appointment**

- A Kenyan citizen;
- A bachelor's degree in Civil Engineering or equivalent qualifications from a recognized institution; and
- Be registered by Engineer's Registration Board of Kenya as a graduate Engineer.

**Terms of service:** Permanent and Pensionable.

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

## **5. ASSISTANT ENGINEER II (MECHANICAL BS) JG K (CPSB '09') – 1 POST**

This is the entry and training grade into this cadre. An officer at this level will be assigned mechanical duties and will work under close supervision of an experienced officer.

### **Duties and Responsibilities:**

Duties and responsibilities at this level will entail:

- Design of mechanical services in buildings and construction works;
- Repair and Installation of mechanical installations in waterworks, offices, workshop conference complex and other County Government facilities; and
- Any other duties as assigned by the supervisor

## **Requirements for Appointment**

For appointment to this grade, a candidate must;

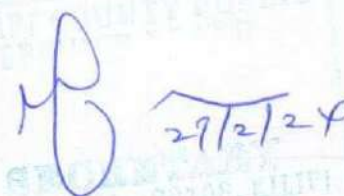
- Be in possession of a Bachelor's Degree in Mechatronics/Mechanical engineering qualifications from a recognized institution;
- Be registered as a graduate member of Engineer's Registration Board of Kenya.

**Terms of service:** Permanent and Pensionable.

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

## **6. ASSISTANT ENGINEER II (ELECTRICAL BS) JG K (CPSB '09') – 1 POST**

This is the entry and training grade into this cadre. An officer at this level will be assigned Mechanical duties and will work under close supervision of an experienced officer.

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### **Duties and Responsibilities:**

Duties and responsibilities at this level will entail:

- Design of electrical engineering services in buildings and construction works;
- Ensure repair and maintenance of electrical installation of machineries or plants in offices, workshops, sites, conference complexes and other County Government facilities;
- Maintenance and updating Electrical inventories of plant machineries and equipment;
- Preparation of specification of equipment and installation of electrical; and;
- Any other duties as assigned by the supervisor.

### **Requirements for Appointment**

For appointment to this grade, a candidate must;

- Be a Kenyan Citizen;
- A Bachelor's Degree in Electrical Engineering or an equivalent qualification from a recognized institution; and
- Be registered by Engineer's Registration Board of Kenya as a graduate Engineer.

**Terms of service:** Permanent and Pensionable.

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

## **7. INSPECTOR BUILDINGS JG H (CPSB 10) – 3 POSTS**

This is the entry level for this cadre. The officer will be deployed on construction sites for the on job training under the guidance of a senior officer.

### **Duties and Responsibilities:**

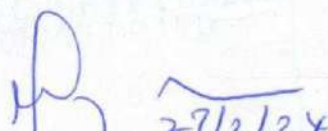
Duties and responsibilities at this level will entail:

- Interpretation of Architectural and Engineering drawings;
- Checking minor repairs and alteration of existing buildings; and
- Any other duties as assigned by the supervisor

### **Requirements for Appointment**

For appointment to this grade, a candidate must have:

- Must be a Kenyan Citizen;
- A Diploma in any of the following fields: Building and Civil Engineering, Construction Technician Part III, or its equivalent and relevant qualification from a recognized institution.

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- **Terms of service:** Permanent and Pensionable.
- Salaries and allowances as determined by the Salaries & Remuneration Commission (SRC).

## **8. INSPECTOR ELECTRICAL JG H (CPSB 10) – 2 POSTS**

This is the entry level into this cadre:

### **Duties and Responsibilities:**

Duties and responsibilities at this level will entail:

- Inspection and maintenance of electrical installations in Buildings;
- Testing and maintenance of electrical controls related to fire-detection equipment, cookers, water – heaters and general domestic appliances;
- Inspection and maintenance of electrical controls in power generating plants and machinery; and
- Any other duties as assigned by the supervisor.

### **Requirements for Appointment:**

For appointment to this grade a candidate must have:

- A Diploma in Electrical Engineering or Electrical Technician Certificate Part III or equivalent qualification from a recognized institution,

**Terms of service:** Permanent and Pensionable.

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

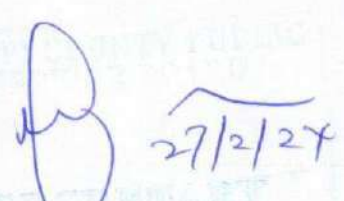
Interested candidates who meet the set criteria **MUST** use the Application for Employment Form (KCPSB 001) and attach copies of ID, CV, academic/professional certificates and testimonials.

The form can either be;

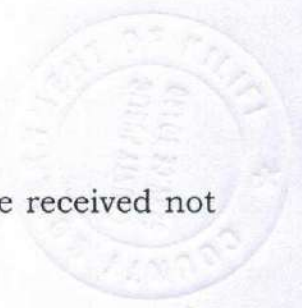
- Obtained from the Kilifi County Public Service Board offices OR
- Downloaded from the Kilifi County website

Applicants can choose to:

- Deliver their applications at the office of the Secretary, County Public Service Board at the Fumbini Resource Centre (DICECE). OR
- Mail to the address below: -

A handwritten signature in blue ink is written over a faint circular stamp. To the right of the signature, the date '27/2/24' is written in blue ink.

**The Secretary,  
County Public Service Board,  
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 Monday, **18th March, 2024**.

**PLEASE NOTE:**

- The Kilifi County Public Service Board does not charge fees at any stage of the recruitment and selection process.
- Only shortlisted and successful candidates will be contacted.
- Canvassing will lead to automatic disqualification.

Ag. CEO/Secretary

**County Public Service Board**

