

**REPUBLIC OF KENYA**



**BARINGO COUNTY GOVERNMENT  
COUNTY PUBLIC SERVICE BOARD**

Baringo County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the Constitution of Kenya 2010 under article 176 and County Government Act No. 17 of 2012.

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## **DETAILED ADVERTISEMENT PER DEPARTMENT**

### **1. DEPARTMENT OF AGRICULTURE, LIVESTOCK AND FISHERIES**

#### **1.0 AGRICULTURAL ENGINEER JG “K” ONE (1) POST(REF NO; BCPSB/001/2022)**

Terms of service; Permanent & Pensionable

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- To provide technical advice on use of farm machinery ,plants , structures and equipment
- Guiding Project management teams and committees
- Guiding tender evaluation committees on bills of quantities and engineer’s estimates
- Supervising construction of agricultural projects and structures
- Supervising soil and water conservation
- Advising on farm power and mechanization
- Advising on irrigation and drainage programmes
- Advising on Designing Agricultural machinery ,plants structures , components and equipment
- Advising on installation and testing of agricultural machinery and equipment
- Advising on Designs food processing plants and operations
- Designing structures of storage
- Providing advice on water, quality and issues related to managing pollution, rivers bank protection and use of water resources
- Resource mobilization for the section
- Developing Bills of quantities and engineer’s estimates for projects
- Coordinating Networking and creating partnerships with other stakeholders
- Preparing reports an briefs for projects status
- Participate in preparation of the Annual work plan and budge
- Ensuring projects implementation according to approved budgets and plans.
- Preparing and reviewing all Bills of works for contracts to be awarded to vendors of goods and services related to Agriculture, Irrigation, Environment, Livestock and fisheries projects.
- Preparing terms of reference s for project’s surveys, evaluation and review evaluation reports.

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Bachelor of Science in Agricultural Engineering
- Registered by Institute of Engineers of Kenya (IEK) or Engineer’s Board of Kenya (EBK)
- Must have at least 5 years’ experience in similar work
- Computer literate with knowledge on related Computer packages
- Possess Proposal development skills,
- Good Communication skills,
- To have resource mobilization skills,

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **1.1 AGRICULTURAL OFFICER JG “K” TWO ( 2 ) POSTS (Ref BCPSB/002/2022)**

Terms of service; Permanent & Pensionable

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Implementation of agriculture strategic plan, objectives and policy frame works in the sub county
- Providing technical support to farmers
- Coordinating capacity building of farmers for maximum production
- Coordination of Crops development and food security, Agri-Nutrition, Engineering, Extension, Research and Training, Agribusiness and Projects Monitoring and Evaluation. At the wards
- Implementation of Agricultural projects
- Participate in projects budgeting(Public participation)
- Prudent financial management of project funds
- Effective and timeliness execution of extension duties
- Compilation of field reports
- Participation in assessments and surveys
- Critical analysis of field reports for decision making
- Dissemination of reports to other staff and stakeholder

## **REQUIREMENTS FOR THE APPOINTMENT**

- Bachelor Degree in (Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Agribusiness, Agriculture Education and Extension, Agricultural engineering
- Must have at least 5 years' experience in similar work
- Computer literate with knowledge on related Computer packages
- Possess Proposal development skills,
- Good Communication skills,
- Report writing skills
- To have resource mobilization skills,

## **1.2 AGRICULTURAL ASSISTANTS JG “G” THIRTY ONE (31) POSTS (Ref BCPSB/003/2022)**

Terms of service; Permanent & Pensionable

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Carrying out extension services
- Mobilizing and training farmers
- Advising farmers on matters relating to agricultural services
- Assisting in implementation of agricultural strategies

## **REQUIREMENTS FOR THE APPOINTMENT**

- KCSE Minimum of C-
- Certificate of good conduct
- Two year certificate course in any of the following fields, Agriculture, food technology, agricultural & home economics and any other relevant and equivalent qualification from recognized institution.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

Copies of these clearances **MUST** be attached to the application

### **1.3 ASSISTANT AGRICULTURAL OFFICER JG “H” TWO (2) POSTS(Ref. BCPSB/004/2022)**

Terms of service; Permanent & Pensionable

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Implement Agricultural policies and strategies
- Harmonization of Extension approaches and methodologies of various agricultural activities in liaison with all stake holders in the ward.
- Coordinate collection and dissemination of agricultural information within the ward.
- Coordination of work and reporting on all agricultural activities
- Supervise ward officers
- Manage resources allocated to the ward

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Diploma in Agriculture, agricultural economics, horticulture, agricultural extension and any agricultural related course
- Degree is added advantage,
- 3 years of work experience
- Report writing skills
- To have resource mobilization skills,

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department

### **1.4 LIVESTOCK PRODUCTION OFFICER JG “K” TWO (2) POSTS) (Ref. BCPSB/005/2022)**

Terms of service; Permanent & Pensionable

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Implementation Animal Production policies, Programmes and projects at the County
- Assisting in the designing, programmes, projects, Policies and strategies addressing Animal Production
- Capacity building and backstopping on Animal Production management and development in the County



- Monitoring Animal Production requirements , Pre and post-harvest losses and establishing trends in the County
- Participating in monitoring and evaluation of Animal Production programmes in the County
- Collating, analyzing, reporting, storing and disseminating Animal Production information
- Developing training packages on Animal Production
- Promotion of compliance standards in Animal Production
- Preparation of work plans and budgets for the Sub section
- Planning and participation in field days, Exhibitions and Shows
- Compilation of sectional periodic reports
- Linkage with other sub Sections involved in Animal Production.
- Coordinating Animal Production activities
- Overseeing Implementation Animal Production policies, Programmes and projects at the County
- Implementation of Animal Production strategies in in County.
- Staff advisory and capacity building on Animal Production matters
- Preparation of sector quarterly and annual reports
- Implementing livestock production programmes /projects
- Participating in organizing extension activities which include field days, demonstrations, farm visits, Agricultural shows
- Disseminating livestock production technologies
- Preparation of periodic project status report
- Take part in stakeholders consultative forums
- Formation of Marketing groups among the Livestock traders
- Assisting livestock farmers in developing viable business plans and proposal writing
- Assisting Monitoring and evaluation of departmental project

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Bachelor of Science in Livestock production /Animal production/Animal science.
- A member of Animal Production Society of Kenya or relevant body
- 2 years' work experience in the department of livestock production.

Good communication skills Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department

- Credit Reference Bureau

## **1.5 ASSISTANT LIVESTOCK PRODUCTION OFFICER III JG “H” TWO (2 POSTS)**

**(REF. BCPSB /006/2022)**

Terms of service; Permanent & Pensionable

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Implementation Animal Production policies, Programmes and projects at the County
- Assisting in the designing, programmes, projects, Policies and strategies addressing Animal Production
- Capacity building and backstopping on Animal Production management and development in the ward
- Monitoring Animal Production requirements , Pre and post-harvest losses and establishing trends in the ward
- Participating in monitoring and evaluation of Animal Production programmes in the ward
- Collating, analyzing, reporting, storing and disseminating Animal Production information
- Developing training packages on Animal Production
- Promotion of compliance standards in Animal Production
- Preparation of work plans and budgets for the Sub section
- Planning and participation in field days, Exhibitions and Shows
- Compilation of sectional periodic reports
- Linkage with other sub Sections involved in Animal Production.
- Coordinating Animal Production activities
- Overseeing Implementation Animal Production policies, Programmes and projects at the ward
- Implementation of Animal Production strategies in in ward.
- Staff advisory and capacity building on Animal Production matters

### **REQUIREMENTS FOR THE APPOINTMENT**

- Diploma in Animal Production ,Animal Health, Apiculture or related field
- 2 years’ work experience in related field
- Planning skills
- Report writing skills

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **1.6 INLAND FISHERIES OFFICER JG “K” ONE (1 POST)-(REF; BCPSB/007/2022)**

Terms of service; **Permanent & Pensionable**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Implementing fisheries Policy and research.
- Developing Monitoring, Control and Surveillance (MCS) strategies ;
- Coordinating protection of fisheries ecosystem;
- management and licensing of fisher folk and fishing vessels;
- Coordinating the establishment of technical committees on fish quality and safety;
- Compiling, reports and briefs ;
- Supervising staff in the ward
- Implementation of Government projects.
- Promoting fish farming (Aquaculture) in the sub County;
- Monitoring, Evaluation and Reporting of fisheries policies and Programmes;
- Promoting ornamental and sport fisheries in the county

### **REQUIREMENTS FOR THE APPOINTMENT**

- Bachelor’s Degree in Fisheries Management or any other related field
- Member of Aquaculture Association of Kenya (AAK)
- 2 years’ work experience in related field

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission

- Criminal Investigation Department
- Credit Reference Bureau

Copies of these clearances MUST be attached to the application

## **1.7 AQUACULTURE OFFICER JG “K” ONE (1 POST) (REF BCPSB/008/2022)**

Terms of service; Permanent & Pensionable

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Overseeing development and management of inland fisheries including dams/small water reservoirs.
- Implementing fisheries Policy, research and development;
- Promoting fish farming (Aquaculture) in the County;
- Development of Monitoring, Control and Surveillance (MCS) strategies ;
- Coordinating protection and regulation of fisheries ecosystem;
- Management and licensing of fisher folk and fishing vessels;
- Coordinating the establishment of technical committees on fish quality and safety;
- Compiling reports;
- Advising the Government on investment areas in the fisheries sector;
- Promoting ornamental and sport fisheries in the county;
- Coordinating implementation of Government projects;
- Coordinating and drafting of reports, bills, and cabinet memos to the county assembly.

### **REQUIREMENTS FOR THE APPOINTMENT**

- Bachelor’s Degree in Fisheries Management
- 2 years’ experience in related field
- Member of Aquaculture Association of Kenya (AAK)

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **1.8 VETERINARY OFFICER JG “L” ONE (1) POST (REF BCPSB/009/2022)**

Terms of service; **Permanent & Pensionable**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- i. Implement animal disease control activities, strategies and policy frameworks
- ii. Organize and undertake vaccinations against Livestock diseases
- iii. Undertake Livestock disease surveillance
- iv. Coordinate Vector control
- v. Undertake livestock movement control
- vi. Undertake animal welfare and protection activities
- vii. Supervision of sub county ward staff, interns and attachment students
- viii. Coordination of performance management in the sub ward veterinary activities
- ix. Implement sub county ward veterinary activities

### **REQUIREMENTS FOR THE APPOINTMENT**

- Bachelor of Veterinary Medicine Degree
- Registered with Kenya Veterinary Board with valid practicing license
- A member of Kenya Veterinary Association
- 5 years' Experience in similar job

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **1.9 LABORATORY TECHNOLOGIST JG “H” ONE (1 POST) (REF BCPSB/010/2022)**

Terms of service; Permanent & Pensionable

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Implementation all laboratory technical activities

- Assisting in Preparing media, stains and dyes; receiving, recording, packaging, dispatching, analyzing and preserving test samples
- Maintaining biological cultures;
- Assist in undertaking disease surveillance activities;
- coordinating quality assurance tests for vaccine, animal products, inputs, and by products;
- Maintaining laboratory records and equipment and caring for laboratory animals

**REQUIREMENTS FOR THE APPOINTMENT**

- Diploma in Animal Health or related field
- A member of Kenya Veterinary Board
- 2 years’ work experience in related field
- Planning skills
- Report writing skills

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

**1.10 LIVESTOCK PRODUCTION ASSISTANT JG “G” THIRTY ONE (31 POSTS) (REF BCPSB/011/2022)**

Terms of service; Permanent & Pensionable

Salary; As per SRC

**DUTIES AND RESPONSIBILITIES;**

- Collecting livestock data and information
- Accompanying extension teams during farm visits and farmer training;
- Participating in field days and agricultural shows
- to disseminate livestock production technologies;
- Carrying out practical demonstrations on livestock production technologies and techniques

**REQUIREMENTS FOR THE APPOINTMENT**

- Be a Kenyan Citizen
- Have a two (2) year Certificate in any of the following disciplines: Animal Health and Production, Dairy Technology, Animal Science, Apiculture or Range Management from a recognized institution;

- Be proficient in computer applications

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

Copies of these clearances MUST be attached to the application

### **1.11 ANIMAL HEALTH ASSISTANTS JG “G”SEVEN (7) POSTS (REF BCPSB/012/2022)**

Terms of service; Permanent & Pensionable

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Undertaking disease control activities search as disease search, vaccination and enforcement of livestock movement regulations
- Participating in the training of stakeholders in vector control programmes
- Treating sick animals
- Advising on good veterinary practices
- Collecting data and preparing reports on animal health, products and markets
- Providing advice on animal breeding and welfare
- Undertaking postmortem examination and other diagnostic tests

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Kenya Certificate of Secondary Education (KCSE) mean grade C-
- or its equivalent
- Registered by Kenya Veterinary Board with valid membership
- Possession of a certificate in Animal Health and Animal production from a recognized institution

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission

- Criminal Investigation Department
- Credit Reference Bureau

Copies of these clearances MUST be attached to the application

### **1.12 FISHERIES ASSISTANT II JG “G” ONE (1) POST (REF BCPSB/013/2022)**

Terms of service; Permanent & Pensionable

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Participating in provision of fisheries extension services;
- Collecting fisheries statistical data;
- Maintaining fish farms and hatcheries; and
- Assisting in ensuring hygienic fish landing sites, market and farms

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Be a Kenyan Citizen;
- Have a Certificate in a course lasting not less than two (2) years in either Fisheries Management, Natural Resource Management or equivalent and relevant qualification from a recognized institution;
- Be proficient in computer application skills.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

Copies of these clearances MUST be attached to the application

### **1.13 COOK III JG “F” ONE (1) POST- AGRICULTURAL TRAINING COLLEGE (ELDAMA RAVINE) (REF BCPSB/014/2022)**

Terms of service; Permanent & Pensionable

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Preparation of food
- Kitchen and utensils Cleanliness



- Setting up and preparation of kitchen equipment
- Maintaining of Kitchen equipment
- Reporting any defects in Kitchen

**REQUIREMENTS FOR THE APPOINTMENT**

- KCSE Certificate
- Certificate in food and beverage or related course
- Computer application skills
- 1 year experience

**1.14 HOUSE KEEPING III JG ‘E’ ONE (1) POST (REF BCPSB/015/2022)**

Terms of service; Permanent & Pensionable

Salary; As per SRC

**DUTIES AND RESPONSIBILITIES;**

- Dusting and cleaning rooms and corridors
- Spreading beds
- Washing cleaning materials and equipment
- Replenishing cleaning materials and supplies
- Performing laundry work
- Ironing Laundry
- Ensuring proper storage of all equipment

**REQUIREMENTS FOR THE APPOINTMENT**

- KCSE Certificates
- Certificate in housekeeping/ Laundry certificate or its equivalent from recognized institution 1-year experience

**2 DEPARTMENT OF TRANSPORT, INFRASTRUCTURE AND PUBLIC WORKS**

**2.0 ASSISTANT ENGINEER II(ROADS) JG “K” – 1 POST (REF. BCPSB/016/2022)**

Terms of service; Permanent and pensionable

Salary; As per SRC

**DUTIES AND RESPONSIBILITIES;**

- i. Designing, preparation of drawings and supervision of construction of civil and structural works for simple projects.

- ii. Operating machines of; difficult 'rating' C';
- iii. Assisting machine attendance in identifying possible breakdowns;
- iv. Maintaining the cleanliness of the plant.

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Bachelor's degree in Civil Engineering or its equivalent and relevant qualification from a recognized Institution;
- Been Registered by the Engineers Registration Board of Kenya (ERB) as a Graduate Engineer.
- 2 years' experience
- Negotiation skills
- Problem solving skills
- Communication and computing skills
- Interpersonal skills

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau
- 

### **2.1 INSPECTOR MECHANICAL (MOTOR VEHICLE AND PLANT) JG "H" –1 POSITION (BCPSB/017/2022)**

Terms of service; **Permanent and pensionable**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Assist in preparation of maintenance schedules for machines, vehicles and plant;
- Assist in inspection and testing of machinery, vehicles and plant before and after repairs;
- Assist in preparation of spares and maintenance consumables inventories for machinery, vehicles and plant;
- Assist in conducting proficiency tests for drivers.

#### **REQUIREMENTS FOR APPOINTMENTS**

- Served in the grade of Senior Inspector (Mechanical-MVP) or in a comparable and relevant position in the Public/Private Sector for at least three (1) year;
- Diploma in Automotive or Construction Plant or Mechanical Engineering or its equivalent and relevant qualification from a recognized institution;
- Valid driving license.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **2.2 ROADS INSPECTOR JG “H” – 1 POST (BCPSB/018/2022)**

Terms of service; **Permanent and pensionable**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Reviews and develops policies and standards for design and construction of roads within the county.
- Coordinates preparation, approval and implementation of department programmes within the approved budget.
- Formulates strategies for managing performance within the department.
- Indicates resource requirements for delivering programme objectives.
- Monitors construction progress and ensures conformance to engineering plans, specifications and construction and safety standards.
- Makes arrangements for effective collaboration with other government agencies.
- Formulates department work plans for county projects.
- Advises the Chief Officer on strategic policy frameworks.

### **REQUIREMENTS FOR APPOINTMENTS**

- Diploma in Civil Engineering
- Registered with Engineers Boards of Kenya
- One (1) Year’ relevant work experience
- Computer aided design and computing skills
- Communication skills
- Leadership skills
- Negotiation skills
- Problem solving skills
- Analytical skills
- Interpersonal skills

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **2.3 FLEET MANAGER JG “M” – 1 POSITION (BCPSB/019/2022)**

Terms of service; **Permanent and pensionable**

Salary; As per SRC

### **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

### **REQUIREMENTS FOR APPOINTMENTS**

- Hold a Degree in mechanical engineering , 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 license;
- 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

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **2.4 INSPECTOR ELECTRICALS JG ‘H’ TWO (2) POSTS (BCPSB/020/2022)**

Terms of service; **Permanent & Pensionable**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- This is the entry and training grade into this cadre. An officer at this cadre will be on-the-job training and will work under the supervision of an experienced officer.
- Specific duties will involve the inspection and maintenance of electrical installations in Public Buildings and Government Quarters;
- Design of electrical/electronic engineering services in government buildings and construction works;
- Testing, maintenance and repair of electrical installation and controls related to fire-detection equipment, cookers, catering equipment, cookers, lifts, boilers water heaters and general domestic appliances;
- Inspection and maintenance of electrical controls in power generating plants and machinery;
- Testing and maintenance of low and medium voltage distribution systems.

### **Qualifications**

For appointment to this grade, a candidate must have a: –

- Diploma in Electrical Engineering or Electrical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution.
- Registration with the Energy and Petroleum Regulatory Authority
- 2 years relevant experience

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **2.5 ASSISTANT STRUCTURAL ENGINEER II JG ‘K’ – 1 POST (BCPSB/021/2022)**

Terms of service; Permanent and pensionable

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- v. Designing, preparation of drawings and supervision of construction of civil and structural works for simple projects.
- vi. Operating machines of; difficult 'rating' C';
- vii. Assisting machine attendance in identifying possible breakdowns;
- viii. Maintaining the cleanliness of the plant.

### **REQUIREMENTS FOR THE APPOINTMENT**

- Bachelor's degree in Civil Engineering or its equivalent and relevant qualification from a recognized Institution;
- Been Registered by the Engineers Registration Board of Kenya (ERB) as a Graduate Engineer.
- 2 years' experience
- Negotiation skills
- Problem solving skills
- Communication and computing skills
- Interpersonal skills

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **2.6 ASSISTANT ELECTRICAL ENGINEER II JG "K" – 1 POST (BCPSB/022/2022)**

Terms of service; Permanent and pensionable  
Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Design of electrical/Electronic engineering services in government buildings and construction works;
- Repair and maintenance of electrical /electronic installations in waterworks, offices, workshops, conference complexes and other county government facilities.

### **REQUIREMENTS FOR THE APPOINTMENT**

- Be in possession of a Bachelor's Degree in Electrical Engineering or equivalent and relevant qualification from a recognized institution.
- Be Licensed by energy and petroleum regulatory authority
- Be Registered by Engineers Registration Board of Kenya as a graduate engineer or its relevant equivalent and in good standing.
- Have a Certificate in Computer Applications.

Applicants are required to get clearance from the following institutions to meet requirements

of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **2.7 ARCHITECTURAL ASSISTANT JG “K” – 1 POST(BCPSB/023/2022)**

Terms of service; **Permanent and pensionable**

Salary; As per SRC

### **REQUIREMENTS FOR THE APPOINTMENT**

- Planning schedule and distribution of work;
- Inspection of staff in an Architectural drawing office;
- picturing Architects rough sketches into finished drawings, making models, presentation and perspective drawings;
- Examination and taking of dimensions;
- Annotations and construction details on all drawings to conform to standards;
- Preparation of production of all public buildings and institutions;
- An officer at this level will also be responsible for the safety drawing office equipment and supply of drawing office material;
- Preparation of site inspection reports

### **REQUIREMENTS FOR APPOINTMENTS**

- Have Bachelor’s degree in any of the following disciplines: -Architecture, Building and construction or its equivalent qualification from a recognized institution.
- Be a graduate membership with Architectural Association of Kenya;
- Have a certificate in computer application skills from a recognized institution;

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **2.8 ASSISTANT QUANTITY SURVEYOR III JG ‘H’ ONE (2) POSTS (BCPSB/024/2022)**

Terms of service; **Permanent & Pensionable**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Monitor progress, contract variations, project costs and final accounts for ongoing building projects
- Assist in preparation of tender and contract documents including bills of quantities with the architect/client
- Monitor and review work practices to ensure work is delivered within the agreed stipulated time
- Ensure compliance with Construction Regulations Act
- Value completed work and prepare payments for the contractors
- Supervises ongoing projects within the county
- Handles dispute resolution arising from the ongoing projects
- Ensures Electrical infrastructure in assigned projects are in good condition.

### **REQUIREMENTS FOR THE APPOINTMENT;**

- Be a Kenyan Citizen
- Diploma in Quantity Survey or its equivalent from a recognized institution
- Years relevant experience

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **2.9 PLANT OPERATOR III JG ‘D’ TEN (10) POSTS- (BCPSB/026/2022)**

Terms of service; **One Year Contract**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES**

- Operating machines
- Assisting machine attendance in identifying possible breakdowns
- Liaising with mechanics for servicing
- Making daily and weekly oil checks
- Maintaining the cleanliness of the plants
- Ensures proper utilization and safety of assigned county plant equipment
- Maintains county plant equipment service log book
- Maintains work tickets for county plant equipment



## **REQUIREMENTS FOR THE APPOINTMENT**

- Be a Kenyan Citizen
- Kenya Certificate of Secondary Education mean grade 'D' (Plain) or an equivalent qualification from a recognized institution;
- Have passed the suitability test for plant operators;
- Possess a valid driving license free from current endorsements for class (E) of machine (s) that one may be required to operate;
- Be able to operate at least two (2) plants of difficult rating 'C'
- Attended a First Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or the Kenya Institute of Highways and Technology (KIHBT) or any other recognized institution;
- 2 years' experience in similar work.
- Shown merit and ability as reflected performance and results

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **2.10 DRIVER 111 JG 'D' NINE (9) POSTS (BCPSB /025/2022)**

Terms of service; **One Year Contract**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Ensures proper utilization and safety of assigned county vehicle.
- Maintains work ticket for assigned county vehicle.
- Ensures proper utilization and safety of assigned county vehicle.
- Ensures safety of passengers and goods during travel.
- Ensuring the timely planned maintenance for the vehicle;
- Ensuring the entries of all repairs, faults repaired are written in the Vehicle's Log Book;
- Ensuring that the vehicle is regularly serviced, kept clean and maintained at all times by; Carrying out daily check of oil, water, fuel, battery, tyres
- Maintaining work tickets of mileage and fuel and oils are drawn;
- Reporting faults and ensuring that they are rectified by the authorized mechanic or as otherwise directed by the Programme Coordinator and ensure that they are recorded in the relevant section of the work ticket and logbook;
- Ensuring that the vehicles are serviced as and when due for service by the authorized mechanic or otherwise directed by the Programme Coordinator; Ensure that road licenses are renewed at due dates where applicable;
- Ensuring that details of all journeys completed are entered into the work ticket and duly authorized;
- Perform office deliveries as and when directed by the Administrative Assistant or Programme Coordinator;

- Ensuring that the assigned project vehicles are always safe and parked only in authorized, secured and designated parking areas;
- Ensuring that the assigned programme vehicles are parked in a secure compound overnight.

### **REQUIREMENTS FOR THE APPOINTMENT**

- Minimum academic qualification of the grade of D or equivalent;
- A certificate in computer applications;
- A valid clean driving license in classes B, C, E or equivalent which must have been held for at least three (3) years;
- At least five (5) years uninterrupted driving experience in a busy office;
- Defensive driving course
- A certificate of good conduct from the Criminal Investigation Department which shall not be more than 6 months.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **3 DEPARTMENT OF LANDS, HOUSING & URBAN DEVELOPMENT**

### **3.0 FIRE ENGINE INSPECTOR JG ‘H’ - ONE (I) POSITION- (REF. BCPSB/027/2022)**

Terms of service; **Permanent and pensionable**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Coordination of performance management on town /Municipal emergencies
- Responding to fire and emergency calls in order to prevent and/or minimize loss of life, property or injury.
- Safely and efficiently driving the fire engine to the scene of fire in response to an emergency.
- Operating the fire engine pumps and other fire/rescue apparatus safely and efficiently.
- Making routine daily checks and inspection of the fire engine to ensure it is in sound mechanical condition.

- Ensuring general routine maintenance of the fire engine and equipment in line with the manufacturer's specifications.
- Perform all functions of a fire fighter.
- Requisition of fire equipment
- Prepare budgets on fire unit

### **REQUIREMENTS FOR THE APPOINTMENT**

- A Diploma in , mechanical engineering ,Disaster management , in fire science, public administration, or a related field.
- Be certified as emergency medical technicians.
- Has proven experience of not less than 2 years in administration or management either in the public or private sector

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **3.1 LAND VALUER JG 'K' ONE-1 POSITION ( BCPSB/028/2022)**

Terms of service; **Permanent and pensionable**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

Responsible for Management of all land related property belonging to the county including leases and lease renewals;

- Receive valuation requisitions and undertake: valuation of ground rents and stand premium payable for new land allocations;
- Valuation of private land for purchase or related transactions;
- Management of all land related property belonging to the county including leases and lease renewals;
- Valuation for stamp-duty payable on land transactions;
- Review enhanced rents for development applications on land;
- Undertake valuations for compulsory acquisition and easements;
- Undertake valuations for taxation and establish valuation rolls for ratable property;
- Preparing routine reports on valuation and property management matters;
- Handle enquiries from the public on land valuation and taxation matter;
- Assist in preparation of fieldwork budgets;
- Assist in budget preparation;
- Participate in preparation of yearly fieldwork programs and implementation,
- Involved land Conflict resolutions

- Participate in arbitration of land related issues
- Required to meet periodic reports Strict timelines
- Working under the spirit of teamwork and under minimum supervision

### **REQUIREMENTS FOR THE APPOINTMENT**

- Bachelor's degree in Land Economics or Real Estate from a recognized institution of learning or any other related field.
- Registered and Licensed Valuer with valid up-to date certificates from the ISK and VRB.
- Served as a Valuer for at least two (2) years
- Computing skills
- Communication skills
- GIS skills

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **3.2 FIRE ENGINE DRIVER JG 'F' ONE - 1 POST REF (BCPSB/029/2022)**

Terms of service; **Permanent and pensionable**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Assist in Coordination of performance management on town fire emergencies
- Responding to fire and emergency calls in order to prevent and/or minimize loss of life, property or injury.
- Safely and efficiently driving the fire engine to the scene of fire in response to an emergency.
- Operating the fire engine pumps and other fire/rescue apparatus safely and efficiently.
- Making routine daily checks and inspection of the fire engine to ensure it is in sound mechanical condition.
- Ensuring general routine maintenance of the fire engine and equipment in line with the manufacturer's

### **REQUIREMENTS FOR THE APPOINTMENT**

- Be a holder of a Kenya Certificate of Secondary Education / O-level education; ( minimum grade D-)
- Holder of a firefighting/rescue service certificate or relevant Certificate from an institution recognized in Kenya;

- Possess a valid motor vehicle driving license class BCE
- Possess a First Aid Certificate lasting not less than one week from St. John’s Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized Institution.
- Have minimum one (1) year proven experience in fire engine driving
- Have knowledge of the Traffic Act and other related regulations.
- Certificate of vehicle mechanics / maintenance and repair will be an added advantage
- Communication skills,
- Courage, Decision-making skills, Physical stamina,
- Physical strength

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **3.3 TOWN ADMINISTRATOR JG “P” – ONE (1) POSITION REF BCPSB/030/2022)**

Terms of service; **Permanent and pensionable**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Develop and implement effective revenue raising policies/ strategies
- Coordination of performance management on town staff
- Develop and monitor performance management system for town services
- Coordinate disciplinary processes in the town-Facilitate preparation of integrated development plans as provided in the urban and cities act
- Implement financial and debt policies including collection of taxes rates levies rent fees and charges
- Initiate and undertake the urban planning process within the town
- Provide strategic guidance for orderly and sustainable development of informal settlements/commercial activities in the town
- Harmonize development of the town infrastructure and identify areas where strategic interventions is required
- Ensure cleanliness and provision of other services in town
- Maintain a comprehensive database and information system of the town administration
- Prepare and submit regular reports and the town annual budget estimates

- Maintain sound positive public relations between the town ,its citizens and other stakeholders and partners
- Nurture and promote development of informal commercial activities in an orderly and sustainable manner
- Overall delivery of service including provision of water, electricity, health, telecommunications and solid and liquid waste management
- provision of safety measures to business community through an established fire station and emergency centers
- Preparation of Town budget operations and maintenance
- Procurement procedures

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Holds a degree from a university recognized in Kenya or its equivalent- Either Social science, administration, community development, sociology or public administration.
- Member of a professional body and in good standing.
- Must have 10 years in administration or management either in the public or private sector.
- Conceptual skills
- Communication skills, Leadership skills, Negotiation skills,
- Problem solving skills, Analytical skills,
- Presentation skills,
- Interpersonal relationship,
- Knowledge of Urban and cities act or land laws, people oriented and result oriented.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **3.4 GEOSPATIAL DATA MANAGEMENT OFFICER JG ‘K’ ONE -1 POST (REF BCPSB/031/2022)**

Terms of service; **Permanent and pensionable**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Responsible for GIS mapping and services in the County
- Coordination of GIS mapping in the county
- Development of policies for effective GIS services in the County
- Designing and developing in – house application programs and user interfaces
- Formulating data analysis procedures

- Defining data verification and quality control procedures
- Managing and maintaining Geo- database
- Updating and maintaining hardware and software
- Preparation of GIS related budgets
- Participate in preparation of yearly GIS programs and implementation

### **REQUIREMENTS FOR THE APPOINTMENT**

- Bachelor degree in any of the following disciplines; degree in geospatial engineering, GIS engineering, Geo-informatics, survey and photogrammetry or any other relevant qualifications from a recognized institution.
- Members of Institute of Surveyors of Kenya (ISK).
- Communication skills
- Management skills
- GIS skills,

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
-

- Have a minimum of Diploma in Architecture/Building Economics and Management/Building Construction/ Civil Engineering or its equivalent from a recognized institution.
- Have proficiency in computer applications for preparation of Bills of Quantities and drawings (EXCEL, ARCHICAD, AUTOCAD)
- Must be a member of Architectural Association of Kenya or a relevant professional body.
- 3 Years' experience

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **3.6 URBAN ELECTRICIAN JG‘H’ – ONE -1 POST (REF BCPSB/033/2022)**

Terms of service; **Permanent and pensionable**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Coordination of Electrical Repair and maintenance works.
- Ensure effective maintain general office block repairs.
- Maintenance and repair of electrical works.
- Preparation of budgets for electrical repair and maintain of office

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Certificate holder in Electrical Engineering
- Member of relevant professional body.
- Have minimum one (1) year proven experience in electrical installation.
- Strong Practical experience of training Electrical installations
- Technical Skills
- Communication skills,
- Decision-making skills,

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission



- Criminal Investigation Department
- Credit Reference Bureau

### **3.7 PHYSICAL PLANNERS JG ‘K’ - 1 POST - REF (BCPSB/034/2022)**

Terms of service; **Permanent and pensionable**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Responsible for preparation of County and Urban Development Plans and processing of development applications.
- Preparation of County and Local Land Use Plans
- Undertake feasibility studies on physical, social, economic and environmental characteristics
- Implementing Physical plans Regional, Urban Areas and Municipalities
- Processing development applications.
- Maintaining Physical Planning records
- Implementing the yearly fieldwork programs for efficient service delivery in the department
- Participate in preparation of Terms of References for Consultancy services for the Department
- Participate in preparation of yearly fieldwork programs and implementation
- Involved land Conflict resolutions
- Participate in arbitration of land related issues
- Required to meet periodic reports Strict timelines
- Working under the spirit of teamwork and under minimum supervision

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Bachelor’s Degree in Urban and Regional Planning/Urban Planning or Town Planning.
- Member, Kenya Institute of Planners (KIP) or Architectural Association of Kenya (Town Planning Chapter)
- 2 years experience
- Computing skills
- Communication skills
- GIS skills

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **3.8 LAND SURVEY ASSISTANT JG ‘J’ - ONE (1) POST (REF BCPSB/035/2022)**

Terms of service; **Permanent and pensionable**  
Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Responsible for undertaking survey and mapping works in the Sub-Counties.
- Opening of blocked/encroached roads of access
- Implementing boundary dispute resolutions
- Conducting topographical and physical survey of sites for preparation of sites plans for development
- Carrying out cadastral survey for preparations of survey plans for titling
- Recommendation of building plans for approval.
- Carrying out reduction computation and adjustment of traverse network.
- Drafting maps and plans for further improvement.
- Collecting data for preparation of local development plans.
- Preparing budgets proposals for survey field works.
- Conflict prone assignments in relation to land dispute;
- Work pressure often work beyond normal working hours ;

#### **QUALIFICATION**

- Be a Kenyan Citizen;
- 2 years’ experience in similar work
- Diploma in any of the following disciplines: Land Surveying and Photogrammetry, Geomatics, Geomatics Engineering, Technology in Geomatics, Technology in Geo – informatics, Geo – special Engineering, Philosophy in Technology (Survey) from a recognized institution; and
- Member of relevant professional body.
- Certificate in computer applications.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **3.9 MUNICIPAL CLEANERS SUPERVISOR JG ‘E’ – SEVEN (7) POSTS (REF BCPSB/036/2022)**

Terms of service; **Permanent and Pensionable**  
Salary; As per SRC

## **DUTIES AND RESPONSIBILITIES;**

- Supervising cleaners Ensure that the urban streets; pavement and parks are kept clean.
- Maintain the dust bins, transfer stations within the towns
- Drawing duty roster and allocation of duty for staff
- Supervising dumping of litter
- Perform any other duty assigned by the immediate supervisor.

## **REQUIREMENTS FOR THE APPOINTMENT**

- Be a Kenyan citizen;
- Certificate in management or related field will be an added advantage
- Form Four or O – Level education qualification D plain and above
- Certificate of good conduct

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

Copy of this clearance MUST be attached to the application

## **4 DEPARTMENT OF HEALTH**

*Note: All persons who wish to apply for any position listed in the Health services section are expected to attach or indicate possession of their current and valid Professional Registration and License certificates where applicable.*

### **4.0 MEDICAL LABORATORY TECHNOLOGIST III, JOBGROUP“H” TEN (10) POSTS (REF BCPSB/037/2022)**

Terms of service; **One Year Contract**

Salary: As per UHC Terms

## **DUTIES AND RESPONSIBILITIES;**

- Decontaminating working benches;
- Receiving and scrutinizing laboratory requisition forms/specimens;
- Preparing clients for collection of specimens;
- Receiving/collecting, labeling and registering of specimens;
- Transfer specimens to specific sections for processing and analysis;
- Preparing reagents;
- Examining specimens;
- Writing and recording of results;
- Dispatching the results for clinical management;
- Preparing stains;
- Issuing blood and blood products to peripheral health facilities; and
- Storing blood products according to their requirements.

## **REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan citizen.
- Diploma in Medical Laboratory Sciences or equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.
- Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board.
- Proficiency in computer Applications.
- Fulfilled with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **4.1 REGISTERED CLINICAL OFFICERS III, JOB GROUP "H" TEN (10) POSTS**

**(REF BCPSB/038/2022)**

Terms of service; **One year Contract**

Salary: As per UHC Terms

#### **DUTIES AND RESPONSIBILITIES;**

- History taking, examining, diagnosing, educating and treating patients' common ailments at an outpatient or inpatient;
- Implementing Community Health Care activities in liaison with other health workers;
- Sensitizing patients and clients on preventive and promotive health; and
- Carrying out minor surgical procedures as per training and skill.

## **REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan citizen.
- Diploma in Clinical Medicine & Surgery or Clinical Medicine & Community Health from a recognized institution.
- Certificate of Registration from the Clinical Officers' Council.
- Annual Retention Certificate.
- Evidence of proficiency and knowledge in computer applications.
- Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

#### **4.2 KENYA REGISTERED NURSE III, JOB GROUP ‘H’ FORTY (40) POSTS (REF BCPSB/039/2022)**

Terms of service; **One year Contract**

Salary: As per UHC Terms

##### **DUTIES AND RESPONSIBILITIES;**

- Assessing, planning, implementing nursing interventions and evaluating patient’s outcomes;
- Providing appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery;
- Providing health education and counseling to patients/clients on identified health needs;
- Referring patients and clients appropriately;
- Facilitating patients’ admission and initiating discharge plans;
- Maintaining records on patients/clients health condition and care;
- Ensuring a tidy and safe clinical environment ;and
- Collecting and compiling data.

##### **REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan
- Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification from a recognized institution.
- Diploma in any of the following disciplines; Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution.
- Registration Certificate issued by the Nursing Council of Kenya.
- Valid practicing license from Nursing Council of Kenya.
- Evidence of proficiency and knowledge in computer applications.
- Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission

- Criminal Investigation Department
- Credit Reference Bureau

#### **4.3 KENYA ENROLLED NURSE, JOB GROUP “G” TWENTY-TEN (10) POSTS (REF BCPSB/040/2022)**

Terms of service; **One Year Contract**

Salary: As per UHC Terms

##### **DUTIES AND RESPONSIBILITIES;**

- Providing nursing care and maintenance of correctly and accurately patients charts;
- Participating in ward rounds and performing last office;
- Assessing patients and clients and establishing health care needs;
- Planning and implementing nursing care interventions based on patients’/clients’ health needs;
- Providing appropriate health care services, including immunization, ante-natal care, delivery;
- Assessing patients and clients and establishing health care needs;
- Planning and implementing nursing care interventions based on patients’/clients’ health needs;
- Referring patients and clients accordingly;
- Conducting teaching sessions for patients and participating in ward conferences;
- Making appropriate discharge plans for patients;
- Maintaining records on patients/clients personal and health conditions/care;
- Ensuring a tidy and safe clinical environment;
- Ensuring safe custody for in-patients belongings;
- Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

##### **REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan
- Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or its equivalent qualification from a recognized institution.
- Certificate in any of the following disciplines; Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife or its equivalent qualification from a recognized training institution.
- Enrolled Certificate issued by the Nursing Council of Kenya.
- Valid practicing license from Nursing Council of Kenya.
- Evidence of proficiency and knowledge in Computer Applications.
- Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board

- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

#### **4.4 NUTRITION AND DIETETICS TECHNOLOGIST, JOB GROUP ‘H’ EIGHT (8) POSTS (REF BCPSB/041/2022)**

Terms of service; **One Year Contract**

Salary: As per UHC Terms

##### **DUTIES AND RESPONSIBILITIES;**

- Providing Nutrition Services in Health facilities
- Implementing Nutrition programmes
- Conducting Nutrition assessments
- Collecting and compiling Nutrition data
- Providing Nutrition Health Education and demonstrations
- Monitoring the preparation of therapeutic feeds
- Implementing outpatient and inpatient supplementary and therapeutic feeding programmes
- Promoting maternal, infant and young children feeding programmes
- Providing Micronutrient supplementation
- Perform any other duties as may be assigned from time to time.

##### **REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan citizen.
- Must possess a Diploma in any of the following disciplines; Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized Institution
- Must be registered by the Council of the Institute of Nutritionists and Dieticians (CIND)
- Evidence of proficiency and knowledge in computer applications.
- Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

#### **4.5 OCCUPATIONAL THERAPISTS III, JOB GROUP “H” THREE (3) POSTS (REF BCPSB/042/2022)**

Terms of service; **One Year Contract**

Salary: As per UHC Terms

##### **DUTIES AND RESPONSIBILITIES;**

- Providing occupational therapist services to patients;
- Assessing and formulating patients treatment plans;
- Examining and assessing patients’ needs;
- Rehabilitation and habitation through simulated activities;
- Verifying and maintaining information relating to patients;
- Maintaining records and data relating to patients;
- Collecting data for operational research;
- Sensitizing on occupational therapy issues; and
- Preparing periodic reports.

##### **REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan citizen.
- Diploma in Occupational Therapy or equivalent qualification from a recognized institution.
- Registration with Kenya Occupational Therapist Association.
- Valid practicing certificate.
- Proficiency in computer applications.
- Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

#### **4.6 PHYSIOTHERAPISTS III, JOB GROUP “H” THREE (3) POSTS (REF BCPSB/043/2022)**

Terms of service; **One year Contract**

Salary: As per UHC Terms



### **DUTIES AND RESPONSIBILITIES;**

- Screening, assessing, rehabilitating and providing therapeutic exercises;
- Verifying and maintaining information relating to patients;
- Designing treatment plans;
- Writing patient case notes and collecting statistics;
- Collecting data for operational research;
- Sensitizing the community on Physiotherapy issues; and
- Preparing periodic reports.

### **REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan citizen.
- Diploma in Physiotherapy or equivalent qualification from a recognized institution.
- Registration with Kenya Society of Physiotherapists.
- Valid practicing certificate.
- Proficiency in computer applications.
- Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **4.7 FAREWELL HOME ATTENDANT, JOB GROUP "E" FOUR (4) POSTS (REF BCPSB/044/2022)**

Terms of service; **permanent and Pensionable**

As Per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Collecting bodies from wards;
- Admitting bodies at the Farewell Home;
- Documenting and recording of Data;
- Identifying bodies for medico-legal cases;
- Preparing bodies for burial including embalming;
- Cleaning and dressing of bodies;
- Cleaning equipment and instruments used in the Farewell Home; and

- Helping relatives in the identification of unknown bodies.

### **REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan citizen.
- Kenya Certificate of Secondary Education Mean Grade D (plain) or any other equivalent qualification from a recognized institution.
- Certificate in Mortician course or its equivalent lasting not less than six (6) months from a recognized institution
- Proficiency in computer application.
- Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **4.8 ASSISTANT PUBLIC HEALTH OFFICERS, JOB GROUP “H” FIVE (5) POSTS (REF BCPSB/045/2022)**

Terms of service; **One Year Contract**

Salary: As per UHC Terms

### **DUTIES AND RESPONSIBILITIES;**

- Maintaining sanitation;
- Ensuring proper disposal of solid/liquid wastes;
- Investigating and controlling disease vectors;
- Participating in immunization programmes; and
- Preventing and controlling communicable diseases

### **REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan citizen.
- Diploma in any of the following disciplines; Environmental Health Science, Public Health Inspection or equivalent qualification from a recognized institution.
- Valid practicing license from the Public Health Officer and Technicians Council.
- Proficiency in computer applications.
- Complied with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority

- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **5 DEPARTMENT OF EDUCATION, YOUTH AND SOCIAL SERVICES**

### **5.0 VTC INSTRUCTORS JG “J” – THIRTY (30) POSTS (REF - BCPSB/046/2022)**

Terms of service: **One Year Contract**

As per SRC

#### **DUTIES AND RESPONSIBILITIES**

- Liaises with other staff to coordinate and monitor trainee’s progress and performance.
- Coaches and provides leadership to newly deployed instructors
- Coordinates storage, care and maintenance of tools and equipment
- Liaises with other staff to coordinate and monitor trainees on industrial attachment
- Coaches and provides leadership to newly deployed instructors.
- Provides theoretical and practical instruction in areas of specialization.
- Prepares and maintains schemes of work, lesson plans, lesson notes, teaching and learning materials and
- Carries out trainee assessment, records and prepares trainee progress reports.
- Ensures proper storage, care and usage of teaching materials, tools and equipment.
- Administers examinations to trainees,
- Coordinates co-curricular activities in the Vocational Training Centre
- Ensures trainee discipline is maintained.
- Liaise with relevant industries for trainee attachment, guide, monitor and supervise trainees on attachment and prepare trainee progress reports.
- Sets up, plans and co-ordinates vocational learning opportunities and plan both school and workshop based activities tailored to meet the individual needs of the trainees.
- Provides evidence of pupil engagement including photographs and portfolios and demonstrating pupil progression.
- Provides vocational training opportunities in line with industry standard requirements and ensure all learning opportunities offer employment opportunities and access to college placements/apprenticeships.
- Advises, supports, and liaises with teachers/careers/care managers to ensure individual learning needs are addressed and appropriate behavioral/teaching and learning strategies are adopted.

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Be a Kenyan Citizen
- Diploma in Technical Education (In the specific area of Specialization).

- 2 -year teaching experience in a Vocational Training Environment

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

*Note 1: When applying, Kindly choose the trade area you are applying for as indicated in the table below.*

*Note 2: Instructors currently serving under BOM terms who are qualified are encouraged to apply.*

S/NO.	TRADE AREA	REQUIRED NUMBER
1.	Welding and Fabrication	2
2.	Hairdressing and Beauty Therapy	4
3.	Motor Vehicle Technology	3
4.	Building Construction Technology	5
5.	Fashion Design and Garment Making	4
6.	Electrical Installation	3
7.	Plumbing	2
8.	Carpentry and Joinery	2
9.	Food Processing Technology	1
10.	Information Communication Technology (ICT)	1
11.	Secretarial Studies	2
12.	Business Studies	1
	<b>TOTAL</b>	<b>30</b>

### 5.1 EARLY CHILDHOOD DEVELOPMENT AND EDUCATION (ECDE) - TEACHER II – 80 POSTS (REF -BCPSB/047/2022)

Terms of service: **One Year Contract**

Gross Salary: KSh.12,500 PM

#### **DUTIES AND RESPONSIBILITIES**

- Implement Competency Based Curriculum (CBC);
- Ensure admission of children and enroll them in the attendance register on daily basis;
- Prepare schemes of work and lesson plans for teaching/learning process;
- Organize and participate in field visits for ECDE children;
- Identify children with special needs in learning;
- Prepare assessment reports for individual children in their class; vii. Organize Co-curriculum activities for ECDE children;

- Prepare and develop adequate teaching/learning materials;
- Mobilize parents, community members and stakeholders to support and provide for health and nutritional needs of children such as, feeding programs and immunization;
- Enhance a safe and conducive learning environment of children;
- Implement ECDE policies and procedures at the ECDE Centre;
- Prepare learners portfolio;

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Be a Kenyan citizen and a resident of County of Baringo;
- Have a Diploma in Early Childhood Development and Education (ECDE) preferably examined by the Kenya National Examination Council (KNEC);
- Knowledge in ICT will be an added advantage;
- Be registered with the Teacher Service Commission (TSC) and provide the registration number.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **5.2 EARLY CHILDHOOD DEVELOPMENT AND EDUCATION (ECDE) - TEACHER III – 120 POSTS. (REF -BCPSB/048/2022)**

Terms of service: **One Year Contract**

**Gross Salary- Ksh. 11,000 PM**

#### **DUTIES AND RESPONSIBILITIES**

- Implement Competency Based Curriculum (CBC);
- Ensure admission of children and enroll them in the attendance register on daily basis;
- Prepare schemes of work and lesson plans for teaching/learning process;
- Organize and participate in field visits for ECDE children;
- Identify children with special needs in learning;
- Prepare assessment reports for individual children in their class;
- Organize Co-curriculum activities for ECDE children;
- Prepare and develop adequate teaching/learning materials;
- Mobilize parents, community members and stakeholders to support and provide for health and nutritional needs of children such as, feeding programs and immunization;
- Enhance a safe and conducive learning environment of children;
- Implement ECDE policies and procedures at the ECDE Centre;
- Prepare learners portfolio;

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Be a Kenyan citizen and a resident of County of Baringo;

- Have a Certificate in Early Childhood Development and Education (ECDE) preferably examined by the Kenya National Examination Council (KNEC);
- Knowledge in ICT will be an added advantage;
- Be registered with the Teacher Service Commission (TSC) and provide the registration number.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

**Note: When applying for ECDE Teacher II or ECDE Teacher III Position, please choose only ONE ECDE centre from the table below: Choosing multiple centers may lead to DISQUALIFICATION!**

Sub-County	Ward	Location	Sub Location	Centre Name	No. of Teachers
TIATY	TIRIOKO	NGORON	NGORON	1)Chewara	1
		TIRIOKO	ANGORTIANG	2)Chepkirial	1
		LOKIS	LOKIS	3)Korelach	1
		KIPAU	KAURIO	4)Kamurio	1
		TIRIOKO	KAPUNYANY	5)Kamakol	1
		NGORON	MURKISI	6)Loruasi	1
				7)Ngania	1
				8) Chesotim	1
				9) Krezee	1
				10) Chischis	1
				11) Adomeyon	1
				12) Sukut	1
				13) Kamsino	1
				14) Chepotintar	1
				15) Kakapul	1
				16) Kerelon	1
	RIBKWO	CHEMOLIN GOT	CHEMOLINGOT	1)Mukur	1
		RIBKWO	CHESAKAN	2)Marsabit	1
		RIBKWO	MARON	3)Alem	1
		CHEMOLIN GOT	CHEMOLINGOT	4)Dong'e	1
				5) Chepanda	1

				6) Kotoron	1
				7) Chesitet	1
				8) Chemolingot	1
				9) Kariamakitoi	1
	KOLOWA	LOWIAT	TILING'WA	1)Kaporur	1
		LOWIAT	LOWIAT	2Loiwat	1
		KIPNAI	KIPNAI	3)Kwoloyoy	1
		KOLOWA	KAISAKAT	4)Kaisakat	1
		KIPNAI	KIPNAI	5)Mwal	1
				6) Tamkal	1
				7) Cheptaran	1
				8) Meuto	1
				9) Marram	1
				10) Koipapuch	1
	SILALE	NAUDO	NASOROT	1)Nasorot	1
		SILALE	NAKOKO	2)Nakoko	1
		NAUDO	LOSIKIRIAMOI	3)Riongo	1
		SILALE	NAKOKO	4)cheptunoyo	1
				5) Nalekat	1
	LOYAMOROK	LOYAMOROK	LOYAMOROK	1)Nginyang'	1
		LOYAMOROK	LOYAMOROK	2)Namudet	1
				3) Lemuyek	1
				4) Chepungus	1
				6) Nyaunyau	1
	TANGULBEI/KROSSI	ORUS	KOKUOTOTO	1)Siria	1
		ORUS	ORUS	2)Orus	1
		ORUS	KOKUOTOTO	3)Katungura	1
		TANGULBEI	KADOKOI	4)Aiyen	1
				5) Makany	1
				6) Lotita	1
	CHURO/AMAYA	CHURO	CHURO	1)Marram	1
		CHURO	CHURO	2)Kasilangwa	1
		CHURO	CHURO	3)AIC Churo	1
		KACHILITWA	PUTERO	4)Slaa	1
		KAPTUYA	TEBELEKWO	5)Cherumbo	1
		AMAYA	AMAYA	6)Nyalilpich	1
				7) Sitit	1
				8) Churo	1
<b>ELDAMA RAVINE</b>	RAVINE	RAVINE	RAVINE	1.)Kinikwet	1
		RAVINE	RAVINE	2.)Koibatek	1

		RAVINE	RAVINE	3)Shimoni	1
		RAVINE	RAVINE	4)Shauri	1
		RAVINE	RAVINE	5)Bondeni	1
		RAVINE	RAVINE	6)Milimani	1
	LEMBUS KWEN	SIGORO	KEWANGOI	1.)Kewangoi	1
		POROR/AR AMA	POROR/ARAM	2.) Kapcholo	1
		POROR/AR AMA	POROR/ARAM	3)Moringwo	1
		POROR/AR AMA	POROR/ARAM	4)Lalut	1
		POROR/AR AMA	POROR/ARAM	5)Arama	1
		POROR/AR AMA	POROR/ARAM	6)Ngormus	1
		POROR/AR AMA	POROR/ARAM	7)Nyalilkirk	1
	LEMBUS PERKERA	SAOS	SAOS	1.)Saos	1
		LEMBUS/K ABIMOI	KABIMOI	2.) Ngarie	1
		PARKERA	SIMOTWET	3) Simotwet school for VI	1
	KOIBATEK	KIPLOMBE	KAPLELACH	1.)Kanjulul	1
		SABATIA	KIPKABER	2.) Kokwomoi	1
		KIPLOMBE	ORINIE	3)Muserechi	1
		SABATIA	KIROBON	4)Kirobon	2
		SABATIA	KIROBON	6)Kirobon	
		SABATIA	LEBOLOS	7)Naitili	2
		SABATIA	LEBOLOS	8)Naitili	
	MAJI MAZURI /MUMBERES	MUMBERES	EQUATOR	1)Momoniat	1
		MUMBERES	EQUATOR	2)Equator	1
		KINARI	MAKUTANO	3)GithioroKinari	2
		KINARI	MAKUTANO	4)GithioroKinari	
		KINARI	MAKUTANO	5)St. Joseph Makutano	1
<b>BARINGO NORTH</b>	SAIMOSOI	SIBILO	RONDININ	1.)Rondinin	1
		KIPKATA	BARKETIEW	2.)Karimo	1
		BARTUM	KIPCHERERE	3.)Uswonin	1
		SIBILO	RONDININ	4.) Burburet	1
		BARTUM	TAIMON	5.) Sutiechun	1
	SAIMO/KIPSAR AMAN	SAIMO	TIRIMIONIN	1.)Tirimionin	1
		SAIMO	KASISIT	2.) Kabiye	1
		SAIMO	KAPCHEPKOR	3.) Kapchepkor	1



		KIPKATA	KAPKOIWA	4)Poi	1
	KABARTONJO	OSSEN	TILOI	1)Ngeiwan	1
		OSSEN	TILOI	2.)Mormorio	1
		KELYO	KASAKA	3.)Koimugul	1
		OSSEN	KAIMUGUL	4.)Sogom	1
		OSSEN	KAIMUGUL	5.) Kaptum	2
		OSSEN	KAIMUGUL	6.) Kaptum	
		OSSEN	KAPTUM	7) Bartaragon	1
		OSSEN	KAPTUM	8)Ossen	1
		OSSEN	TIRIONDONIN	9)Kabartonjo school for VI	1
	BARWESSA	LAWAN	KAPTILOMWO	1)Chebugar	1
		KABUTIEI	KAPLUK	2)AIC Kalel	1
		LAWAN	KETURWO	3)Kibulwonin	1
		KABUTIEI	KAPLUK	4))Kapngeny	1
		KABUTIEI	MUCHUKWO	5)Turuturu	1
	BARTABWA	NGORORA	KISUMET	1.)Kesumet	1
		KINYACH	KINYACH	2) Kinyaach	2
		KINYACH	KINYACH	3) Kinyaach	
		KIPKATA	BARKETIEW	4)Barketiew	1
		KINYACH	BARTABWA	5)Bebosok	1
		KINYACH	BARTABWA	6) Chemunge	1
<b>BARINGO CENTRAL</b>	KABARNET	KABARNET MOSOP	SEGUTON	1)Seguton Hill	1
		KABARNET MOSOP	KEWAMOI	2)Visa Oshwal	2
		KABARNET MOSOP	SEGUTON	3)Visa Oshwal	
		OROKWO	MOLOI	4.)Pemwai	1
		OROKWO	KAPCHEPTERIT	5.) Kapkokwon	1
		KIBOINO	KIBOINO	6)Kiboino	1
		KABARNET MOSOP	KEWAMOI	7)Kuryondonin	1
	KAPROPITA	KAPROPITA SOI	KURUMPOBSOO	1)Kaptien	1
		EWALEL	RIWO	2.) Kimagok	1
		EWALEL	RIWO	3.) Bokorin	1
		KAPROPITA	KINYO	4)Tilelon	1
		KAPROPITA SOI	SAGASAK	5)Sichei	1
	SACHO	KABASIS	KABASIS	1.)Kabirmoi	1
		KABASIS	KABASIS	2.)Kabasis	1
		KABASIS	TIMBOIYWO	3.) Koyorus	1
		SACHO MOSOP	KABARAK	4.) Tandui	1
	TENGES	TENGES	TENGES	1)Tenges	2

		TENGES	TENGES	2)Tenges	
		TENGES	TENGES	3)Kamuma	1
		CHEPLAMB US	CHEPLAMBUS	4) Emom	1
		CHEPLAMB US	CHEPKERO	5)Ochii School for H.I	1
	EWALELCHAP CHAP	EWALEL	SERETUNIN	1.)Manaach	1
		KITURO	KITURO	2.) Kituro	1
		KITURO	KITUMBEI/KAPT OROKWO	3.) Kitumbei	1
		NGETMOI	CHEPUNYUR	4.) Kabochony	1
<b>BARINGO SOUTH</b>	ILCHAMUS	ELDUME	ILCHAMUS	1)Latacha	1
		NG'AMBO	NG'AMBO	2)Ng'ambo	1
		ILNG'ARUA	ILN'GARUA	3)Ilng'arua	1
		ILNG'ARUA	ILN'GARUA	4)Murda	1
		SALABANI	SALABANI	5)Oldepe Osinya	1
		SALABANI	MEISORI	6) Kabikoki	1
		SALABANI	MEISORI	7)Meisori	1
		NG'AMBO	NG'AMBO	8)Ilboilei	1
		ELDUME	KAILER	10) Eldepe- Kailer	1
	MUKUTANI	KISERIAN	KISERIAN	1)Lorrok	2
		KISERIAN	KISERIAN	2)Lorrok	
		KISERIAN	KISERIAN	3)Sokotei	2
		KISERIAN	KISERIAN	4)Sokotei	
		MUKUTANI	MUKUTANI	5)Mukutani	2
		MUKUTANI	MUKUTANI	6)Mukutani	
		KISERIAN	KISERIAN	7)Ngotontoie	1
		SALABANI	SALABANI	8) Kirapari	1
		KISERIAN	KISERIAN	9)Sirata	1
		RUKUS	RUKUS	10)Noosukuro	2
		RUKUS	RUKUS	11)Noosukuro	
		KISERIAN	KISERIAN	12)Nereteti	2
		KISERIAN	KISERIAN	13)Nereteti	
	MARIGAT	KORIAMA	KORIAMA	1.)Koriema	1
		KIBUSHE	EWALEL SOI	2.)Kaplechingei	1
		TULWONG OI	TULWONGOI	3.)Illiagat	1
		KIBINGOR	KIMONDIS	4)Tiringongonin	1
		YATOI	YATOI	5)Marigat School forV.I	1
		YATOI	YATOI	6) Yatoi	1
				7) Sogon	1
				8)Alice Ingham	1

				9)Kapkatit	1
	MOCHONGOI	CHELABA	LOBOI	1.)Kapten	1
		KAPKUIKUI	KAPKUIKUI	2.)Kapkuikui	1
		KAPNAROK	MOCHONGOI	3)Kapkitambaa	1
		KAPNAROK	MOCHONGOI	4)Kineroi	1
<b>MOGOTIO</b>	MOGOTIO	MOGOTIO	KIPSOGON	1.)Kipsogon	1
		KIPTOIM	SAGASAGIK	2.)Sagasagik	1
		SIRWA	KABURGEI	3) Magirib	1
		MOGOTIO	MOGOTIO	4)Maria Goretti	1
		MOGOTIO	KIPSOGON	5)Oriyet	1
		MOGOTIO	KIPSOGON	6)Logiri(Molok)	1
		ROSOGA	ROSOGA	7)Kiprota	1
		KIPTOIM	KIPTOIM	8)Esageri school for HI	1
	KISANANA	KAPKECHUI	KIBOMUI	1.)Kapchelanga	1
		NGENDALEL	NGENDALEL	2.)Pombo	1
		SINENDE	NYALILBUCH	3.)Nyalilbuch	1
		OLDEBES	CHOMIEK	4) Chomiek	1
		KAPNOSGEI	KAMASAI	5)Kamasai	1
		KOIBOS	KOITUIMET	6)Kimereng	1
	EMINING	KIMOSE	CHEMOINOI	1.)Chemoinoi	1
		KOIBOS SOI	RADAD	2.)Molok	1
		CHEBEREN	CHEBEREN	3.)Ng'entui	1
		KAMAR	KAMAR	4.)Kamar	1
		EMINING	OTERIT	5.)Oterit	1
		KOIBOI SOI	RADAD	6.) Mutaran	1
		KOIBOS SOI	KAPLELWO	7.) Letoi	1
		EMINING	EMINING	8) Emining Special School (VI)	1
	<b>TOTAL</b>				<b>200</b>

## 6 DEPARTMENT OF WATER AND IRRIGATION

### 6.0 ARTISAN II (MASON) JG "E" ONE (1) POST (REF BCPSB/049/2022)

Terms of service; **Permanent and Pensionable**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

An Officer at this level will undertake the following duties under the guidance of a more experienced officer;

- Supervises rehabilitation and maintenance works related to water supply systems
- Supervises casuals and other staff during maintenance works
- Selects and assembles the proper tools and materials for job
- Provides carpentry, masonry, mechanical, welding, plumbing and other related services
- Develops list of materials required for above works
- Preparation of budgets for materials and casual labor

#### **REQUIREMENTS FOR THE APPOINTMENT**

For appointment to this grade, a candidate must have:

- A Government Trade Test Certificate Grade III in Electrical
- Served for 3 years in the position of Artisan III
- KCSE Grade D plain

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **6.1 PLANT OPERATOR III (RIG) JG “D” TWO (2 POSTS)-(REF BCPSB/50/2022)**

Terms of service; **One year Contract**

**As per the SRC**

#### **DUTIES AND RESPONSIBILITIES;**

This is the entry grade into the plant operator III cadre. Duties and responsibilities at this level will entail:

- Operating machines of ‘difficult rating’ C;
- Assisting machine attendants in identifying possible breakdowns;
- Liaising with mechanics for servicing; making daily and weekly oil checks;
- Maintaining the cleanliness of the plants.
- Attach and detach loads properly
- Ensure compliance with all safety rules and regulations
- Monitor and maintain all rigging equipment to ensure safety
- Safely and properly attach and utilize all pulley and block systems
- Set up and break down necessary equipment

- Manoeuvre loads through difficult and confined spaces

### **REQUIREMENTS FOR THE APPOINTMENT**

- Passed Suitability Test for Plant Operators Grade III;
- Possess a valid driving license free from any current endorsement(s) for class(es) of machine(s) that one may be required to operate;
- Be able to operate at least two (2) plants of “difficult rating” C;
- Attended a First – Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **6.2 SURVEYOR I JG “H” ONE (1 POST) -(REF BCPSB/051/2022)**

Terms of service; **Permanent and Pensionable**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Undertake cadastral survey in the catchment areas, county installations and way leaves for boundary establishment and resolution of boundary disputes.
- Setting out engineering projects undertaken by the Company.
- Drafting both longitudinal and cross sectional profiles from the field data.
- Conducting geodetic surveying on the County dams for dam safety monitoring.
- Acquiring, collecting and gathering geo-spatial data for updating the Company GIS

### **REQUIREMENTS FOR THE APPOINTMENT**

- Diploma in Surveying or related field from recognized learning institution.
- Certificate in computer application from recognized institutions

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board

- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **6.3 INSPECTOR WATER JG “H” 2 (TWO) POSTS)-(REF BCPSB/052/2022)**

Terms of service; **permanent and pensionable**

Salary; as per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Carry out planning and supervision of water works for water supplies and sewerage schemes;
- Compile operational and maintenance data;
- Supervise water supply operators and Artisans; and
- Any other duties that may be assigned from time to time
- Collecting and analysing data operations and maintenance

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Holds a Diploma in Water Engineering or Water Supply Technology or equivalent qualification from a recognized institution;
- Must have good inter-personal and communication skills;
- Proficiency in computer applications;
- Satisfy the requirement of Chapter Six of the Constitution.

### **6.4 ARTISAN II (PLUMBER) JG “E” TWO(2) POSTS-(REF BCPSB/053/2022)**

Terms of service; **Permanent and Pensionable**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

An Officer at this level will undertake the following duties under the guidance of a more experienced officer;

- Supervises rehabilitation and maintenance works related to water supply systems
- Supervises casuals and other staff during maintenance works
- Selects and assembles the proper tools and materials for job
- Provides carpentry, masonry, mechanical, welding, plumbing and other related services
- Develops list of materials required for above works
- Preparation of budgets for materials and casual labor

## **REQUIREMENTS FOR THE APPOINTMENT**

For appointment to this grade, a candidate must have:

- A Government Trade Test Certificate Grade III in plumbing
- Served for 3 years in the position of Artisan III
- KCSE

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **6.5 DRAUGHTSMAN JG “H” 1 (ONE) POST)-(REF BCPSB/054/2022)**

Terms of service; **permanent and pensionable**

Salary; as per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Assist in reviewing water requests for construction or remodelling;
- Assist in performing architectural design of water projects.
- Assist in preparing sketch/scheme designs and producing drawings;
- Assist in preparation of specification notes and schedules for all types of water works;
- Ensure that Engineering and other specialists’ drawings conform to the Architects’ and Engineer’s drawings;
- Assist in Measurements and preparation of drawings of existing water works and sites

## **REQUIREMENTS FOR THE APPOINTMENT**

- Certificate in Architecture/Engineering from a recognized institution; (Diploma an added advantage)
- Should have knowledge of Drawing software
- Advanced computer skills (MS project, MS Word, MS Excel, MS PowerPoint and MS Access and Engineering design software)
- Minimum two (2) years relevant experience

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission

- Criminal Investigation Department
- Credit Reference Bureau

## **6.6 ELECTRICAL ENGINEER WATER II JG “K” 1 (ONE) POST (REF BCPSB/055/2022)**

Terms of service; **Permanent and pensionable**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Coordinates the rehabilitation of water pumps, motors and general borehole design systems
- Initiates the development of BoQs related to water pumps, motors and solar systems
- Supervises the installation of electrical power systems
- Coordinates design and rehabilitation of electrical power systems undertaken by other development Partners
- Provides technical advice on issues related to power systems

### **REQUIREMENTS FOR THE APPOINTMENT**

- Degree in Electrical Engineering (Preferably Power Option)
- Must have a Professional Qualifications/Membership to professional bodies (Engineers Registration Board)
- Previous relevant work experience required years’ work experience

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **6.7 ARTISAN II (ELECTRICAL) JG “E” ONE (1) POST REF BCPSB/069/2022**

Terms of service; **Permanent and Pensionable**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

An Officer at this level will undertake the following duties under the guidance of a more experienced officer;

- Supervises rehabilitation and maintenance works related to water supply systems
- Supervises casuals and other staff during maintenance works
- Selects and assembles the proper tools and materials for job
- Provides carpentry, masonry, mechanical, welding, plumbing and other related Services



- Develops list of materials required for above works
- Preparation of budgets for materials and casual labor

### **REQUIREMENTS FOR THE APPOINTMENT**

For appointment to this grade, a candidate must have:

- A Government Trade Test Certificate Grade III in Electrical
- Served for 3 years in the position of Artisan III
- KCSE

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **6.8 ENGINEER WATER II JG “K” 1 (ONE ) POST- REF BCPSB/070/2022**

Terms of service; **Permanent and pensionable**

Salary; as per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Carrying out feasibility studies, planning, survey and designing water supply infrastructures;
- Carrying out research activities in various aspects of water;
- Production of detailed technical designs and reports for the surveyed works;
- Production of technical design drawings;
- Maintaining an awareness of current environmental issues
- Interpretation of complex water and sewerage works designs;
- Measurements of work done and Preparation of payment certificates
- Supervision construction of water works undertaken directly or by contract;
- Ensuring professional standards and undertaking quality control during construction of water supply infrastructure
- Monitoring and evaluation of physical and financial progress of development projects and programs.

### **REQUIREMENTS FOR THE APPOINTMENT**

- Be in Possession of BSc in Civil Engineering, Water Engineering, Soil, Water and Environmental Engineering, Ordinary Diploma in Water Engineering of the Kenya National Examinations Council or relevant and equivalent qualification from recognized Institution
- Demonstrate high level of technical understanding of water infrastructure

- Have practical knowledge on survey using GPS, Theodolite, Total station/ or Real Time Kinematic
- Have proficiency in Computer Aided Designs
- Demonstrate ability to plan and prioritize field assignment
- Be a member of Institute of Engineers of Kenya
- Have registered with Engineers Board of Kenya
- Be proficient in computer
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **7 ENVIRONMENT, NATURAL RESOURCES, TOURISM, WILDLIFE AND MINING**

### **7.0 CLIMATE CHANGE & RESILIENCE OFFICER JG “K” – 1 POST (BCPSB/056/2022)**

Terms of service; **Permanent and Pensionable**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- To provide technical guidance and support that informs proposals, project implementation and overall organizational strategy in environment and climate change matters.
- To ensure that the organization’s projects are implementing activities in line with best environmental practices following local and donors’ environmental regulations.
- Coordinates / Works with the communities in climate change, environment, Natural Resource, forestry and climate change matters;
- Mobilizes resources/ proposal writing;
- Acts as Climate Change focal person for all development partners,
- Membership in projects County Technical/steering committees.
- Appoints staff to an Ad-hoc Climate Change committee
- Assist in the preparation of Departmental Budgets;
- Assist in the preparation of procurement and work Plans;
- Assesses the viability of the climate Change resilience Projects;
- Assesses the conditions of projects operation and Equipment allocation and maintenance;
- Coordinating Networking and creating partnerships with other stakeholders

- Preparing reports and brief for projects status
- Ensuring projects implementation according to approved budgets and plans.
- Preparing and reviewing all Bills of works for contracts to be awarded to vendors of goods and services related to Climate Change resilience projects.
- Preparing terms of reference s for project’s surveys, evaluation and review evaluation reports.
- Provide technical leadership in environmental compliance and regulations to all projects, including building the capacity of local staff in environment compliance.
- Coordinate African NSs participation in regional/global platforms for DRR/Climate Change e.g. the UNFCCC’s CoPs, and the Regional and Global Platforms for DRR, etc.

### **REQUIREMENTS FOR THE APPOINTMENT**

- Bachelor’s Degree in Climate Change, Environmental conservation and management or any other related course.
- Must have at least 2 years’ experience in similar work
- Computer literate with knowledge on related Computer packages
- Good Communication skills,
- Must be a Kenya Citizen

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **7.1 WILDLIFE RANGERS JG “H” – 9 POSITIONS - (BCPSB/057/2022)**

Terms of service; **Permanent and Pensionable**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Undertaking security & Problem Animal Control patrols operations as per approved procedures
- Detecting and preventing occurrence of wildlife crime within the Reserve and surrounding environment
- Participating in capture of wildlife and translocation of wildlife as and when required

- Engaging communities in protection of wildlife within the community land
- Recruiting and supervising informants as required
- Providing escort services as and when required
- Participating in conducting covert operations and arrests as per approved procedures
- Ensuring safety of exhibits as per approved procedures
- Perform any other duty assigned by the immediate supervisor.

## **REQUIREMENTS FOR THE APPOINTMENT**

- Be a Kenyan citizen;
- Diploma/Certificate holder in Wild Life Management or related trainings i.e Environmental Sciences; Geography and Natural Resource Management; Climate Change and Development, Earth Sciences; Environmental Conservation and Natural Resource Management; Disaster management and sustainable Development; Environmental Education, Natural Resource Management; Integrated Forest Resources Management; Agroforestry and Rural Development or any other relevant and equivalent qualification from a recognized university;
- Certificate of good conduct
- Knowledge of relevant legislations and policies relating to Natural Resource Management;
- Must have at least 2 years' experience in similar work
- Physically fit and strong, with sound navigational skills
- Computer literate with knowledge on related Computer packages
- Good Communication skills,

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **7.2 DUMPSITE ATTENDANTS JG “E” – 6 POSTS (BCPSB/058/2022)**

Terms of service; **Permanent and Pensionable**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Inspects hauler vehicles and/or loads to ensure location and type of load is appropriate; refuses load that do not meet the requirements.
- Weighs or measures loads; collects payment based on load type and size.
- Directs vehicles to correct dumping locations.
- Ensures proper handling and disposal of trash and recyclable.
- Prepares daily reports of all volumes and types of waste and recyclables collected.
- Prepares and balances daily financial records.
- Maintains logs and records detailing disposal of hazardous waste materials.
- Performs upkeep around scale, and administrative areas to ensure a safe and clean facility.
- Performs other related duties as assigned

### **REQUIREMENTS FOR THE APPOINTMENT**

- Be a Kenyan citizen;
- “O” Level or certificate education qualification grade D-plain
- Certificate of good conduct

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **7.3 SNAKE HANDLERS (VERMIN CATCHER) JG "H "– 2 POSTS - BCPSB/059/2022**

Terms of service; **Permanent and Pensionable**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES**

- Management of Lake Baringo County Reptile Park
- Management of visitor safety measures at Lake Baringo snake Park
- Support the operationalization of the community wildlife sanctuaries i.e. Game farms
- Reporting and assisting in rescue snake bite victims
- Raising awareness of management of snake bite issues within the community
- Work closely with other agencies dealing with snakes and reptiles management within the station level

## **REQUIREMENTS FOR THE APPOINTMENT**

- Be a Kenyan citizen;
- Diploma in Zoology ,Wild life management and any relevant field
- Form Four or O – Level education qualification Grade D- Plain
- Certificate of good conduct

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **7.4 TREE NURSERIES ATTENDANTS JG “E” – EIGHT (8) POSTS –REF BCPSB/060/2022**

Terms of service; **Permanent and Pensionable**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Provide customers with information to help them select and care for trees, shrubs, flowers, and other plants.
- Record keeping,
- Preparing tree nursery budgets,
- Development of marketing plans,
- Preparation of trees and shrubs for sale or shipment
- Perform any other duty assigned by the immediate supervisor.

## **REQUIREMENTS FOR THE APPOINTMENT**

- Be a Kenyan citizen;
- Form Four or O – Level education qualification Grade D- Plain
- Certificate of good conduct

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Criminal Investigation Department

## **7.5 FOREST RANGER JG “E” –8 (EIGHT )POSTS- (BCPSB/061/2022 )**

Terms of service; **Permanent and Pensionable**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Protecting threatened and endangered fauna and flora.
- Preserving public amenities such as roads, campgrounds, and trails.
- Assisting in preparing fire lines, and performing fire detection through ground patrol or tower staffing.
- Collecting tree seeds, and lifting and planting tree seedlings.
- Educating and informing the public and private forest owners on forestry and environmental matters.
- Maintaining forest inventory by tree marking.
- Maintaining vehicles, and forestry and fire fighting equipment.
- Responding to emergencies, and participating in search and rescue missions.
- Perform any other duty assigned by the immediate supervisor.

### **REQUIREMENTS FOR THE APPOINTMENT**

- Be a Kenyan citizen;
- Form Four or O – Level education qualification
- Physically fit and strong, with sound navigational skills
- Certificate of good conduct

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **8 DEPARTMENT OF DEVOLUTION, PUBLIC SERVICE MANAGEMENT, ADMINISTRATION, ICT AND E - GOVERNMENT**

### **8.0 WARD ADMINSTRATOR JG “L” – 10 POSITIONS (REF BCPSB/062/2022)**

Terms of service: **Permanent & Pensionable**

Salary: As per SRC

### **DUTIES AND RESPONSIBILITIES**

- Coordinating, managing and supervising the general administrative functions in the Ward unit;
- Supervision of ward staff;
- Coordination of performance management on devolved units;
- Oversee smooth implementations of county projects and programmes;
- Developing policies and plans;
- Coordination and facilitation of citizen participation in the development of policies and plans and delivery of services at Ward level.
- Provide civic education services to the ward residents;
- Ensuring effective service delivery;
- Coordinating developmental activities to empower the community;
- Providing and maintaining infrastructure and facilities of public service;
- Monitoring, evaluation and reporting of county projects, policies and programmes;
- Documentation and protection of public utilities at ward level'
- Developmental activities to empower the community;
- Provision and maintenance of public infrastructure and facilities.

### **REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan Citizen
- Bachelor degree in social science
- Has proven experience of not less than three years in administration or management either in the public or private sector

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

**Note 1: When applying for this position, kindly indicate the Ward you are applying for as Stated in the table below:**

**Note 2: Applicants who are residents of the respective Wards will have an added advantage**

S/NO	Ward	Number of Posts
1	Ewalel Chapchap	1
2	Tenges	1
3	Lembus Kwen	1
4	Lembus	1
5	Koibatek	1



6	Mochongoi	1
7	Koloa	1
8	Churo Amaya	1
9	Saimo Kipsaraman	1
10	Barwesa	1
<b>Total</b>		<b>10</b>

## 8.1 COMMUNITY DEVELOPMENT OFFICER II (SUB COUNTY CIVIC EDUCATORS) JG “J” – FIVE (5) POSTS (REF BCPSB/063/2022)

Terms of service: **Permanent & Pensionable**

Salary: As per SRC

### DUTIES AND RESPONSIBILITIES

- Assist in coordinating and facilitating citizen empowerment and awareness programmes to achieve clear understanding on devolution and governance at sub county level.
- Assist in reviewing and initiating strategic development, implementation and evaluation of the departmental work plans, strategies, policies, budgets and legal regulations at sub county level
- Assisting in coordinating and mobilizing inclusive public participation by both citizens and strategic stakeholders to achieve a democratic process in decision, planning, participatory development, social accountability and cohesive society at sub county level.
- Perform delegated administrative assignments; supervising, guiding, mentoring, coaching, training and development of civic education personnel and community champions at sub county level.
- Assist in coordinating and developing sufficient information educational communication (IEC) materials on civic education for effective advocacy and knowledge exchange at sub county level.
- Assist in creating and maintaining of a secure database of all awareness and trainings at sub county level.
- Assist in Liaising and initiating strategic partnership with relevant institutions and organizations to undertake quality technical capacity building and awareness programs at sub county level. Assist in effective contact by citizen engagement in the implementation of the constitution
- Improving understanding, appreciation and engagement in the operationalization of the county system of government
- Institutionalizing a culture of constitutionalism within the county
- Assist in delegated implementation of civic education policies, strategies and frameworks at sub county level
- Assist in initiating requisition for resources -equipment and materials
- Assist in preparing achievable departmental work plans
- Assist in utilizing and controlling civic education activities
- budget

- Assist in monitoring, evaluation and reporting of civic education Programmes at sub county level
- Assist in delegated administration of civic education activities and programmes within and without the county
- Assist in liaising with strategic departments, partners and any relevant stakeholder as primary contact

### **REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan Citizen
- Diploma in education, sociology, any other social science or equivalent qualification from recognized institution. Relevant Degree is an added advantage
- Over 2-year work experience involving community or Civic related assignments
- Short management and leadership courses

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **8.2 ENFORCEMENT OFFICERS JG “D” – SIXTY (60) POSTS (REF BCPSB/064/2022)**

Terms of service: **Permanent & Pensionable**

Salary: As per SRC

### **DUTIES AND RESPONSIBILITIES**

- Enforcement of National and County laws and regulations as outlined under schedule four of the constitution of Kenya
- Undertake routine patrols and or guarding of access points and key strategic areas in County institutions and installations;
- Execute all orders and warrants lawfully issued to county law breakers;
- Ensure preservation of order and sanity in markets, bus parks and other business premises;
- Conducting frequent inspections on regulated activities to ensure compliance.
- Ensure orderly parking and traffic management in county town centers
- Apprehension, undertaking investigations and prosecution of county law breakers;
- Enforce county spatial and development plans and other relevant Acts;
- Crowd control, collection of information and reporting on security matters;
- Revenue enhancement through imposing prescribed penalties as per the law

### **REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan Citizen
- Have Kenya Certificate of Secondary Education mean Grade 'D Plain' and above or its equivalent.
- Be aged 18-35 years
- Must be physically fit.
- National Youth Service training or paramilitary training will be an added advantage.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Criminal Investigation Department

### **8.3 ICT OFFICER -SYSTEMS ADMINISTRATOR JG “K” – 2 (TWO) POSTS REF BCPSB/065/2022**

Terms of service: **Permanent & Pensionable**

Salary: As per SRC

#### **DUTIES AND RESPONSIBILITIES**

- Installation and maintenance of computer systems;
- Configuration of Local Area Network and Wide Area Network;
- Developing and updating application systems;
- Carrying out systems analysis,
- Design and programme specification in liaison with users;
- Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- Drawing up hardware specifications for Information Communication Technology equipment;
- Verification, validation and certification of Information Communication Technology equipment;
- Overseeing the process of configuration of new Information Communication Technology equipment.

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan Citizen
- Bachelor's degree in Computer Science, ICT, Computer Engineering, Software Engineering or a related field
- Cisco Network Certified Network Analyst (CCNA), Certified Information System Auditor, or any other ICT professional certificate will be an added advantage
- Information Security Manager or any other recognized networking qualification
- Four (4) years of service as a systems administrator or similar role from a reputable organization

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

#### **8.4 ICT ASSISTANT II JG “J” – FOUR (4) POSTS (REF BCPSB/066/2022)**

Terms of service: **Permanent & Pensionable**

Salary: As per SRC

##### **DUTIES AND RESPONSIBILITIES**

- Provide adequate storage of Maintenance equipment and ensure physical/logical security of the data center
- Maintain and troubleshoot all network and computer related issues;
- Integrate security, physical control solutions for all confidential data and systems;
- Monitor performance and manage parameters to provide fast responses to front-end users;
- Troubleshoot and repair of hardware, operating systems and applications;
- Monitor and maintain computer systems and networks;
- Identify security gaps and provide relevant solutions
- Test and evaluate all new technology including M&E systems e.g. database systems, websites etc.;
- Conduct electrical safety checks on computer equipment;
- Configuration of Local Area Network and Wide Area Network;
- Undertaking repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- Drawing up hardware specifications for Information Communication Technology equipment;
- End user support for use of ICT equipment

##### **REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan Citizen
- Diploma in Information Technology
- Cisco Network Certified Network Analyst(CCNA), Certified Information System Auditor, Certified (CICT)
- At least 3 years of experience providing Information Communications Technology (ICT) and administrative support

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission

- Criminal Investigation Department
- Credit Reference Bureau

## **8.5 HUMAN RESOURCE MANAGEMENT ASSISTANT III, JG “H” – 2 (TWO) POSTS (REF BCPSB/067/2022)**

Terms of service: **Permanent & Pensionable**

Salary: As per SRC

### **DUTIES AND RESPONSIBILITIES**

- Coordinating Human Resource Management activities in such areas as appointment, promotions, compliment control, staff development within the framework of the existing Human Resource Policies and regulations;
- Maintaining of personnel bio-data and ensuring integrity and safety of information;
- Updating staff compliment and establishment;
- Processing employee employment details;
- Participating in preparing County payroll;
- Preparing retirement notification letters;
- Preparing agenda for various County committees;
- Advising employees on Human Resource Policies and regulations;
- Training and mentoring Human Resource staff;
- Summarizing application details during the recruitment process; and
- Drafting routine correspondence.
- Advising employees on Human Resource Policies and regulations;
- Assisting Training and mentoring Human Resource staff;
- Summarizing application details during the recruitment process; and
- Drafting routine correspondence.

### **REQUIREMENTS FOR THE APPOINTMENT**

- Diploma in Human Resource Management(HRM) or CHRP Part III.
- Registered with the Institute of Human Resource Management (IHRM).
- Proficiency in computer applications.
- Complied with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **8.6 KENYAN SIGN LANGUAGE INTERPRETER "H"– ONE (1) POST (REF BCPSB/068/2022)**

Terms of service: **Permanent and Pensionable**

Salary: As per SRC

### **Duties and Responsibilities.**

- Interpret proceedings and any other public meetings in sign language
- Interpret code of ethics and deaf culture among others
- Customer service and complaints handling
- Any other duties as assigned by supervisor

### **Requirements for Appointment.**

- Must be a Kenyan Citizen
- Diploma in Communication, Education or any related field from a recognized institution
- Have a certificate in sign language from a recognized institution
- At least 2 years' experience in a busy sign language environment
- Good signing and voicing skills in English and Kiswahili.
- Proficiency in computer application.
- Good communication and reporting skills
- Good listening skills.
- Must have proven record of continuous interpretation

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **9 DEPARTMENT OF TRADE**

### **9.0 WEIGHT AND MEASURES ASSISTANT JG "J" TWO (2 POSTS)- REF BCPSB/071/2022**

Terms of service; **Permanent and Pensionable**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

An officer at this level will work under the guidance and supervision of an experienced officer.

- Specific duties and responsibilities will entail testing, and stamping mechanical and electronic weighing and measuring equipment;
- Collecting data on verified equipment at traders premises, stamping stations and verification office: sampling pre-packaged goods for quantitative analysis;
- Preparing testing equipment for inspection and investigation purposes; and
- Preparing weighing measuring equipment during trade fairs and exhibitions; giving evidence in court on cases arising from infringement of Weights and Measures Act (Cap 513) and Trade Descriptions Act (Cap 505).

### **REQUIREMENTS FOR THE APPOINTMENT**

- Diploma in physics, metrology, computer science or any other related qualification from a recognized university;
- Advanced certificate from the institute of trade standards and administration;
- Knowledge of relevant legislation;
- Knowledge of professional standards;
- Must meet the requirements of chapter six of the constitution;
- Communication skills;
- Interpersonal skills;
- Organizational skills;
- Ability to work under pressure;
- Ability to lead and
- manage teams;
- Problem solving skills;
- Supervisory skills;

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

#### **9.1 TRADE DEVELOPMENT ASSISTANT JG “J” TWO (2 POSTS)-REF BCPSB/072/2022**

Terms of service; **Permanent and Pensionable**

Salary; As per SRC

## **DUTIES AND RESPONSIBILITIES;**

- Management of Credit Schemes for Micro and Small enterprises
- Management of County Physical Markets and Regulation of Hawking activities
- Monitoring, Evaluation and reporting of directorate policies and Programmes
- Implementation of the National Trade policy at County level
- Promotion of Investments
- Trade Licensing and Regulation
- Provision of Business Development Services
- Coordination and Development of Micro, Small and Medium Business engaged in trade
- Development of Wholesale and Retail Trade
- Administer department projects / programmes/ activities
- Conduct of fairs/exhibitions and facilitating trade mission in the County
- Promotion of E-commerce
- Promotion of Fair-Trade Practices
- Collaborate and network with private sector Organizations on trade matters (e.g. KNCC&I, KAM, Financial institutions, and other Government departments
- Promotion and Facilitation of Producer Business Groups in the County.
- Promotion of export business and domesticating of bilateral, regional, and multilateral trade arrangements.
- Advocacy for the provision of market infrastructure.
- Provide Capacity building programs to MSMEs in conjunction with relevant stakeholders.
- Promotion and facilitation of Intra, Inter County trade and Cross Border trade
- Collection of Business information and management of Business Information Centers

## **REQUIREMENTS FOR THE APPOINTMENT**

- Diploma in Administration or any other related qualification from a recognized institution.
- Leadership skills,
- Computing skills,
- Communication skills,
- problem solving skills,
- analytical skills,
- supervisory skills,
- negotiation skills,
- interpersonal relationship, in-depth knowledge of labor laws



Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **9.2 COOPERATIVE AUDIT OFFICER JG “K” ONE (1) POST ( REF BCPSB/073/2022)**

Terms of service; **Permanent and Pensionable**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- To promote and register Co-operative Societies.
- Formulate, coordinate and implement Co-operative Development policies on information and communication technology,
- Carry out market research,
- Education and training.
- Mainstream corporate governance,
- Conduct inspections and inquiries in Co-operative Societies,
- Coordinate development programmes in the Co-operative sub-sector;
- Promote Co-operative ventures and value addition;
- Co-operative marketing and research;
- Settle Co-operative disputes;
- Regulate Co-operative organizations/institutions;
- Carry out Co-operative education and training;
- Savings mobilization, finance, investment;
- Promote development of Co-operative development projects;
- Offer advisory and extension services to the co-operative movement on development of accounting and management procedures;
- Enforce compliance with the Co-operative legislation;
- Monitor performance on growth and development of the co-operative movement

### **REQUIREMENTS FOR THE APPOINTMENT**

- Degree in Bachelor of Commerce, Business administration or any other related course from a recognized university.
- Must have at least 3 years' experience in similar work
- Computer literate with knowledge on related Computer packages
- Possess Proposal development skills,

- Good Communication skills,
- To have resource mobilization skills,

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **9.3 COOPERATIVE OFFICER II JG “K” FIVE (5 POSTS)- (BCPSB/074/2022)**

Terms of service; **Permanent and Pensionable**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Enforcing the cooperative legislation
- Advising societies on proper conduct of meetings
- Implementing cooperative development policies

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Bachelor’s degree in any of the following disciplines: - Co-operative Management, Business Administration, Sociology, Law, Commerce, Entrepreneurship, Management and Organizational Development of Economics or any related field from a recognized institution;
- Certificate in computer application from recognized institutions

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **9.4 COOPERATIVE ASSISTANT JG “J” THREE (3 POSTS)-REF BCPSB/075/2022)**

Terms of service; **Permanent and Pensionable**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Enforcing the cooperative legislation
- Advising societies on proper conduct of meetings
- Implementing cooperative development policies

### **REQUIREMENTS FOR THE APPOINTMENT**

- Diploma in any of the following disciplines: - Co-operative Management, Business Administration, Sociology, Law, Commerce, Entrepreneurship, Management and Organizational Development of Economics or any related field from a recognized institution;
- Certificate in computer application from recognized institutions

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **9.5 AUDIT ASSISTANT JG “J” ONE (1POST)- REF BCPSB/076/2022**

Terms of service; **Permanent and Pensionable**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

The successful candidates will be involved in planning and project managing all aspects of audits including:

- Controls and substantive testing (including audits of consolidations and statutory accounts)
- Ensuring projects comply with International Auditing Standards
- Budgeting and monitoring the financial performance of projects, focusing on optimizing profitability
- Directing and leading teams, reporting directly to the Senior Auditor
- Building relationships with the client staff
- Report writing for Audit Committees and management.

### **REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan citizen.

- Must have at least a Diploma in Business related course or its equivalent from a recognized Institution
- Should possess at least a CPA II
- Have at least three (2) years' work experience in Audit
- Must be proficient in use of computer programs and other office equipment.

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **10 DEPARTMENT OF FINANCE AND ECONOMIC PLANNING**

### **10.0 FINANCE OFFICER II JG “K” 2 (TWO) POSTS- (REF BCPSB/077/2022)**

Terms of service; permanent and pensionable

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Preparation of Statements and quarterly review of the trends in receipts and expenditure in relation to the budget;
- Process transmission of funds to entities and follow up receipt of funds.
- Implement and maintain systems, procedures and policies, including accounts payable functions to ensure adherence to county's guidelines.
- Apply tax transactions accurately and consistently across the accounting system;
- Ensure tax compliance, reporting, and filing for the county;
- Recommend improvements on financial accounting systems to enhance internal controls;
- Constantly review financial procedures and processes and ensure adherence to the same
- Maintain and ensure compliance with accounting procedures and related policies;
- Suggest improvement of the overall efficiency of the Department;
- Implement procedures and systems to ensure high quality asset management
- Conduct stock takes of assets and formulation of related reports

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Bachelor’s Degree in Commerce/Business Management (Accounting Option)
- Certified Public Accountant section 4
- Must have at least 2 years’ experience in similar work
- Computer literate with knowledge on related Computer packages

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

**10.1 REVENUE CLERK JOB GROUP JG “E” –SEVENTEEN (17) POSTS**  
**REF BCPSB/078/2022**

Terms of service; **permanent and pensionable**  
 Salary; As per SRC

**DUTIES AND RESPONSIBILITIES;**

- Ensure prompt collection and accounting of all revenue to the County Government within the area of jurisdiction;
- Prepare and submit daily, weekly and monthly reports on revenue to the Revenue Officer;
- Identify new sources of revenue for the County;
- Implement the established revenue procedures;
- Taking appropriate action in dealing with offenses including clamping, confiscation, reporting etc;
- Report periodically on the level of compliance with revenue laws and regulations;
- Perform any other duties as may be assigned from time to time.

**REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan citizen
- Must possess a KCSE Certificate Grade D(Plain)
- Should have excellent communication skills
- A valid certificate of Good Conduct is a must
- Good communication skills

Applicants are required to get clearance from the following institutions to meet requirements

of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **10.2 ECONOMIST/STATISTICIANS JG “K” 1 (ONE) POST- (REF BCPSB/079/2022)**

Terms of service; **permanent and pensionable**

Salary; As per SRC

### **DUTIES AND RESPONSIBILITIES;**

- Tracking and reporting progress of County Integrated Development Plan among other county plans;
- Generating and analysing reports on projects and programmes from the electronic Monitoring and Evaluation System;
- Preparing annual and quarterly progress reports on implementation of county government programmes/projects;
- Coordinating National Government/development partners on economic planning functions;
- Organizing public participation and stakeholder’s consultation forums;
- Coordinating dissemination of county development plans, policies and strategies at the county level;
- Conducting capacity building of the County Government, Civil Society Organizations and the Private Sector on economic policy and planning; Facilitating research on topical and emerging socio-economic issues at the county;
- Facilitating identification and documentation of cross cutting and emerging economic issues;
- Monitoring the budget implementation process for the various County Government Sectors/ Spending Units
- Promoting Knowledge Management;
- Developing donor proposals; and
- Preparing briefs and reports on economic trends at the county level

### **REQUIREMENTS FOR THE APPOINTMENT**

- Bachelor’s Degree in any of the following fields: Economics, Statistics, Economics and Mathematics, Economics and Finance and Economics and Statistics or any other equivalent qualification from a University recognized in Kenya;
- Served for a minimum period of two (2) years;
- Demonstrated professional competence and managerial capability as reflected in work performance and results as well as clear understanding of national/county development

policies, goals and objectives and ability to integrate them into the Economic Planning function;

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

### **10.3 SUPPLY CHAIN MANAGEMENT OFFICER II JG “K” 4 (FOUR) POSTS (REF BCPSB /080/2022)**

Terms of service; **Permanent and pensionable**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Assist in the preparation of request for quotation, Initiation of bids, Request for proposal and coordination of their timely dispatch
- Prepare Local Purchase Order and Local Service Order
- Register all documents and handle all customers and supplies data base
- Prepare reports concerning supply chain management operations
- Assist the DSCM in maintaining current up to date procurement documents and manuals
- Routing, copying and circulation of quotes, bids and proposal for evaluation, documents and manuals
- Researching on pricing, obtaining quotes locally on low value items
- Assist in coordination of the selected bidder to ensure completion of administrative processes including bid security, contract award notice and distribution of contract documents accordingly
- Assist in management of the administrative process throughout the duration of the preparation of all documentation until the award of the contract
- Preparation of the management information and statistical reports
- Check and classify the precedence of requisition and process as priority setting of the goods and services needed.
- Coordinate with departments and make sure the right goods/services are acquired
- Provide purchased goods/services to the responsible receiving office and do all actions for completing the process

- Maintain appropriate records to ensure that procurement process, decision and contractual agreement are accurately documented for accountability and audit purpose
- Perform other duties related to the field as assigned by the Director, Supply Chain Management.

#### **REQUIREMENTS FOR THE APPOINTMENT**

- Be a Kenyan citizen;
- Bachelor’s Degree in Procurement / Supply Chain Management/ Logistics or its equivalent qualification from a recognized institution;
- Be a member of the Institute of Supplies Management of Kenya;
- Have Certificate in Computer Applications; and
- Demonstrates professional competence;
- Has 2 (two) years relevant working experience;

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

#### **10.4 INTERNAL AUDITOR I JG “K” ONE (1) POST- (REF BCPSB/081/2022)**

Terms of service; **permanent and pensionable**

Salary; As per SRC

#### **DUTIES AND RESPONSIBILITIES;**

- Prepare risk based audit programs
- Conduct audit testing and identify reportable issues
- Determine compliance with policies and procedures
- Perform financial, operational and information systems audit
- Perform risk assessments on key business activities and using the information to guide what to cover in audits



## **REQUIREMENTS FOR THE APPOINTMENT**

- Must be a Kenyan citizen
- Must have at least a Bachelor's Degree (Accounting/Finance Option)
- Possess CPA (II) or its equivalent from a recognised Institution
- Proven work experience as internal auditor at least five (2) years practical working experience in audit in a Public organization or a well-established commercial organization.
- Must be proficient in use of computer programs and other office equipment
- Computer literate with knowledge on related Computer packages

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

## **HOW TO APPLY**

Interested candidates can obtain specific job requirements from Baringo county website ([www.baringo.go.ke](http://www.baringo.go.ke))

If you possess the requirements for above positions, you may apply by filling an online employment application form on our website. You are required to upload your Detailed CV, copy of your National ID Card, Copies of your Certificates all in PDF as one document.

Only shortlisted candidates will be contacted

Shortlisted candidates will be expected to bring with them;

- i. The original of their ID, Academic and Professional Certificates and other testimonials.
- ii. Clearance from the following Institutions;
  - a. Criminal Investigation Department (CID)
  - b. Higher Education Loans Board(HELB)
  - c. Kenya Revenue Authority(KRA)
  - d. Credit and Reference Bureau
  - e. Ethics and Anti-Corruption Commission (EACC)

***Baringo County Government is an equal opportunity employer; Youth, Women, Persons with Disabilities are encouraged to apply.***

Please indicate both your day and evening telephone numbers and a valid email address in your application form. The application to reach the undersigned on or before **Wednesday 30<sup>th</sup> March 2022**, by close of business (5:00Pm).

**SECRETARY /CEO  
BARINGO COUNTY PUBLIC SERVICE BOARD  
P.O BOX 53- 30400  
KABARNET  
secretary.bcpcb@baringo.go.ke**