

COUNTY GOVERNMENT OF KILIFI



COUNTY PUBLIC SERVICE BOARD

VACANCIES ANNOUNCEMENT

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

DEPARTMENT OF LANDS, ENERGY, HOUSING, PHYSICAL PLANNING AND URBAN PLANNING

1. Board Member of the Malindi Municipality REF: CG/KLF/CPSB/ADVRT/66/10/20

Duties and responsibilities

Duties and responsibilities are as follows: -

- Oversee the affairs of the Municipality
- Develop and adopt policies, plans, strategies and programmes and may set targets for service delivery
- Formulate and implement an Integrated Development plan
- Develop and manage schemes including site development, in collaboration with relevant national and county agencies
- Maintain a comprehensive database and information system of the administration and provide public access thereto upon payment of a nominal fee to be determined by the Board
- Implement applicable National and County legislation
- Monitor and where appropriate regulate Municipal services where those services are provided by service providers other than the Board of the Municipality
- Prepare and submit its annual budget estimates for approval by the County Executive Committee and administer the budget as approved
- Monitor the impact and effectiveness of any services, policies and programmes or plans
- Establish, implement and monitor performance management systems
- Promote a safe and healthy environment.

Requirements for Appointment

- Must be a Kenyan citizen
- Holds a University degree preferable in Municipal administration or any other relevant degree from a recognized university
- Has proven experience of not less than five years in administration or management either in the public or private sector
- Demonstrate capacity to offer leadership and work under pressure

- Must be resident or has a permanent dwelling in the Municipality
- Must have lived in Malindi Municipality for at least five years or
- Must be doing business in the Malindi Municipality

Terms of service: Part time Five (5) years Contract

Other Allowances are as issued by Salaries and Remuneration Commission.

2. Housing Officer J/G 'J' (1 Post) REF: CG/KLF/CPSB/ADVRT/67/10/20

Duties and responsibilities

Duties and responsibilities are as follows: -

- Carrying out surveys on housing and human settlement issues;
- Analyzing data to inform policy and decision making;
- Generating project reports;
- Preparing designs;
- Cost estimates for developing appropriate building technology centers and how cost house type plans and construction manuals, undertaking assessment of housing needs

Requirements for Appointment

- Bachelor's degree in any of the following: Valuation ,Property management, Architecture, Interior Design, Civil/Electrical/ Mechanical Engineering, Land Economics, Real Estate and Land Administration, Building Economics, Urban/Regional Planning, Construction Management, Project Management, Economics, Estate Management, Sociology, Community Development, Statistics, Environmental Studies, Geography or equivalent qualification from a recognized university
- Post graduate diploma in Housing or relevant field from a recognized institution (applicable to non professional degree holders)
- Must have relevant knowledge and experience of not less than five (5) years in a related knowledge and experience of not less than five (5) years in a related area within the public service or private sector
- Must have shown merit and ability as reflected in work performance and results

Terms of service: Contract

Salary Scale: 31,270 – 41,260 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

3. Physical Planner J/G 'L' (3Posts) REF:CG/KLF/CPSB/ADVRT/68/10/20

Duties and Responsibilities

- Preparing Physical Development plans for small and medium sized urban areas
- Collecting, collating and analyzing urban regional physical planning data
- Preparing action plans for specific projects such as residential housing schemes and shopping centers
- Providing advice on development applications

- Providing logistical support to physical planning liaison committees and
- Updating and maintaining physical planning records

Requirement for Appointment

- Have a Bachelor's degree in any of the following disciplines:- Urban and Regional Planning, Urban Planning or Town Planning from a recognized institutions
- Five years relevant experience

Terms of service: Contract

Salary Scale: 42,970 – 59,120 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

4. Assistant Planner J/G 'K' (4 Posts) REF:CG/KLF/CPSB/ADVRT/69/10/20

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- Drawing/digitizing Local, County and Regional Physical Development Plans
- Collecting and analyzing geographical data for plan preparation
- Vetting and verifying Physical Development Plans
- Inspecting sites, identifying site characteristics and establishing site suitability for proposed development
- Cataloguing and maintaining plan records and
- Converting analogue data to digital format using Geographical Information System (GIS).

Requirement for appointment

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

- Diploma/Higher Diploma in any of the following areas: Urban and Regional Planning, Regional Planning, Urban Planning, Building and Civil Engineering, Cartography, Geoinformatics, Geographic Information Systems (GIS) from a recognized institution
- Associate Members of a recognized professional planning association
- Certificate in Computer application skills from a recognized institution;
- Five years relevant work experience
- Demonstrated merit and ability as reflected in work performance and results.

Terms of service: Contract

Salary Scale: 38,270 – 51,170 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

5. Development Control Assistant J/G 'H' (7 Posts) REF:CG/KLF/CPSB/ADVRT/70/10/20

Duties and responsibilities

- Receive and charge development application in their respective areas of jurisdiction;
- Carrying out fieldwork inspection to ensure building plans are implemented accordingly;

- In consultation with the Enforcement Officers of the County, carry out enforcement activities for non-compliance development;
- Undertake any other relevant duties as may be directed by the Development Control Officer

Requirement for appointment

- Diploma in Architecture, Survey, Building and Construction, Planning, Civil Engineering, Landscaping any other related field.

Terms of service: Contract

Salary Scale: 25,470 – 33,950 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

DEPARTMENT OF EDUCATION AND ICT

1. Youth Polytechnic Instructor J/G ‘H’ REF: CG/KLF/CPSB/ADVRT/71/10/20

- Hairdressing – 6 Positions
- Building Technology – 5 Positions
- Fashion and Design – 3 Positions
- ICT – 5 Positions
- Welding – 4 Positions
- Carpentry and Joinery – 7 Positions
- Electricals – 5 Positions
- Plumbing – 2 Positions
- Motor Vehicle Mechanics – 7 Positions
- Leather Work – 1 Position
- Refrigeration – 1 Position

Duties and Responsibilities

- Theoretical and practical instruction in the area of specialization.
- Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials.
- Carrying out trainee assessment.
- Ensuring proper care and maintenance of tools and equipment.
- Conducting co-curricular activities.
- Maintaining trainee’s discipline.
- Guiding and counseling trainees.

Requirement for appointment

For appointment to this grade, a candidate must have;-

- Diploma in any of the following disciplines: Information and Communication Technology; Welding; Electrical Engineering; Automotive Engineering; Building and Construction; Refrigeration; Hair Dressing and Beauty Therapy; Fashion Design;

Refrigeration; Leather Work; Plumbing or its equivalent qualification from a recognized institution.

- Certificate in computer application from a recognized institution

Terms of service: Contract

Salary Scale: 25,470 – 33,950 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

2. ECDE Teachers III J/G 'H' (100 Posts) REF: CG/KLF/CPSB/ADVRT/72/10/20

This is the entry grade for teachers with Diploma in Early Childhood Development Education. A teacher at this level will work under the supervision of a more senior teacher for the purpose of professional mentoring and growth.

Duties and Responsibilities

- Class teaching
- Identifying, initiating, developing and facilitating play learning activities that will enable learners enjoy living and learning through play.
- Developing relevant play/learning material for all learners.
- Preparing and developing scheme of work, lesson plans and daily programmes of activities, assessment and evaluation of learners' progress and keeping professional records.

Requirement for appointment

For appointment to this grade, a candidate must have;-

- Kenya Certificate of Secondary Education (KCSE) with minimum grade C (Plain) or its approved equivalent.
- Diploma in Early Childhood Development Education offered by KNEC or its approved equivalent.
- Registered by the Teachers Service Commission.
- A certificate in Computer Proficiency.
- Certificate of Good Conduct.

OR

- Kenya Certificate of Secondary Education (KCSE) with minimum grade D+ (Plus) from KNEC or its recognized equivalent.
- Certificate in Early Childhood Development Education offered by KNEC/Ministry of Education or its approved equivalent.
- Diploma in Early Childhood Development Education offered by KNEC or its approved equivalent.
- Registered by the Teachers Service Commission.
- A certificate in Computer Proficiency.
- Certificate of Good Conduct.

Terms of service: Contract

Salary Scale: 25,470 – 33,950 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission.

**3. Assistant ECDE Teacher III J/G ‘F’ (204 Posts) REF:
CG/KLF/CPSB/ADVRT/73/10/20**

This is the entry for teachers with Certificate in ECDE. A teacher at this level will work under the guidance of a more senior teacher for the purposes of professional monitoring and growth.

Duties and Responsibilities

- Class teaching.
- Organizing and facilitating play/learning activities for the learners.
- Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development).
- Managing ECDE classes and keeping professional and administrative records (Scheme of work, lesson plans, daily programme of activities, attendance registers e.t.c) and ensuring learner’s safety and security.
- Preparing and developing play/learning materials.

Requirement for appointment

For appointment to this grade, a candidate must have;-

- Kenya Certificate of Secondary Education (KCSE) with minimum grade D+ (Plus) from KNEC or its recognized equivalent.
- Certificate in Early Childhood Development Education offered by KNEC/Ministry of Education or its approved equivalent.
- Registered by the Teachers Service Commission.
- Certificate of Good Conduct.

Terms of service: Contract

Salary Scale: 16,890 – 20,800 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

OFFICE OF THE COUNTY ATTORNEY

1. Legal Officer II J/G ‘K’ (2 Posts) REF: CG/KLF/CPSB/ADVRT/74/10/20

Duties and Responsibilities

- To coordinate filling and service of legal documents
- To oversee timely drafting and filling of pleadings and legal documents
- Regular errands to public registries, courts and other relevant areas as directed
- Facilitate preparations and attendance of witnesses
- Compilation of legal documents for pre trial conferencing
- Keeping and communicating to counsel on the court diary
- Receiving correspondence and facilitating timely dispatch of correspondence

- Perform any other duties that may be assigned by the County Attorney and County Counsel

Requirements for Appointment

- Bachelors of law degree from a recognized university
- Post graduate Diploma in Legal Studies
- Proficiency in computer application
- Knowledge of civil and criminal court procedures.

Terms of service: Contract

Salary Scale: 38,270 – 51,170 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

For candidates to meet the requirements of Chapter Six of the Constitution of Kenya, all applicants must obtain the following:

- (a) Tax compliance certificate from KRA
- (b) Clearance certificate from HELB
- (c) Clearance certificate from Ethics and Anti- Corruption Commission (EACC)
- (d) Certificate of good conduct (DCC)
- (e) Credit Reference Bureau clearance

Interested candidates who meet the set criteria **MUST** use the Application for Employment Form (KCPSB 001) and attach copies of ID, CV, academic/ professional certificates and testimonials.

The form can either be;

- Obtained from the Kilifi County Public Service Board Offices **OR**
- Downloaded from the Kilifi County website

Applicants can choose to;

- Deliver the form to the Office of the Secretary; County Public Service Board at the Kilifi Complex Centre, Tuskys Building 2nd Floor
- Address it to;-

**THE SECRETARY, COUNTY PUBLIC SERVICE BOARD
KILIFI COUNTY GOVERNMENT
P.O BOX 491-80108
KILIFI**

All applications in hard copy stating the post applied for should be received not later than 5.00pm on 5th day of November, 2020.

Kilifi County is an equal opportunity employer hence encourages women and physically challenged persons to apply.

PLEASE NOTE:

- The Kilifi County Public Service Board does not charge fees for any stage of the recruitment and selection process.
- Only shortlisted and successful candidates will be contacted.
- Canvassing will lead to automatic disqualification.