

COUNTY GOVERNMENT OF KIAMBU



COUNTY PUBLIC SERVICE BOARD

P.O Box 2362-00900

KIAMBU

VACANT POSITIONS IN THE COUNTY GOVERNMENT OF KIAMBU

Kiambu County Public Service Board is pleased to announce to the general public recruitment of the following posts on Contract Terms of Service.

DEPARTMENT OF ADMINISTRATION AND PUBLIC SERVICE

1: POSITION. DIRECTOR PUBLIC PARTICIPATION – ONE (1) POST - (CPSB 03)

Job Reference No : KCPSB/Admin 1/2020
Number of Posts : ONE (1)
Terms of Service : Three (3) year Contract –Renewable
Gross Salary Scale : 121,430 - 169,140 – As per SRC Guidelines

Job Purpose & Reporting Responsibility

The Director of Public Participation will be In-charge of the County Public Participation matters and shall Report directly to the Chief Officer Administration.

Requirements and Competencies for Appointment

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

- i. Be a Kenyan citizen.
- ii. Have served in the public or private sector for a minimum period of ten (10) years.

- iii. Possess a Bachelor's degree in any of the following disciplines; - Public Administration, Public Relations, Business Administration/Management, Community Development or any other Social Science from a recognized institution.
- iv. A holder of a Master's degree in any of the following disciplines; - Public Administration, Business Administration/Management, Community Development or any other related field from a recognized institution.
- v. Competence in Computer Applications
- vi. Demonstrated professional competence in the field of Administration or Public Relations and shown merit and ability as reflected in work performance and results
- vii. Must satisfy the provisions of chapter six of the constitution of Kenya 2010.

Duties and Responsibilities

- i. Coordinating public participation activities of the County Government;
- ii. Mobilize and organize the public, stakeholders and local communities to participate in county governance and decision making processes;
- iii. Sensitize the public on County structures and opportunities for Public Participation;
- iv. Collaborate with relevant institutions in the County to promote access to information and civic education programmes;
- v. Establish an appropriate feedback mechanism to the public;
- vi. 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 participants;
- vii. Facilitate public education and training programmes relating to citizen participation;
- viii. Receiving and coordinating citizen petitions within the County Executive;
- ix. Maintain a depository of all information, correspondence and documentation on public participation and citizen petitions within the County Executive;
- x. Assessing the public responsiveness to public participation and making recommendation to the Chief Officer and the County Executive Committee Member;

- xi. Submitting reports to the County Executive Committee Member on public participation and citizen petitions within the County Executive;
- xii. Advise the County Executive Committee Member generally on the appropriate policies, plans and strategies for enhancing public participation in the county; and
- xiii. Carry out any other function in furtherance of the objects and purpose of this Act as may be assigned from time to time.

2: POSITION. DEPUTY DIRECTOR ADMINISTRATION SERVICES - FOUR (4) POSTS - (CPSB 04)

Job Reference No : KCPSB/Admin 2/2020
Number of Posts : Four (4)
Terms of Service : Three (3) year Contract –Renewable
Gross Salary Scale : 99,900 – 133,870 – As per SRC Guidelines

Job Purpose & Reporting Responsibility

The Deputy Directors Administration Services will assist in administration functions in the directorate of Administration and will report to the Director Administration.

Requirements and Competencies for Appointment

For appointment to this post a candidate must;-

- i. Be a Kenyan citizen.
- ii. Have served in the public or private sector for a minimum period of five (5) years.
- iii. Possess 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.
- iv. A holder of 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 will be an added advantage.
- v. Competence in Computer Applications

- vi. Demonstrated professional competence in the field of Administration and shown merit and ability as reflected in work performance and results
- vii. Must satisfy the provisions of chapter six of the constitution of Kenya 2010.

Duties and Responsibilities

- i. Implementing, reviewing and interpreting administrative policies, strategies, procedures and programmes;
- ii. Ensuring compliance with legal, statutory and regulatory requirements in the area of jurisdiction;
- iii. Ensuring compliance with national values and principles of good governance;
- iv. Managing and supervising the general administration services;
- v. Implementing public service reforms;
- vi. Facilitating maintenance of infrastructure and facilities
- vii. Planning and coordinating office accommodation
- viii. Managing county government assets
- ix. Any other relevant duty as may be assigned from time to time.

How to Apply

All applicants should submit their applications together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees. Academic and professional certificates, testimonials, national identity card or passport and any other supporting documents. Clearly indicate the position applied for both on the cover letter and the envelope.

Posted Applications should be addressed to the:

**Secretary/CEO
County Public Service Board
County Government of
Kiambu P.O Box 2362-00900
KIAMBU**

Hand Delivered applications should be provided at the County Public Service Board offices, Room 103, first floor at Thika Sub-County offices between **8.00 a.m and 5.00 p.m** on weekdays.

Applicants should seek clearance from and attach copies of evidence thereof of the **CURRENT** (valid in 2020) documents below.

- **Kenya Revenue Authority (Tax Compliance Certificate)**
- **Ethics and Anti-Corruption Commission**
- **Directorate of Criminal Investigations (Certificate of Good Conduct)**
- **Higher Education Loans Board (HELB)**
- **Credit Reference Bureau (CRB)**

Applications should reach the County Public Service Board (CPSB) **on or before 5pm of 13th November, 2020.**

Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their application.

- **The County Public Service Board does NOT Charge any fee in the recruitment process, candidates should report to Police any number calling to solicit for cash from the applicants.**
- **The Board is an equal opportunity employer, persons with disability are encouraged to apply.**
- **Any form of canvassing will lead to automatic disqualification.**
- **Only shortlisted Candidates will be contacted.**