

COUNTY GOVERNMENT OF KIAMBU



COUNTY PUBLIC SERVICE BOARD

P.O BOX 2362-00900

KIAMBU

ADVERTISEMENT OF VACANCIES

The County Public Service Board (CPSB) of Kiambu is a body corporate established in accordance with provisions under Section 57 of the County Governments Act, 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Governments Act, 2012 outlines the functions of the CPSB among them being to *“appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the County and to confirm appointments.”*

Pursuant to the above constitutional and legal provisions, the Board invites applications from suitably qualified persons who wish to be considered for the positions listed below in the County Department of Water, Environment, Energy & Natural Resources.

1. DEPUTY DIRECTOR WATER AND SANITATION, JOB GROUP CPSB 04 (Q) (1 POST)

Duties and Responsibilities.

- Help in identifying and exploiting local untapped mechanisms in addressing water issues within the County;
- Help in development of water financing mechanism and infrastructure in the County;

- Assist in coordinating and management of the water works in the department;
- Help to ensure that all deadlines on water and sanitation infrastructure development and provision are met;
- Assist in formulating water control guidelines in accordance with the provisions of the Water Act;
- Work with different water stakeholders WRUAs, WARMA, NEMA, WASREB, Water Trust Fund among others to Develop water sector in the County;
- Help to prepare, implement, monitor and evaluate water programs in the county;
- Help in data collection and making water related decisions through scenario planning, GIS, and multi criteria decisions among other tools;
- Support the department in other management tasks related climate, environment and energy as directed by County Executive Member or Chief Officer;
- When required represent the County in water technical meetings and perform other duties as assigned by seniors.
- Perform hydraulic modelling and pipeline design.

Requirements for appointment

- Bachelor's degree in Water engineering, Civil engineering Environment, Natural Resources management or any other relevant degree.
- At least 5 years of postgraduate professional experience;
- A Master Degree in a relevant field e.g. Environment Planning, Water, Environment, Natural Resources, Rural and Urban planning.
- Experience in the water sector.

- Technical knowledge in Water Financing, Reforms and other related issues;
- Extensive knowledge in database management, analysis and reporting;
- Good communication skills with ability to explain technical concepts to lay audiences;
- Excellent organizational skills in GIS usage, management of multi stakeholders and partnerships;
- Fluency in spoken and written English;
- Experience working with/for local authorities and diversity of teams;
- Good knowledge of County's and Country's policies and regulations in the field of water sector.
- Fulfills the requirements of Chapter Six of the Constitution.

Terms of Service: Contract

Salary: As set by the Salaries and Remuneration Commission (SRC)

**2. SENIOR ASSISTANT DIRECTOR CLIMATE CHANGE, JOB GROUP CPSB 04 (Q)
(1 POST)**

Duties and Responsibilities

- Planning and implementing adaptation and mitigation projects and programmes across various sectors;
- Providing capacity building to various institutions and stakeholders on National Appropriate Mitigation Actions (NAMAs) and Measurement, Reporting and Verification (MRV);
- Coordinating climate change technology development and transfer related to adaptation and mitigation;
- Undertaking research required for adaptation and mitigation across the different sectors;

- Undertake capacity building and creating awareness to various institutions and stakeholders on climate change (adaptation and mitigation) and reporting on the outcomes of international conferences;
- Spearheading development of bankable National Appropriate Mitigation Actions (NAMAs) for domestic and international support;
- Monitor implementation and provide updates to the national adaptation benefits and performance measurements;
- Participate in the preparation and reporting in National Communications and other international and national reporting requirements related to adaptation.
- Liaising with the Designated National Authority (DNA) and other relevant Authorities including the Ministry of Finance on matters pertaining to carbon markets and emissions trading schemes;
- Monitoring and evaluating mitigation programmes and actions;
- Work with the Ministry responsible for planning and other stakeholders to mainstream climate change mitigation and adaptation into County development planning processes;

Requirements for appointment

- Bachelor's Degree in any of the following disciplines: Environmental Studies, Meteorology, Natural Resource Sciences, Climate Change or a related relevant field;
- Master's Degree in any of the following disciplines: Environmental Studies, Meteorology, Natural Resource Sciences, Climate Change or a related relevant field;
- Knowledge of international government policies and regulations relating to climate change;

- Attended a Strategic Leadership Development Course in a recognized institution as an added advantage.
- Understanding on emerging issues on Environmental Sustainability and Climate Change adaptation. Experience in Climate Change Adaptation will be an added advantage.
- Fulfills the requirements of Chapter Six of the Constitution.

Terms of Service: Contract

Salary: As set by the Salaries and Remuneration Commission (SRC)

3. CLIMATE CHANGE OFFICER [I] JOB GROUP CPSB 09 (K) - (1 POST)

Duties and Responsibilities

- Supervise the implementation, monitoring, evaluation and reporting of all the planned projects, programmes and activities at Sub County level
- Supervision and mentoring of support staff, casuals, interns and attachees in the area of deployment.
- Preparation of work plans, work schedules for climate programmes and projects
- Identify training and awareness needs related to climate change
- Assist in preparation of education and awareness materials such as newsletters, brochures, posters banners, magazines and fliers on environmental sustainability issues
- Be involved in education and capacity building on climate and sustainability issues throughout the county
- Assist in development and update of database on climate change initiatives at the sub county level

- Assist in the preparation of work plans, and progress and monitoring reports
- Work closely with climate change champions in promotion of adoption of environmental sustainable practices/green practices
- Champion the mainstreaming climate change initiatives in all County operations
- Perform any other duties as may be assigned by the Director from time to time.

Requirements for appointment

- Be a holder of Bachelor of Science Degree (BSc) in Environmental Science, Meteorology, Natural Resource Sciences, Engineering, Climatology, Environmental Law, Environmental Planning and Management, Economics, Climate Change or related relevant field.
- Demonstrate knowledge of policies, obligations, regulations, emerging issues, challenges and opportunities relating climate change and sustainable development at international, regional and national levels
- Ability to work on own initiative with minimum supervision, meet strict deadlines, work with teams and under pressure
- Excellent communication (verbal and written), interpersonal, organizational, analytical, presentation, problem solving and supervisory skills
- Computer skills and literacy
- Fulfills the requirements of Chapter Six of the Constitution.

Terms of Service: Permanent & Pensionable

Salary: As set by the Salaries and Remuneration Commission (SRC)

4. ASSISTANT DIRECTOR OF NATURAL RESOURCES AND FORESTRY, JOB GROUPCPSB 05 (P) - (1 POST)

Duties and Responsibilities

- Assist in formulation of policies, procedures, plans for existing, and new forestry and natural resources management programs and ensure the evaluation and enforcement of environmental laws and regulations;
- Assist in preparation and implementation of annual work plans and financial budgets;
- Coordinate the tree planting and harvesting activities and the monitoring and management of planted areas in the county;
- Coordinate the inventory, use, and maintenance of equipment and facilities used for forestry and natural resources management;
- Assist in implementation of Natural Resources and forestry programmes, projects and activities in the County;
- Provide technical guidance regarding data and information gathering for the development of a natural resources and forestry inventory and database for the county;
- Assist in organizing and participating in Natural Resources and forestry meetings;
- Plan and Coordinate quarrying activities including rehabilitation programmes;
- undertake monitoring, evaluation, reporting and provide supporting evidence for end year evaluation achievements;
- Liaise with forestry stakeholders for efficient management, development, and conservation of Forests and Natural resources;
- Develop and implement action plans for enhancing public knowledge and skills of best natural resources management and forestry practices.

- Verify, document and respond to stakeholder issues and concerns regarding forestry and natural resources management;
- Coordinate the establishment and maintenance of arboreta, green zones or recreational parks in the county;
- Develop individual work plan and compile regular reports as may be required on natural resources and forestry activities;
- Oversee mainstreaming of gender and climate change in natural resources and forestry sector; and
- Any other duties as may be assigned by your supervisor from time to time.

Requirements for appointment

- Bachelor degree in any of the following disciplines: Environmental Studies and Community Development, Forestry, Natural Resource Management, Environmental Science, Environmental Education, Environmental Management and Conservation, Ecology, or a relevant qualification from a recognized institution.
- Have relevant working experience of not less than five (5) years, two (2) years of which have worked in Forestry and Natural Resource conservation position or equivalent and relevant position in the public service or private sector.
- knowledge of forestry and Natural resources legislation;
- Practical skills in designing execution of community based natural resources and forestry projects.
- Computer literate;
- Membership to a professional body is an added advantage.
- Fulfills the requirements of Chapter Six of the Constitution.

Terms of Service: Contract

Salary: As set by the Salaries and Remuneration Commission (SRC)

5. COUNTY FORESTERS JOB GROUP CPSB 09 (K) - (2 POSTS)

Duties and Responsibilities

- Daily supervision of forestry projects, such as establishing and managing tree nurseries, determining the type, species, number and placement of trees seedlings to be planted;
- Conduct public educational programs on farm forest care and conservation;
- Collect and Maintain County forest and farm forestry records, database and information;
- Enforce the forest legislations within the county;
- Liaise with lead stakeholders and promoting public private partnership in the forest sector at the county;
- Take initiative for safe custody and control of forestry stores and accountable documents;
- Provide support on forestry field days;
- Develop individual work plan and participate in developing directorate work plan
- Coordinate and engage with stakeholders in the tree growing process and monitoring the survival rate of planted seedlings in the county
- Implement transition Implementation Plans (TIPs)
- Any other duties as may be assigned by your supervisor from time to time

Requirements for Appointment

- Bachelor's Degree in any of the following disciplines: - Forestry, Natural Resource Management, Environmental Science, Environmental Education, Environmental Studies and Community Development,

Environmental Management and Conservation, Ecology, or its equivalent and relevant qualification from a recognized institution.

- Computer literate.
- Knowledge of forestry legislation;
- Knowledge of forestry legislation;
- Have relevant working experience of not less than two (2) years in Forestry and Natural Resource conservation sector in the public service or private sector.
- Fulfills the requirements of Chapter Six of the Constitution.

Terms of Service: Permanent & Pensionable

Salary: As set by the Salaries and Remuneration Commission (SRC)

6. ASSISTANT DIRECTOR ENVIRONMENT, JOB GROUP CPSB 05 (P) - (1 POST)

Duties and Responsibilities.

- Coordinate all aspects of pollution control, solid and liquid waste management, recycling, composting, environmental health and conservation within Kiambu county;
- Managing environmental processes within Kiambu County operations to ensure proper waste management and minimization practices in accordance with County Government Waste Management Policy and Public Health Act;
- Coordinating operations related to environmental management at the sub – counties;
- Ensuring compliance with environmental regulations and legislation;
- Supervision of all the construction in the disposal sites, transfer stations and collection centres;
- Provision of technical assistance to the Environment officers and other staff in the directorate;
- Advising the Director on tools, machinery and other equipment required for daily running of activities in the county;

- Supervision and advisory role on projects and programmes in the department;
- Supervision of the Environment officers in the sub counties on waste collection and disposal;
- Implementation of directives on solid waste management;
- Assist Environmental officers on issues of Noise Pollution and excessive vibrations control, Air pollution and water pollution;
- Coordinate enforcement and prosecution of court cases related to Environment and Natural Resources throughout the County;
- Supervision of environmental monitoring, investigation and operations of disposal sites, transfer stations and composting facilities;
- Coordinate environmental impact assessment and spearhead the EIA committee on all projects in the county;
- Investigating solid waste / environmental complains notices.

Requirements for appointment

- Bachelor's degree in Environmental Science, Environmental Health Science, Public Health from a recognized institution;
- Have served in the grade of Chief Environment Officer/ Chief Public Health Officer/ Senior Public Health Officer;
- Masters degree in any of the following disciplines; - Environmental Science, Environmental Health Science, Public Health, Environmental Education, Community Development from a recognized institution will be an added advantage;
- Certificate in Environmental Impact Assessment and Audit from a recognized institution;
- Minimum relevant work experience of ten (10) years.
- Computer literate;

- Knowledge of relevant National and International Environment Management legislative (e.g. EMCA, EIA/EA Regulations, Public Health Acts, among others);
- Knowledge of relevant regulatory requirements and standards (e.g. Environmental Impact Assessment, Noise and Excessive Vibration Pollution Control, Waste Management Regulations, Air Quality Control, among others.
- Fulfills the requirements of Chapter Six of the Constitution.

Terms of Service: Contract

Salary: As set by the Salaries and Remuneration Commission (SRC)

7. ENVIRONMENT OFFICER, JOB GROUP CPSB 09 (K) - (4 POSTS)

Duties and Responsibilities.

- Coordinating all aspects of pollution control, solid and liquid waste management, recycling, composting, environmental health and conservation within Kiambu county;
- Implementation of environmental policies and practices at the sub county level;
- Supervise collection of solid waste and minimization practices in accordance with County Government Waste Management Policy and Public Health Act;
- Coordinating operations related to environmental management at the sub – counties;
- Ensuring compliance with environmental regulations and legislation;
- Facilitation of Departmental objectives completion by providing clear and continuous direction to the staff;

- Monitor noise levels of noise and issuing of Noise and Demolition permits;
- Working with youth groups and private garbage collection to enhance cleanliness of urban areas within the sub counties;
- Implementation of environmental policies and practices within the sub-county;
- Promote community participation and facilitate community understanding on environment activities within the sub-county;
- Issuing of Noise License and noise regulation within the sub-county

REQUIREMENTS FOR APPOINTMENT

- Bachelor's Degree in any of the following disciplines:- Environmental Science, Environmental Health, or any other related field with bias in solid waste management.
- Certificate in Environmental Impact Assessment and Audit from a recognized institution;
- Minimum relevant work experience of three (3) years;
- Computer literate,
- knowledge of relevant legislation (e.g. EMCA, and Public Health Acts)
- Knowledge of professional standards (e.g. Environmental Impact Assessment, Noise and Air Quality Control).
- Fulfills the requirements of Chapter Six of the Constitution.

Terms of Service: Permanent & Pensionable

Salary: As set by the Salaries and Remuneration Commission (SRC)

8. GEOLOGIST JOB GROUP CSPB 06 (N) - (1 POST)

Duties and Responsibilities.

- Coordinate the exploration /Study the Earth's structure and natural processes Across the county and advise on the viability of underground water in various wards;
- Coordinate the collection and analysis of data and report findings;
- Be responsible for presenting geological findings at county – related conferences or workshops;
- Coordinate all site investigations;
- Oversee the supervision of complex work locations;
- Coordinate the gathering of data for hydrologic, geologic, and alternative databases;
- Create visualizations for sharing data, including maps, groundwater modelling, soil analyses, and mineral charts;
- Monitor the Implement projects and programmes as per the Strategic Plan;
- monitoring and review of groundwater programme implementation and taking corrective action;
- Participate in departmental budget working groups;
- Advice the principal superintendent on costs of projects, scheduling of expenditure consistent the organization work plan procurement plans and performance contract;
- Support in relevant documentation for processing works payments;
- Participate in the development of the Centre's Strategic and Work Plans;
- Assist of quality control in projects;
- Communicate ground water resources available and needs within areas of jurisdiction;

- Prepare monthly, quarterly and borehole projects and other ground water programs;

Requirements for Appointment

- Bachelor's degree in Geology or a related qualification from a recognized University;
- Must have general experience of 5 years in geology in the water sector;
- Computer literate;
- A training in various geo - engineering design soft wares will be an added advantage
- Knowledge in Geo- engineering design software's;
- Knowledge of relevant groundwater legislation (Water act);
- knowledge of drilling techniques and standards;
- Fulfills the requirements of Chapter Six of the Constitution.

Terms of Service: Permanent & Pensionable

Salary: As set by the Salaries and Remuneration Commission (SRC)

9. SENIOR SUPERITENDENT (WATER ENGINEERING) JOB GROUP CPSB 08 (L) – (1 POST)

Duties and Responsibilities.

- Implement water and Sanitation policies;
- 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;
- Ensuring professional standards and undertaking quality control during construction of water supply and sewerage infrastructures;

- Supervising of construction of water and sewerage work undertaken directly or by contract;
- Liaising with other institutions on the implementation of projects and water related programs within the County;
- Implement projects and programmes as per the Strategic Plan;
- Communicate Water and sanitations needs within areas of jurisdiction;
- Prepare monthly, quarterly and annual water and Sanitation reports;
- Supervision, Monitoring and evaluation of projects.

Requirements for Appointment

- Bachelor's degree in any of the following disciplines: - Environment and Soil Engineering, Water Engineering, Civil Engineering or equivalent relevant qualification from a recognized university;
- Three (3) years' experience as Superintendent (Water engineering);
- Computer literate;
- Knowledge is designing software's (AutoCAD, Water Cad);
- Knowledge of relevant legislation (Water act);
- knowledge of professional engineering standards;
- Fulfills the requirements of Chapter Six of the Constitution.

Terms of Service: Permanent & Pensionable Terms

Salary: As set by the Salaries and Remuneration Commission (SRC)

How to Apply

All applicants should submit their applications cover letter 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.

Applications should be addressed to:

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

NOTE:

1. ALL applications should be hand delivered in a sealed envelope, **clearly marking on top of the envelope the position applied for**, and dropped in the specific box provided at 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.
2. Applications should reach the Board on or before **Friday 14th July, 2023**.
3. Shortlisted candidates will be required to produce their **original** identity card, academic and professional certificates and submit clearance from the following institutions:
 - **Kenya Revenue Authority (KRA)**
 - **Ethics and Anti-Corruption Commission (EACC)**
 - **Directorate of Criminal Investigations (DCI)**
 - **Higher Education Loans Board (HELB)**
 - **Credit Reference Bureau (CRB)**
4. County Government of Kiambu is an equal opportunity employer, women, youth and people living with disability are encouraged to apply.

5. The Board and the County Government of Kiambu is committed to **Zero Tolerance to Corruption**. We **CAUTION** applicants and their families not to fall victim of fraudsters and impersonators who solicit for money with a promise to secure them jobs in the County Government. The Board shall bear no responsibility for any personal loss arising from such unlawful dealings. **Report any of such cases to the Police.**