



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:

VACANCIES IN THE COUNTY DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

1. CPSB/TTC/001/2018

POSITION: CHIEF DRIVER JOB GROUP H

Number of Posts: Fifteen (15)

Terms of Service: 5 (Five) Years Contract

Duties and Responsibilities

Driving motor vehicles as authorized,

- (I). Maintenance of vehicle work tickets for vehicle assigned,
- (II). Carrying out routine checks on the vehicles i.e. cooling oil, electrical, brake systems, tyre pressure etc.
- (III). Detecting and reporting malfunctioning of vehicle systems,
- (IV). Ensuring security and safety of the vehicle on and off the roads,
- (V). Safety of passengers and/or goods therein,
- (VI). Maintain cleanliness of the vehicle,
- (VII). In addition, the officer may be required to supervise and guide staff in a small transport unit.

Requirements for Appointment

- (I). Kenya Certificate of Secondary Education mean grade D plain or its equivalent from a recognized institution;
- (II). Valid driving license free from any current endorsements and valid for any of the classes of vehicles an officer is required to drive;
- (III). Served in the Grade of Senior driver for a minimum period of three(3) years or comparable and relevant position in the Public Service ,or relevant working experience of not less than ten(10) years in a comparable relevant position in the private sector;
- (IV). Defensive driving certificate from Automobile Association or its equivalent from a recognized Institution;
- (V). Passed occupational trade test I for drivers;
- (VI). Passed practical test for drivers conducted by the recruiting Authority;
- (VII). A valid Certificate of Good Conduct from Kenya police;
- (VIII). Attended a refresher course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway of Highway and building Technology (KIHBT) or any other recognized institution;
- (IX). Attended a First Aid certificate course lasting not less than one (1) week at St. Johns Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- (X). Demonstrated outstanding professional competence and integrity in work performance.

2. CPSB/TTC/002/2018

POSITION: DRIVER III JOB GROUP D

Number of Posts: Twenty Five (25)

Terms of Service: 5 (Five) Years Contract

Duties and Responsibilities

- (I). Driving motor vehicles as authorized,
- (II). Maintenance of vehicle work tickets for vehicle assigned,
- (III). Carrying out routine checks on the vehicles i.e. cooling oil, electrical, brake systems, tyre pressure etc.
- (IV). Detecting and reporting malfunctioning of vehicle systems,
- (V). Ensuring security and safety of the vehicle on and off the roads,

- (VI). Safety of passengers and/or goods therein,
- (VII). Maintain cleanliness of the vehicle.

Requirements for Appointment

- (I). Kenya Certificate of Secondary Education mean grade D plain or its equivalent from a recognized institution,
- (II). Valid, driving license free from any current endorsements and valid for any of the classes of vehicles an officer is required to drive,
- (III). Passed suitability test for driver grade III,
- (IV). Passed practical test for drivers conducted by the recruiting Authority,
- (V). A valid Certificate of Good Conduct from Kenya police,
- (VI). At least two years Driving experience,
- (VII). Attended a First Aid certificate course lasting not less than one (1) week at St. Johns Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution.

VACANCIES IN THE COUNTY DEPARTMENT OF FINANCE AND PLANNING

3. CPSB/TTC/003/2018

POSITION: DIRECTOR SUPPLY CHAIN MANAGEMENT SERVICES JOB GROUP 'R'

Number of Posts: One (1)

Terms of Service: 5 (Five) Years Contract

(a) Duties and Responsibilities

The officer will Head the Supply Chain Management Services Directorate in the County. He will be reporting to the County Chief Officer Finance and Planning.

Specific duties will involve:

- (I). Initiating policy review on procedures, rules and regulations; ensuring preparation of procurement plans in the Ministries/Departments;
- (II). Operationalization of e-government procurement strategies and inventory management; advising on outsourcing of the procurement and disposal function and other goods and services;

- (III). Participating in development and preparation of specific Ministerial /Departmental procurement and inventory manuals;
- (IV). Providing guidelines on safety and security in storage;
- (V). Ensuring timely disclosure of information on procurement opportunities and awarded contracts;
- (VI). Ensuring cordial supplier relationships; preparing budgets and work plans; developing and reviewing performance targets and agreements;
- (VII). Participating in negotiations with suppliers of goods, works and services;
- (VIII). Reviewing of contract documents; maintaining of professional standards and practices in the procurement function; dissemination of market and financial information;
- (IX). Participating in project design and implementation; and designing of training programmes for Supply Chain Management personnel.

(b) Requirements for Appointment

For appointment to this grade, an officer shall be a member of a recognized Purchasing and Supplies Management professional body and must have: -

- (I). Served in the grade of Deputy Director, Supply Chain Management Services JG Q for a minimum period of three (3) years or comparable and relevant position in the Public Service or relevant working experience of not less than five(5) years in a comparable relevant position in the Private Sector,
- (II). Bachelor's degree in Purchasing and Supplies Management from a recognized university or any Business degree with a Post Graduate diploma in Purchasing and Supplies Management;
- (III). Attended a Strategic Leadership/Management course lasting at least four (4) months at a recognized Institution (added advantage);
- (IV). Master's Degree in any of the following fields: Purchasing and Supply Management, Logistics, Business Administration, Commerce, Entrepreneurship, or any other relevant qualification from a recognized institution (added advantage); and
- (V). **MUST** be registered with Kenya Institute of Supplies Management (**KISM**);
- (VI). Demonstrated professional competence, administrative capabilities and initiative in the general organization and management of the Supply Chain Management function and

possess thorough understanding of Supply Chain Management issues and emerging trends and techniques;

(VII). **Must** satisfy the requirements of Chapter Six of the Constitution.

In addition to the above requirements, an officer must have the following key competencies:

- i. High degree of professional competence and administrative capability required for effective planning, direction, control and co-ordination of supply chain management programmes;
- ii. ability to articulate, interpret supply chain goals, policies and programmes and relate them to supply chain functions;
- iii. ability to build and sustain networks management; and
- iv. Personal integrity, a strong commitment to openness, honesty and inclusiveness, demonstrating tolerance, approachability and capacity to inspire trust in others.

4. CPSB/TTC/004/2018

POSITION: DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT SERVICES JG Q

Number of Posts: One (1)

Terms of Service: 5 (Five) Years Contract

(a) Duties and Responsibilities

An officer at this level will be deployed at the Directorate of Supply Chain Management to deputize the Director.

Work at this level entails:

- I. Assisting the Director, Supply Chain Management Services in the day to day duties, innovation and design of Supply Chain Management Strategies and translating them into policies;
- II. Introduction of systems that will facilitate effective and efficient management of Supply Chain function;
- III. Provision of guidance on the Supply Chain Management policy matters to Ministries/Departments and Institutions;
- IV. Developing a regulatory framework and standards; updating existing rules and regulations in line with the changing environment such as laws and related statutes;

- V. Coordination of the administration of Scheme of Service for Supply Chain Management Personnel; and reviewing of curriculum for the Public Sector Materials Management Programme;
- VI. Must satisfy the requirements of Chapter Six of the Constitution.

In Ministries the specific duties will include implementation of Public Procurement and Disposal Act,2005 and other statues, rules and regulations and ensuring adherence to the laid down procedures, rules and regulations; analyzing the impact of Supply Chain Management policies , rules and regulations; advising the Accounting Officer on Supply Chain Management standards; assisting in procurement planning and budget preparation; advising State Corporations in the Ministry/Department on Supply Chain Management matters and interpreting of other laws and statutes that impact on Supply Chain Management matters.

(b) Requirements for Appointment

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

- (I). Served in the grade of Senior Assistant Director, Supply Chain Management Services JG P for a minimum period of three (3) years in a comparable and relevant position in the Public Service or relevant working experience of not less than five(5) years in a comparable relevant position in the Private Sector,
- (II). Bachelor's degree in Purchasing and Supplies Management from a recognized university or any Business degree with a Post Graduate diploma in Purchasing and Supplies Management;
- (III). Master's Degree in any of the following:- Procurement and Supply Management, Business Administration, Commerce, Logistics and Supply Chain Management or any other relevant field from a recognized Institution (added advantage);
- (IV). Attended a strategic leadership development programme from a recognized institution (added advantage); and
- (V). Demonstrated professional competence, administrative capabilities and initiative in the general organization and management of the Supply Chain Management function and possess through understanding of Supply Chain Management issues and emerging Supply Chain Management trends and techniques;

- (VI). **MUST** be registered with Kenya Institute of Supplies Management (**KISM**);
- (VII). **MUST** satisfy the requirements of Chapter Six of the Constitution.

In addition to the above requirements, an officer must have the following key competencies:

- (i) High degree of professional and administrative competence in work performance and results;
- (ii) Personal integrity, a strong commitment to openness, honesty and demonstrating tolerance and capacity to inspire trust in others;
- (iii) Personal responsibility and willingness to accept responsibility for own actions and outcomes; and
- (iv) A thorough understanding of national goals, policies and programs and ability to translate them to supply chain management.

5. CPSB/TTC/005/2018

POSITION: SUPPLY CHAIN MANAGEMENT OFFICER II, JOB GROUP 'J'

Number of Posts: Five (5)

Terms of Service: 5 (Five) Years Contract

(a) Duties and Responsibilities

This will be the entry and training grade for Supply Chain Management Officers. An officer at this level will perform a variety of Supply Chain Management duties under the guidance of a more senior and experienced officer. The officer will be deployed in a medium size department or in a section. Specific duties and responsibilities will entail warehousing; distribution management; fleet management; disposal of stores and equipment; procurement; market surveys and research; inventory and stock control, in accordance with the laid down regulations and procedures.

(b) Requirements for Appointment

- (I). For appointment to this grade, a candidate must have a Bachelor's Degree in any of the following:- Commerce, Business Administration (Supplies Management Option), Economics, Procurement and Supplies Management, Marketing or their equivalent from a recognized Institution;
- (II). Shown merit and ability as reflected in work performance and results;
- (III). **Must** be registered with Kenya Institute of Supplies Management (**KISM**);

- (IV). **Must** satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.

In addition to the above requirements, an officer must have the following key competencies:

- i. Positive working attitude and ability to take and give instructions; and
- ii. Ability to get on well with diverse workforce

6. CPSB/TTC/006/2018

POSITION: SUPPLY CHAIN MANAGEMENT ASSISTANT JOB GROUP 'H'

Number of Posts: Four (4)

Terms of Service: 5 (Five) Years Contract

(a) Duties and Responsibilities

An officer at this level will be deployed in a Supply Chain Management unit in a Ministry or Department and will handle a variety of tasks such as issuing and receiving stores; assisting in stock taking, reconciliation, preparation and maintenance of records.

(b) Requirement for Appointment

- (I). a Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized Institution; and
- (II). Diploma in Supplies Chain Management or its equivalent qualification from a recognized Institution. Shown merit and ability as reflected in work performance and results;
- (III). **Must** be registered with Kenya Institute of Supplies Management (**KISM**);
- (IV). **Must** satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.

In addition to the above requirements, an officer must have the following key competencies:

- i) Positive working attitude and ability to take and give instructions; and
- ii) Ability to get on well with diverse workforce

7. CPSB/TTC/007/2018

POSITION: SUPPLY CHAIN MANAGEMENT OFFICER JOB GROUP K

Number of Posts: Five (5)

Terms of Service: 5 (Five) Years Contract

(a) Duties and Responsibilities

- (I). Planning and co-ordination of Supplies Management;
- (II). Enforcement of Government procurement regulations, systems and procedures;
- (III). Preparation of Supplies estimates and Vote control;
- (IV). Preparation of a procurement plan for a financial year;
- (V). Initiation of policy, review and updating of existing regulations, supplies management and planning;
- (VI). Ensuring timely supply of quality goods and services;
- (VII). Monitoring market trends;
- (VIII). Managing suppliers effectively;
- (IX). Making recommendations for disposal of idle and obsolete stores;
- (X). Supervision of stores staff.

(b) Requirements for Appointment

- (I). Have served in Job Group J in Public Service or in a comparable position in the private sector for a minimum period of three(3) years;
- (II). Bachelor's degree in Purchasing and Supplies Management from a recognized university or any Business degree with a Post Graduate diploma in Purchasing and Supplies Management;
- (III). **Must** be registered with Kenya Institute of Supplies Management (**KISM**)
- (IV). Membership of Chartered Institute of Supplies Management is an added advantage;
- (V). Results driven and a team player;
- (VI). Candidates must be Computer literate;
- (VII). High degree of integrity and honesty;
- (VIII). Demonstrate knowledge and experience in Public Procurement;
- (IX). Demonstrate good communication and analytical skills;
- (X). Computer literate in packages used in Supply Chain Management;

- (XI). Have a thorough understanding of the Public Procurement and Disposal Act 2005 and its regulations;
- (XII). **MUST** satisfy the requirements of Chapter Six of the Constitution

**VACANCIES IN THE COUNTY DEPARTMENT OF PUBLIC WORKS, HOUSING AND
INFRASTRUCTURE**

8. CPS/TTC/008/2018

POSITION: SENIOR PRINCIPAL SUPERINTENDING ENGINEER [MECHANICAL (BUILDING SERVICES)], JOB GROUP 'R'

Number of Posts: One (1)

Terms of Service: 5 (Five) Years Contract

(a) Duties and Responsibilities

An officer at this level will be deployed at the County Headquarters or as County Works Officer.

Duties and responsibilities will involve:

- (I). Co-ordination of the review and updating of policies,
- (II). Systems and procedures for design and installation of mechanical and fire services;
- (III). Formulation and review of general policies on procurement of building and repair materials to ensure efficiency in the repair and maintenance of all buildings;
- (IV). Carry out quality assurance of all public works and building services; co-ordinate the evaluation and monitoring adherence and compliance with the set commitments and indicators in the departmental contract;
- (V). Approval of consultant designs; and be responsible for the overall plans, controlling and co-ordination of public works and building designs, installation and maintenance; co-ordinate general administration, control and discipline of departmental staff, staff recruitment, training and development

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (I). Served in the grade of Principal Superintending Engineer (Mechanical (BS) or a comparable and relevant position in the public service for at least 3 years;
- (II). Bachelor Degree in Mechanical Engineering or any other relevant/equivalent qualification from a recognized institution;

- (III). **MUST** be registered by Engineers Registration Board of Kenya;
- (IV). Corporate membership with the Institution of Engineers of Kenya(IEK);
- (V). Attended a project development and management course lasting not less than four weeks from a recognized institution;
- (VI). Attended a strategic Leadership Development Course lasting not less than six weeks from a recognized institution and;
- (VII). Demonstrated general administrative ability required for direction, control and implementation of Mechanical Building Services programmes;
- (VIII). **MUST** satisfy the requirements of Chapter Six of the Constitution.

9. CPSB/TTC/009/2018

POSITION: SENIOR PRINCIPAL SUPERINTENDING ENGINEER (ROADS)JOB GROUP R

Number of Posts: One (1)

Terms of Service: 5 (Five) Years Contract

(a) Duties and Responsibilities

An officer at this level will be deployed at the County Headquarters or as County Works Officer.

- (I). Co-ordination of the review and formulation of general policies on procurement of works and ensure efficiency in the repair and maintenance of all road works;
- (II). Budgeting; carrying quality assurance of road services;
- (III). Coordinating the evaluation and monitoring adherence and compliance with the set commitments and indicators in the departmental performance contract and be responsible for the overall planning;
- (IV). As a County Roads Engineer, the officer will be responsible for direction and coordination of roads and research activities within the county;
- (V). Duties will also include supervision of construction, rehabilitation and maintenance of classified and unclassified roads;
- (VI). Preparation of tender documents; monitoring the execution of roads; developments projects and supervision and training of engineers and technical staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (I). Served in the grade of Chief Superintending Engineer (Roads/Materials) JG Q or a comparable and relevant position in the public service for at least 3 years;
- (II). Bachelor Degree in Civil Engineering or equivalent and relevant qualification from a recognized institution;
- (III). **MUST** be registered by Engineers Registration Board of Kenya;
- (IV). Current Valid Annual Practicing License from Engineers Registration Board of Kenya;
- (V). Corporate membership with the Institution of Engineers of Kenya(IEK);
- (VI). Attended a strategic Leadership Development Course lasting not less than six weeks from a recognized institution and;
- (VII). Demonstrated general administrative ability required for direction, control and implementation of Civil Engineering programmes;
- (VIII). **MUST** satisfy the requirements of Chapter Six of the Constitution.

10. CPSB/TTC/010/2018

POSITION: ASSISTANT ENGINEER I (ROADS), JOB GROUP L

Number of Posts: Four (4)

Terms of Service: 5 (Five) Years Contract

(a) Duties and Responsibilities

An officer at this level will be deployed under construction or as a supervisor of maintenance of road works at the sub county level

An officer at this level will work under a senior officer. Duties and responsibilities will include preliminary design, supervision of construction and maintenance of classified and unclassified roads.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (I). Served in the grade of Assistant Roads Engineer or comparable relevant position in public service for at least 3 years;
- (II). Bachelor's Degree in Civil Engineering or its equivalent and relevant qualification from a recognized institution;

- (III). **MUST** be registered by Engineers Registration Board of Kenya (ERB) as a graduate engineer; and
- (IV). Shown merit and ability as reflected in work performance and results;
- (V). **MUST** satisfy the requirements of Chapter Six of the Constitution.

11. CPSB/TTC/011/2018

POSITION: SENIOR SUPERITENDENT BUILDING, JOB GROUP L

Number of Posts: Four (4)

Terms of Service: 5 (Five) Years Contract

(a) Duties and Responsibilities

An officer at this level will be deployed as a clerk of works for buildings under construction or as a supervisor of maintenance works at the sub county

- (I). Assisting in the planning of supervision programmes for a number of buildings;
- (II). Compilation of site weekly reports, monitoring and supervision of works in progress;
- (III). Assisting in the preparation of monthly physical progress reports of individual projects;
- (IV). Ensuring specification and standards are adhered to during construction;
- (V). Arranging for testing of materials; and preparation of cost estimates and schedule of material for simple buildings on labour contracts.

As a supervisor of maintenance works at sub county, duties will involve supervision of artisans carrying out repairs and alteration of existing buildings; preparation of cost estimates and cost of materials; control of usage of material on site

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (I). Served in the grade of Superintendent (Buildings) or comparable relevant position in public service for at least 3 years;
- (II). Diploma in Building and Civil Engineering or Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution;
- (III). Attended a supervisory management course lasting not less than four weeks from a recognized institution;

- (IV). Shown administrative ability, wide knowledge and experience in preparation of drawings and management of drawings office; and
- (V). Shown administrative ability by being conversant with government procedures;
- (VI). **MUST** satisfy the requirements of Chapter Six of the Constitution.

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

- Candidates **must** attach a clear copy of their national identity card or valid passport.
- 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 22nd June,2018**
- Only shortlisted candidates will be contacted
- Youth, women and persons with special needs are encouraged to apply.

Candidates found canvassing will automatically be disqualified.

**SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
Dated: Friday 25th May, 2018**