



# THE COUNTY GOVERNMENT OF TAITA TAVETA

## COUNTY PUBLIC SERVICE BOARD

### ADVERTISEMENT

The Taita Taveta County Public Service Board invites applications from suitable and qualified Kenyan citizens to fill the following vacant positions:

#### **1. CPSB/TTC/012/2018**

**POSITION: DIRECTOR ICT JOB GROUP R**

**Number of Posts: One (1)**

**Terms of Service: Three (3) Years Contract**

#### **Duties and Responsibilities**

- i. Promote infrastructure and secure networks within County Government;
- ii. Implement County ICT strategy and strategy and standards.
- iii. Overseeing Installation and configuration of Local Area Network and Wide Area Network.
- iv. Carrying out systems analysis, design and program specifications in liaison with users.
- v. Overseeing the process of configuration repair and maintenance in information Communication Technology equipment and associated peripherals.
- vi. Drawing up Hardware specifications in liaison with users.
- vii. Verification, validation and certification of IT equipment.
- viii. Providing Effective leadership to ICT staff.
- ix. Overseeing the overall coordination, monitoring and evaluation of ICT systems and operations in the County.
- x. Implementation of County/ National ICT policy and e- Government master plans.
- xi. Maintain the community information centers at all levels in the County.
- xii. Advise the CEC on the progress of ICT projects in the County.

## **Requirements for Appointment**

For appointment to this grade, an officer must : -

- i. Be a Kenyan citizen'
- ii. Have a minimum of a Bachelor's degree in Computer Science ICT or related field from a recognized institution/ University in Kenya. A master's Degree will be and added advantage.
- iii. Have relevant operational Knowledge, experience in information management systems of not less than Five (5) years in a senior management position in technical operations.
- iv. Have proficiency in computer applications.
- v. Satisfy the requirements of Chapter 6 of the Constitution of Kenya 2010 on Leadership and integrity.
- vi. Have a Certificate in Strategic Leadership Development Program (SLDP) lasting not less than six (6) Weeks from Kenya School of Government **Or** an equivalent Senior managerial training from a recognized institution.

## **2. CPSB/TTC/013/2018**

**POSITION: DIRECTOR BUDGET & EXPENDITURE MANAGEMENT JOB GROUP R**

**Number of Posts: One (1)**

**Terms of Service: Three (3) Years Contract**

### **Duties and Responsibilities will include:**

- i. Consolidating and prioritizing of areas for allocation of public resources for the county.
- ii. Identifying programmes at the county and in consolidating programmes at the sub county level for inclusion in the project bases budget.
- iii. Issuing guidelines of the budget process to be followed by all county offices.
- iv. Preparing and submitting the county budget Fiscal strategy paper (CFSP) in line with the county objectives in the Budget Policy Strategy to the County Executive.
- v. Preparing and submitting the County Budget Review and Outlook Paper (CBROP).
- vi. Publishing of the CBROP.
- vii. Preparing and submitting the relevant draft bills to the County Assembly.
- viii. Ensuring the systems in place are adopted and used as required.
- ix. Coordinating allocation of resources among sectors through the sector process.
- x. Provide leadership in budget management in the county.
- xi. Undertaking capacity building of the staff at the county level.
- xii. Dealing with county assembly questions and issues pertaining to expenditure, monitoring and control.
- xiii. Advising the county secretary on budget management.
- xiv. Assemble the risk involved in new and existing budget policies.

### **Requirements for Appointment**

- i. Be a Kenyan citizen.
- ii. Be a holder of Bachelor's degree in Finance, Accounting, Business Administration, Commerce or any in a relevant equivalent.
- iii. Be a holder of CPA (K) or its recognized equivalent.
- iv. Be registered with the institute of Certified Public Accountants of Kenya (ICPAK) **OR** Association of Certified Fraud Examiners (ACFE).
- v. Relevant work experience of not less than five (5) years in senior management position.

- vi. Master's degree with a bias in Accounting or Finance will be an added advantage.
- vii. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- viii. Have a very good Microsoft Excel and IFMIS management skills.
- ix. Have a Certificate in Strategic Leadership Development Program (SLDP) lasting not less than Six (6) Weeks from Kenya School of Government **OR** equivalent senior managerial training from a recognized institution.

### **3. CPSB/TTC/014/2018**

#### **POSITION: DIRECTOR INTERNAL AUDIT JOB GROUP R**

**Number of Posts: One (1)**

**Terms of Service: Three (3) Years Contract**

#### **Duties and Responsibilities will include:**

- i. Planning, organizing, directing, coordinating and controlling of internal audit services.
- ii. Playing key role in maintaining a strong control environment and supporting initiatives that improves performance.
- iii. Undertaking staff capacity building for staff at the county level.
- iv. Establishing the risk based audit plans consistent with county objectives.
- v. Developing leading capabilities in terms of resources methodology and technology.
- vi. Communicating plans of engagement and resource requirement for internal audit functions.

#### **Requirements for Appointment**

- i. Be a Kenyan citizen
- ii. Be a holder of Bachelor's degree in Finance, Accounting, Business Administration, Commerce or any in a relevant equivalent.
- iii. Be a holder of CPA (K) or its recognized equivalent.
- iv. Be registered with the institute of Certified Public Accountants of Kenya (ICPAK) or Association of Certified Fraud Examiners (ACFE).
- v. Relevant work experience of not less than five (5) years in senior management position.
- vi. Master's degree with a bias in Accounting or Finance will be an added advantage.
- vii. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- viii. Have a very good Microsoft Excel and IFMIS management skills.
- ix. Have a Certificate in Strategic Leadership Development Program (SLDP) lasting not less than six (6) Weeks from Kenya School of Government **OR** equivalent Senior managerial training from a recognized institution.

#### 4. CPSB/TTC/014/2018

#### **POSITION: DIRECTOR WATER AND SANITATION JOB GROUP R**

**Number of Posts: One (1)**

**Terms of Service: Three (3) Years Contract**

#### **Duties and Responsibilities will include:**

- i. Coordinating activities related to delivering clean water and sanitation services.
- ii. Supervision of activities relating to delivering water and sanitation services.
- iii. Implement Government strategies on provision of water services.
- iv. Ensure timely delivery of Government programs.
- v. Develop programs to ensure quality water is delivered to citizens.
- vi. Develop programs for upgrading rural sanitation systems.
- vii. Ensure development and supervision of reliable urban sewerage systems.
- viii. Prevention and management of floods.
- ix. Coordination of stakeholders.
- x. Management of CBOs.
- xi. Supervision of irrigation activities.
- xii. Advise Government on water and sanitation activities.
- xiii. Any other duties as may be assigned.

#### **Requirements for Appointment**

- i. Be a Kenyan citizen.
- ii. Be a holder of a Bachelor's Degree in a course relevant to Water Services (a Master's degree will be an added advantage).
- iii. Relevant work experience of not less than five (5) years in senior management position.
- iv. Compliant with Chapter 6 of the Constitution on integrity.
- v. Existing Public Service Staff within the County who are in Job Group N and above may apply.
- vi. Have a Certificate in Strategic Leadership Development Program (SLDP) lasting not less than six (6) Weeks from Kenya School of Government **OR** equivalent senior managerial training from a recognized institution.
- vii. Registration with a professional Body will be an added advantage.

**CPSB/TTC/015/2018**

**POSITION: DIRECTOR TOURISM - JOB GROUP R**

**Number of Posts: One (1)**

**Terms of Service: Three (3) Years Contract**

**Duties and Responsibilities**

- i. Promotion of Tourism within Taita Taveta County.
- ii. Formulating, Coordinating and implementing tourism development policies on information and technology.
- iii. Coordinating development programs in the tourism sector.
- iv. Carrying out tourism education, awareness and training.
- v. Offering advisory and extension services to the tourism sector.
- vi. Enforcement of Compliance with the tourism legislation.
- vii. Monitoring performance on growth and development of the tourism sector within Taita Taveta.

**Requirements for Appointment**

For appointment to this grade, an officer must : -

- i. Be a Kenyan citizen.
- ii. Have a minimum of a Bachelor's degree in Tourism or related field from a recognized institution/ University in Kenya. A master's Degree will be an added advantage.
- iii. Have relevant Knowledge, experience and a distinguished career of not less than Five (5) years in the related area within a Public Service or Private Sector.
- iv. Must have excellent communication and interpersonal skills.
- v. Have proficiency in computer applications.
- vi. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.
- vii. Have a Certificate in Strategic Leadership Development Program (SLDP) lasting not less than six (6) Weeks from Kenya School of Government **OR** equivalent senior managerial training from a recognized institution.

## 6. CPSB/TTC/016/2018

### **POSITION: DIRECTOR REVENUE MANAGEMENT - JOB GROUP R**

**Number of Posts: One (1)**

**Terms of Service: Three (3) Years Contract**

#### **Duties and Responsibilities**

- i. Planning, organizing, directing, coordinating and controlling of the County revenue collection function.
- ii. Implementation of County policies and regulations for revenue administration;
- iii. Design, formulation and implementation of Comprehensive, efficient and effective revenue management system.
- iv. Development and implementation of County Revenue diversification plans and revenue growth.
- v. Implementation of county policies and regulations on revenue.
- vi. Maintenance or records of all the revenue sources, rate and revenue collected.
- vii. Projection of regular revenue trends for planning and decision making in the County.
- viii. Any other duties assigned by the Chief Officer Finance and Planning.

#### **Requirements for Appointment**

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

- i. Be a Kenyan citizen.
- ii. Have a minimum of a Bachelor's degree in commerce (Accounting/Finance option) from a recognized institution/ University in Kenya. A master's Degree will be an added advantage.
- iii. Be a holder of a Bachelor's Degree in Commerce (Accounting / Finance option) from a recognized university.
- iv. Be a holder of CPA (K) or its related equivalent.
- v. Be able to demonstrate familiarity with public financial management, revenue and accounting system.
- vi. Have at least six years post qualification experience, 2 of which must be in a senior management position in a busy commercial or public financial accounting or treasury environment.
- vii. Be conversant with various computerized financial management systems;
- viii. Demonstrate good communication and analytical skills.
- ix. Satisfy the requirements of Chapter 6 of the Constitution of Kenya 2010 on leadership and integrity.
- x. Have a Certificate in Strategic Leadership Development Program (SLDP) lasting not less than six (6) Weeks from Kenya School of Government **OR** equivalent senior managerial training from a recognized institution.

## 7. CPSB/TTC/017/2018

### **POSITION: PRINCIPAL PUBLIC RELATIONS OFFICER - JOB GROUP N**

**Number of Posts: One (1)**

**Terms of Service: Four (4) Years Contract**

#### **Duties and Responsibilities**

- i. The officer's duty will entail analyzing information on programmes, significant events and impact on the customers in a specific sectorial area
- ii. Researching on possible causes of negative publicity on the Government on both local and international press.
- iii. Assisting in the development of appropriate strategies to address the situation; identifying Government events that require packaging for dissemination to the media and the public.
- iv. Assisting in organizing fora where Government policies, programmes and projects can be propagated and promoted.
- v. Assisting in developing standards and regulations in the department.
- vi. Assisting in the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films etc.
- vii. Assisting in organizing events including press conferences, exhibitionism, open days, press tours.

#### **Requirements:**

- i. Have served in the grade of Public Relations Manager (Job Group N) or with a minimum period three (3) years as Public Relations Officer Job Group M.
- ii. Have a Bachelor's degree in any of the following disciplines: Mass Communication, Public Relations, and Communications Studies, Journalism, International Relations, Social Sciences or any other approved equivalent qualifications from a recognized institution.
- iii. Possess advanced computer application skills.
- iv. Possess good oral and written communication skills in both English and Kiswahili.
- v. Be a person of high integrity, motivated and a team player and.
- vi. Have demonstrated professional competence and managerial capability as reflected in work performance and results.
- vii. Have a Certificate in Senior Management Course **OR** its equivalent from a recognized Institution.

## 8. CPSB/TTC/018/2018

### **POSITION: SENIOR ASSISTANT OFFICE ADMINISTRATOR - JOB GROUP L**

**Number of Posts: Fifteen (15)**

**Terms of Service: Four (4) Years Contract**

#### **Duties and Responsibilities**

Duties and responsibilities will entail recording dictation in shorthand and transcribing it in typewritten form; typing from drafts, manuscripts or recording from dictation machines; processing data; operating office equipment; attending to visitors/clients; handling telephone calls and appointments; ensuring security of office records, equipment and documents, including classified materials; preparing responses to simple routine correspondence, and undertaking any other secretarial routine duties that may be assigned.

**Requirements for Appointment:**

For appointment to this grade, a person must have:

- i. Working experience of a minimum period of three (3) years.
- ii. A Bachelor's Degree in Secretarial Studies or a Bachelor of Business and office Management or equivalent qualifications from a recognized institution.

**OR**

Diploma in Secretarial Studies from KNEC or its equivalent qualifications from a recognized institution.

**OR**

The following qualifications from Kenya National Examinations Council:

- Shorthand III (minimum 110 w.p.m)
  - Typewriting III (50w.p.m.)/Computerized Document Processing III
  - Business English III/Office Administration and Management III; and
  - Secretarial Duties II and
- iii. A Certificate in Computer Applications (\*Windows, MS-Word, MS Excel, MS – Access and Internet) from a recognized institution.
  - iv. Satisfy the requirement of Chapter Six of the Constitution.

**9. CPSB/TTC/019/2018**

**POSITION: INFORMATION OFFICER- JOB GROUP J**

**Number of Posts: Two (2)**

**Terms of Service: Four (4) Years Contract**

**Duties and Responsibilities will include:**

- i. Assisting in sourcing for appropriate television and radio programs to disseminate information on activities of the Governor.
- ii. Documenting the Governor's events through video, photography and press cuttings.
- iii. Preparing and placement of radio and TV commercials.
- iv. Assisting in the development of communications and media strategy.

**Requirements for Appointment**

- i. Be a Kenyan citizen.
- ii. Be a holder of a Bachelor's degree in any of the following disciplines: Mass Communication, Journalism, Public Relations, Corporate Communication,



Communication Studies, Media Studies/Sciences or any other relevant degree from a recognized university in Kenya

**OR**

- iii. Diploma in any of the following disciplines: Mass Communication, Journalism, Public Relations, Corporate Communication, Communication Studies, Media Studies/Sciences or any other relevant diploma from a recognized institution in Kenya with a distinguished career of not less than three (3) years.
- iv. Satisfy the requirement of Chapter Six of the Constitution.

#### **10. CPSB/TTC/020/2018**

**POSITION: PUBLIC RELATIONS OFFICER- JOB GROUP J**

**Number of Posts: Four (4)**

**Terms of Service: Four (4) Years Contract**

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

- i. Manage Public Relations department.
- ii. Improve management and employee relations.
- iii. Prepare and publish newsletters and other county literature.
- iv. Create motivational videos.
- v. Release promotion literature about new products.
- vi. Respond to information queries from the general public.
- vii. Identify audience for products or service.
- viii. Develop and maintain corporate image and logos of the county.
- ix. Maintain effective working relationship with the local and county government officials and media representatives.
- x. Formulate policies and procedure related to public information programs.
- xi. Manage the county's reputation with the public in general and clients.
- xii. Compile comprehensive information about the county for the public relation.
- xiii. Develop and launch internet or intranet web page.
- xiv. Confer with the other county officers in order to develop internal communication to inform employees of various county activities.
- xv. Develop Public Relations strategies.

#### **Requirements for Appointment**

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

- i. Be a Kenyan citizen.
- ii. Have a minimum of a Diploma in Public Relations/Media Communication.
- iii. Must have served as a Public Relations/Communications Officer or any other relevant degree from a recognized university in Kenya.
- iv. Have Knowledge, experience and a distinguished career of not less than five(5) years in public relations.
- v. Must have excellent communication and interpersonal skills.
- vi. Ability to work within tight timelines and meet deadlines.

- vii. Demonstrate initiative and a high degree of professional competence.
- viii. Be a member of Public Relations Society of Kenya or any other relevant professional body.
- ix. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

## **11. CPSB/TTC/021/2018**

### **POSITION: DRIVER III**

**Number of Posts: Fifteen (15)**

**Terms of Service: Five (5) Years Contract**

#### **Duties and Responsibilities will include:**

- i. Driving the assigned vehicles, carrying out routine checks on the vehicle's cooling oil, electrical, tyre pressure and break systems, etc.
- ii. Detecting and reporting malfunctioning of vehicles systems, maintenance of work tickets for vehicles assigned.
- iii. Ensuring security of the vehicles on and off the road.
- iv. Overseeing safety of the passengers and or goods.
- v. Maintaining cleanliness of the vehicles.

#### **Requirements for Appointment**

- i. Be a Kenyan citizen.
- ii. Pass suitability test for driver grade III.
- iii. A valid driving license free from any current endorsement for classes of vehicles the officer is required to drive.
- iv. Passed practical test for drivers conducted by the recruiting authority.
- v. Must have a certificate of good conduct from the Kenya Police.
- vi. At least 2 years driving experience.
- vii. Attend a First Aid certificate course lasting not less than one (1) week at St. John's Ambulance or Kenya Highway & Building Technology (KHBT) or any other recognized institution.

All applications should be submitted in a sealed envelope addressed to:

**The Secretary/CEO  
County Public Service Board  
Private Bag  
Voi**

**OR**

Hand delivered at the Board offices Ground floor Maghamba Plaza, Opposite Kenya Power offices, Voi.

**Important information**

- 1) Candidates must attach a clear copy of their national identity card or valid passport.
- 2) Candidates **MUST** satisfy the requirements of chapter 6 by obtaining Clearance from HELB, DCI, KRA, CRB and EACC.
- 3) The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before 4.30 PM on **Friday 14th September, 2018.**
- 4) Only shortlisted candidates will be contacted.
- 5) Youth, women and persons with special needs are encouraged to apply.
- 6) Candidates found canvassing will automatically be disqualified.

**SECRETARY/CEO  
COUNTY PUBLIC SERVICE BOARD  
Dated: Friday 24th August, 2018**