

**COUNTY GOVERNMENT OF KIAMBU**  
**COUNTY PUBLIC SERVICE BOARD**  
**P.O BOX 2362-00900**  
**KIAMBU**



**VACANCIES**

Kiambu County Public Service Board wishes to recruit competent and qualified persons to fill the following positions under Article 235 of the Constitution of Kenya, 2010 and the County Government Act, No. 17 of 2012.

**A. DEPARTMENT OF YOUTH AFFAIRS, SPORTS & COMMUNICATIONS**

- 1. DIRECTOR SPORTS – (JOB GROUP CPSB 03) ONE (1) POST - V/NO. KCPSB/YASC/01/2021**

**Requirements and Competencies for Appointment**

For appointment to this grade, an officer must:

- Be a Kenyan citizen;
- Have a minimum of ten (10) years' experience in sports management three (3) of which must have been at the level of Assistant Director Sports and above or in a relevant/equivalent position in the Public service or Private sector;
- Have a Bachelor's degree in Sports Management / Physical Education from a recognized institution;
- Have a Master's degree in Sports Management / Physical Education or any other relevant qualification from a recognized institution.
- Demonstrate a track record and achievements in management of sports;
- Certificate in computer applications.
- Be conversant with the legal framework governing sports management;
- Have excellent communication and interpersonal skills; and
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution of Kenya.

## Duties and Responsibilities

- Develop and implement a policy on sports management in the County;
- Creation of awareness on sporting activities in the County including following up on implementation of related projects;
- Offer advisory and counselling services to sportsmen and women;
- Supervise sports personnel, coordinate and regulate workers in developing sports;
- Upgrading of stadia and ward playgrounds in the County;
- Develop, manage and implement sports programs in the County;
- Promote and Coordinate sports training and education;
- Create platforms for athletes to showcase and market their talents;
- Expand sports as an industry for sustainable livelihood;
- Develop and manage sports facilities;
- Arbitration in sports disputes;
- Certification and registration of sports clubs;
- Identify local talents and give recommendation to sports organizations/institutions or specialized groups for absorption or funding;
- Overseeing of elections for sports federations;
- Oversee the improvement and maintenance of sports facilities in the county; and
- Coordinate and promote ward, sub-county, inter-county and national sports programs and Identify local talent and give recommendation to sports organizations/institutions or specialized groups for absorption or funding

## **2. DIRECTOR OF YOUTH – (JOB GROUP CPSB 03) ONE (1) POST - V/NO. KCPSB/YASC/02/2021**

### Requirements and Competencies for Appointment

For appointment to this grade, an officer must have:

- Experience of at least ten (10) years in public or private Sector.
- Bachelor's degree in any of the following disciplines: Entrepreneurship, Sociology, Social Work, Gender and Development, Culture and Development, Social Development or any other relevant qualification from a recognized institution;
- A Master's degree in any of the following disciplines: Anthropology, Sociology, Social Work, Gender and Development, Culture and Development, Social Development or any other relevant qualification from a recognized institution;
- Certificate in Computer Applications.
- Demonstrated track record and achievements in management of youth;
- Have excellent communication and interpersonal skills; and

- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution of Kenya.

### **Duties and Responsibilities**

- Coordinate the development of a strategic plan for the youth department;
- Formulate an annual budget for the youth department;
- Develop youth - friendly strategies;
- Formulate policies to guide on youth groups management;
- Oversee the management of youth programmes;
- Develop strategies on youth entrepreneurial programmes;
- Enable development of the capacity of youth instructors in the county;
- Provide leadership in the management of youth groups;
- Develop linkages with stakeholders involved in youth affairs;
- Develop a work plan on inter and intra county youth involvement; and
- Develop and Implement sports and recreational programs and policies.

### **3. DEPUTY DIRECTOR OF YOUTH – (JOB GROUP CPSB 04) ONE (1) POST - V/NO. KCPSB/YASC/03/2021**

#### **Requirements and Competencies for Appointment**

For appointment to this grade, an officer must have:

- Experience of at least five (5) years in in public or private Sector.
- Bachelor’s degree in any of the following disciplines: Entrepreneurship, Sociology, Social Work, Gender and Development, Culture and Development, Social Development or any other relevant qualification from a recognized institution;
- Certificate in Computer Applications;
- Demonstrated track record and achievements in management of youth;
- Have excellent communication and interpersonal skills; and
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution of Kenya.

### **Duties and Responsibilities**

- Assist develop strategic plan for the youth department;
- Assist formulate an annual budget for the youth department;
- Assist develop youth - friendly strategies;
- Assist formulate policies to guide on youth groups management;

- Assist oversee the management of youth programmes;
- Assist develop strategies on youth entrepreneurial programmes;
- Assist develop the capacity of youth instructors in the county;
- Assist provide leadership in the management of youth groups;
- Assist develop linkages with stakeholders involved in youth affairs;
- Assist develop a work plan on inter and intra county youth involvement.
- Assist develop and Implement sports and recreational programs and policies;
- Assist in creation of awareness on sporting activities in the County including following up on implementation of related projects;
- Offer advisory and counseling services to sportsmen and women;
- Supervise sports personnel, coordinate and regulate workers in developing sports;
- Oversee the improvement and maintenance of sports facilities in the county;
- Coordinate and promote ward, sub-county, inter-county and national sports programs; and
- Identify local talent and give recommendation to sports organizations/ institutions; or specialized groups for absorption or funding.

## **B. DEPARTMENT OF FINANCE, ICT & ECONOMIC PLANNING**

### **1. DIRECTOR ICT – (JOB GROUP CPSB 03) ONE (1) POST - V/NO. KCPSB/FEP/01/2021**

#### **Job Purpose**

This position is responsible for planning, monitoring and evaluation of program activities to ensure ICT goals and objectives are met and provision of general administration and technical ICT support to the County.

#### **Requirements and Competencies for Appointment**

For appointment to this grade, an officer must have:

- Ten (10) years of service three (3) of which must have Served in the grade of Deputy Director, ICT or in a Comparable position in the Public Service or Private Sector for at least three (3) years.
- Bachelor’s degree in Computer Science, Information Technology, Information Science or any other ICT related discipline from a recognized institution;
- Master’s degree in Computer Science, Information Technology, Data Communication or any other ICT related discipline from a recognized institution;
- Demonstrated a high level of competence and outstanding management qualities in computerized information systems; and

- A thorough understanding of the County goals and objectives and the ability to interpret and apply them to the computing management concepts;
- Troubleshooting skills;
- Knowledge of relevant legislation (e.g., Computer misuse and cybercrime act, 2018, Data Protection act etc.);
- Knowledge of professional standards (e.g., COBIT, ITIL); and
- Satisfy the requirement of chapter six of the constitution of Kenya 2010.

### **Duties and Responsibilities**

- Provide leadership, vision and management of ICT;
- Prepare strategic and operational plans for the ICT Directorate;
- Oversee the implementation and maintenance of technology infrastructure in line with county development plans;
- Ensure ICT systems comply with regulations and legal requirements;
- Oversee development, design and implementation of new system and maintenance of old systems;
- Maintain the integrity and continual operation of ICT network including wireless networks;
- Manage performance of staff within the Directorate of ICT;
- Develop ICT governance framework;
- Ensure adherence to principles of good governance within the Directorate;
- Carrying out systems analysis, design and program specifications in liaison with users of the specific sectors;
- Overseeing the process of configuration repair and maintenance of information Communication Technology equipment and associated peripherals;
- Drawing up hardware specifications for information Communication Technology equipment; and
- Verification, validation and certification of information technology equipment.

## **C. DEPARTMENT OF ROADS, TRANSPORT & PUBLIC WORKS**

### **1. WORKSHOP MANAGER – (JOB GROUP CPSB 08) ONE (1) POST - V/NO. KCPSB/ROADS 02/2021**

#### **Job Purpose**

The holder of this position is referred to as Assistant Engineer (1) Mechanical. This position is responsible for planning, leading, organizing and supervising the day to day activities of

the Workshop section, controlling the quality of repairs and performance appraisal of subordinates.

### **Requirements and Competencies for Appointment**

For appointment to this grade, an officer must have:

- A Bachelor degree in mechanical engineering (Automotive) or any other relevant qualification from a recognized institution;
- Working experience of not less than five (5) years;
- Professional technical qualifications in the vehicle and equipment domain;
- Licensed Mechanic or equivalent, with a full range of licenses to operate equipment;
- Valid driving license;
- Well-honed leadership and management skills;
- Computer literate;
- Sound judgment informed by extensive practical knowledge and experience;
- Innovative, inventive and analytical, able to pre-empt and resolve problems with ease;
- Open minded to change, new ways of thinking and constructive criticism; and
- A solution focused individual who has the ability to get the job done.

### **Duties and Responsibilities**

- Perform trouble shooting and diagnostics procedure on vehicles and equipment;
- Record observations and findings during diagnostics run and decide on the correct method of repair, as necessary;
- Ensure that warranties are properly followed up, monitored, and documented;
- Plan and organise Preventive Maintenance System (PMS) and delegate specific tasks to concerned section/mechanic;
- Hands-on supervision of all workshop activities, especially technical issues;
- Forecast and order spare parts for specific jobs/special job or for stocks replenishment;
- Supervise and follow up on actual progress of each individual repair job;
- Provide on-the-job training as well as coaching and mentoring to mechanics and helpers;
- Follow up repair order, registering the time taken to complete each task;
- Responsible for customer service, reliability and dependability by providing all fields with the technical assistance that they require from the Workshop;
- Evaluate the training requirements of the subordinates and discuss/agree training needs; and
- Conduct final check/test driving for all vehicles/trucks prior to release.

## **2. FLEET MANAGER – (JOB GROUP CPSB 09) ONE (1) POST - V/NO. KCPSB/ROADS /01/2021**

### **Job Purpose**

The holder of this position is referred to as Assistant Engineer (11) Mechanical. This position is responsible for planning, organizing and managing the work of subordinate staff to ensure that the fleet management is accomplished in a manner consistent with organizational requirements.

### **Requirements and Competencies for Appointment**

For appointment to this grade, an officer must:

- Be a Kenyan Citizen;
- Hold a Degree in a business related course, Logistics or Supply Chain from a recognized institution;
- Working experience of not less than five (5) years;
- Have qualifications and knowledge in administration or management;
- Knowledge on road vehicle standards;
- Valid driving licence;
- Knowledge on fleet management;
- Shown merit and ability as reflected in work performance and results;
- Demonstrate a thorough understanding of County development objectives;
- Demonstrate a thorough understanding and commitment to values and principles as Outlined in Articles 10 and 232 of the Constitution;
- Ability to work in a multi-ethnic environment and sensitivity and respect for diversity;
- Have good inter-personal and communication skills;
- Proficiency in computer applications; and
- Satisfy the requirement of Chapter Six of the Constitution.

### **Duties and Responsibilities**

- Compile monthly fuel report and Coordinate County transport;
- Ensure vehicles have the requisite documents for operation;
- Ensure efficient use and accurate accounting of all county vehicles;
- Advise on procurement specifications of vehicles and training needs of drivers;
- Prepare regular and comprehensive reports for the section;
- Supervise staff in the transport section, arrange and ensure training in service training and recertification of drivers;
- Registration of county vehicles and equipment;
- Assist in monthly work ticket analysis;
- Collaborate with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives;

- Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules and government regulations; and
- Promote safe work activities by conducting safety audits, attending county safety meetings and meeting with individual staff members.

#### **D. DEPARTMENT OF HEALTH SERVICES**

##### **1. ANAESTHESIOLOGIST - (JOB GROUP CPSB 04) - THREE (3) POSTS - V/NO. KCPSB/HS /01/2021**

##### **Requirements and Competencies for Appointment**

For appointment to this grade, an officer must:

- Be a holder of a Bachelor of Medicine and Bachelor of Surgery (MBChB) from an institution recognized in Kenya OR its equivalent;
- Be a holder of a MMED training in Anaesthesia from a university recognized in Kenya;
- Have certificate of Registration by the Medical Practitioners and Dentists Board;
- Have valid practicing licence;
- Have a minimum of five (5) years working experience;
- Have in depth understanding of anaesthesia and management of preoperative, operative and post-operative patients; and
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

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

- Review and assessment of patients preoperatively.
- Management of patients postoperatively.
- Management of patients in theatres, ICU and HDU departments.
- Giving continuous medical education on a regular basis.
- Undertake requisite professional development activities.
- Performing any other duties delegated by your respective supervisor.

##### **2. RADIOLOGIST - (JOB GROUP CPSB 04) - THREE (3) POSTS - V/NO. KCPSB/HS/02/2021**

##### **Requirements and Competencies for Appointment**

For appointment to this grade, an officer must:



- Be a holder of Bachelor of Medicine and Bachelor of Surgery (MChB) degree from an institution recognized by Medical Practitioners and Dentists Board;
- Be a holder of Master degree in Radiology or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- Have served as an Assistant Director medical services/Medical Specialist II for a minimum period of five (5) years;
- Have certificate of Registration by the Medical Practitioners and Dentists Board;
- Have valid practicing license from Medical Practitioners and Dentists Board;
- Certificate in computer application skills from a recognized institution;
- Demonstrate professional competence and managerial capability as demonstrated in work performance and results; and
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010.

### **Duties and Responsibilities**

- Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- carrying out specialized clinical care;
- Providing psycho-social interventions;
- Providing clinical services to patients;
- Training, consulting and performing surgeries in various health facilities;
- Carrying out forensic and medico-legal services, coordinating disease surveillance, prevention and control;
- Coordinating health education and promotion;
- Implementing health projects and programmes;
- Maintaining up-to-date health information systems;
- Monitoring provision of health treatment and care; undertaking health research; and
- Analyzing medical reports.

### **3. REGISTERED NURSE [1] (INTENSIVE CARE UNIT NURSE) - (JOB GROUP CPSB 09) TWENTY TWO (22) POSTS - V/NO. KCPSB/HS/03/2021**

### **Requirements and Competencies for Appointment**

For appointment to this grade, an officer must:

- Be a holder of a Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, from a recognized institution;
- **MUST** be a holder of a Higher Diploma in Critical care nursing from a recognized institution;
- Possess a Registration Certificate issued by the Nursing Council of Kenya;
- Possess a valid practicing license from the Nursing Council of Kenya; and

- Have shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- Initiation of patient care and machine monitoring in the critical care unit;
- Nursing care prior to and following specialized surgery;
- Organizing for and coordinating continuous medical education for staff on critical care;
- Ensuring a safe environment for care of critical patients;
- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- Diagnosing common health conditions;
- Referring patients and clients appropriately;
- Facilitating patients' admission and initiating discharge plans; and
- Maintaining records on patients'/clients health condition and care.

### **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.**

Hand delivered applications should be dropped in the specific box 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 or evidence thereof of the **CURRENT** (valid in 2021) documents below.

- Kenya Revenue Authority
- 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 undersigned on or before **23<sup>rd</sup> April, 2021 at 5.00 pm.**

**The Secretary/CEO  
County Public Service Board  
P O Box 2362 - 00900  
KIAMBU**

Please Note:

- i. Only short listed and successful candidates will be contacted.
- ii. Canvassing in any form will lead to automatic disqualification.
- iii. Short listed candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- iv. The County Public Service Board is committed to availing equal employment opportunities to all Kenyans. People with disabilities, the marginalized and the minorities are encouraged to apply.

Disclaimer

*The County Public Service Board does NOT Charge any fee in the recruitment process, candidates should report to Police any one/number calling to solicit for cash from the applicants.*