



REPUBLIC OF KENYA

COUNTY GOVERNMENT OF LAIKIPIA

P.O BOX 1271-10400, NANYUKI, Email: info@laikipia.go.ke

LAIKIPIA COUNTY PUBLIC SERVICE BOARD



VACANCIES

1. VACANCY: CHIEF OFFICERS

The County Public Service Board invites applications from suitably qualified persons to fill in the following positions as per the Constitution of Kenya 2010 and in accordance with County Government Act 2012, Section 45.

COUNTY CHIEF OFFICER GROUP 'S' (12 posts)

- County Government Co-ordination, Administration, ICT and Public Service;
- Livestock and Fisheries;
- Agriculture, Crops and Irrigation;
- Water, Environment and Natural Resources;
- Youth and Sports development;
- Roads and Public Works;
- Lands, Housing and Renewable Energy;
- Trade, Tourism, and Co-operatives Development;
- Finance and County Treasury;
- Economic Planning and County Development;
- Education, Social Services and Gender.
- Medical services and Public Health

Requirement for Appointment

- Be a Kenyan citizen;
- Be in possession of a Bachelor's degree from a University recognized in Kenya;
 - Possession of a Master's degree in the relevant field will be an added advantage;
- Have vast knowledge and experience of not less than ten [10] years in the field relevant, five[5] of which should have been at a senior/ managerial position in a large organization;
 - Demonstrate thorough understanding of the county development objectives and Vision 2030;
- Be a strategic thinker and results-oriented;
- Have excellent communication, organizational and interpersonal skill;
- Have capacity to work under pressure to meet strict timelines;
- Have the ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Demonstrate understanding and commitment to the National Values and Principles of Governance and Values and Principles of Public Service as outlined in Articles 10 and 232 of the Constitution of Kenya;
- Be a computer literate ; and
- Laikipia County residents are required to indicate their Sub-County and Ward of residence

Duties and Responsibilities

The Chief Officer will be the authorized officer and accounting officer in a specified department and shall be responsible to the respective County Executive Committee Member.

Specific duties will include:

- Administration of a county department;
- Formulation and implementation of programs to attain Vision2030;
- Development and implementation of strategic plans and sector development plans;
- Implementation of policies and regulations;
- Providing strategic policy direction for effective service delivery;
- Ensuring compliance with the National Values and Principles of Good Governance and Values and Principles of Public Service as outlined in Articles 10 and 232 of the Constitution of Kenya; and
- Perform any other duties that may be assigned from time to time.

Terms of Service: Contract

Salaries and remunerations as prescribed by the Salaries and Remuneration Commission.

2. VACANCY IN THE LAIKIPIA COUNTY DEPARTMENT OF MEDICAL SERVICES AND PUBLIC HEALTH

VACANCY: SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES/ MEDICAL SPECIALIST 1 (PHYSICIAN)

NUMBER: ONE (1) POSITION

JOB GRADE: CPSB 04

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- undertaking general diagnosis, care, treatment and rehabilitation of patients;
- carrying out specialized clinical care;
- providing psycho-social interventions;
- providing clinical services to patients;
- training, consulting in various health facilities;
- carrying out forensic and medico-legal services;
- coordinating disease surveillance, prevention, and control;
- coordinating health education and promotion;
- implementing health projects and programmes;

- maintaining up-to-date health information systems;
- monitoring provision of health treatment and care;
- undertaking health research; and
- Analyzing medical reports.

Requirements for Appointment

For appointment to this grade, an officer must have:

- Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Kenya Medical Practitioners and Dentists Board;
- Master's degree in Internal Medicine
- Certificate of Registration by the Medical Practitioners and Dentists Board;
- Valid practicing license from the Medical Practitioners and Dentists Board;
- Certificate in computer application skills from a recognized institution; and
- Demonstrated professional competence and managerial capability as reflected in work performance and results.

3. LAIKIPIA COUNTY REVENUE BOARD

VACANCY IN THE LAIKIPIA COUNTY REVENUE BOARD

VACANCY: CHIEF EXECUTIVE OFFICER (CPSB 03)

NUMBER: ONE (1) POSITION

TERMS OF SERVICE: THREE (3) YEAR CONTRACT (RENEWABLE)

Duties and Responsibilities

The Chief Executive Officer will be responsible to the Board and shall:-

- Subject to the direction of the Board, be responsible for the day to day management of the affairs of the Board;
- In consultation with the Board, be responsible for the direction of the affairs and the transactions of the Board, the exercise, discharge and performance of its objectives, functions and duties and the general administration of the Board;
- Develop and recommend to the Board short and long term goals business plans on revenue mobilization and collection; mapping broad revenue sources and establishing proper internal monitoring and control systems and procedures to safeguard loss of revenue;
- Deliver agreed targets on revenue collection;
- Oversee the management of finances, preparation of budget estimates, annual work plans and programmes
- Develop and nurture mutually beneficial relationships with key stakeholders including National Government, County Government, Members of County Assembly, Development Partners, Private Sector and the Communities
- Identify and mobilize County resources, financial or otherwise to ensure provision and sustainability of projects, programmes and services
- Promote National Values and Principles of good governance as outlined in Article 10 and 232 of the Constitution of Kenya
- Carry out any other function as may be assigned by the Board from time to time.

Job Specifications

For appointment to this grade, an officer must:-

- Be a holder of a least a Bachelor's degree in any of the following disciplines: Commerce, Accounting, Finance, Economics, Business Administration, Management Science, Law or any other relevant and equivalent qualifications from a recognized institution;
- Have knowledge, experience and a distinguished career in management of not less than five (5) years from a public or private organisation, three(3) of which must be in a Senior Management level;
- Demonstrate knowledge, skills and experience in revenue mobilization;
- Have demonstrated thorough understanding of National Goals, policies and development objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- Have thorough understanding and respect of the diversity within the County;
- Possess strong leadership skills, good oral and written communication skills; and,
- Be of high integrity, motivated and a team player

VACANCY: REVENUE COLLECTORS

NUMBER: ONE HUNDRED AND THIRTY (130)

TERMS OF SERVICE: ONE (1) YEAR CONTRACT- (RENEWABLE)

JOB SCALE: CPSB 15

Duties and responsibilities

An officer at this level will be deployed in the Laikipia County Revenue Board (LCRB) a Semi- Autonomous County Government Agency (SACGA) under the Department of Finance, Planning and County Development.

Duties and responsibilities at this level will involve:-

- revenue collection;
- reconciliation and submission of revenue;
- preparation of periodic revenue reports;
- business invoicing and mapping or any other duty assigned to the officer

Requirements for Appointment:

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

- Kenya Certificate of Secondary Education(KCSE) mean grade D (Plain) from Kenya National Examination Council(KNEC) or equivalent qualification from a recognised institution
- Certificate in computer applications from a recognised institution

4.VACANCY IN THE LAIKIPIA COUNTY DEVELOPMENT AUTHORITY

VACANCY: CEO, LAIKIPIA COUNTY DEVELOPMENT AUTHORITY (CPSB 03)

NUMBER: ONE (1) POSITION

TERMS OF SERVICE: THREE (3) YEAR CONTRACT (RENEWABLE)

Duties and Responsibilities

The Chief Executive Officer will be responsible to the Board and shall:-

- In consultation with the board, you will be responsible for the direction of the affairs and transactions of the authority, the exercise discharge and performance of its objectives, function and administration of the Authority.
- Be responsible for the day –to–day management of the affairs of the Board.
- Provide leadership, management and strategy of the authority.
- Prepare regular reports to the Board, organize and attend board meetings.
- Ensure the organization fulfills its legal statutory and regulatory responsibilities, overseeing operational improvement across all areas of the organization.
- Formulate the organization's policies and strategies with a view to driving growth, advising on future growth of the organization.
- Investigating opportunities to grow the organization through strategic thinking and decision making.
- Overseeing the creation of strategic partnership with relevant organizations.
- Ensure efficient use of company assets across the organization, representing the organization in negotiations with investors, donors and other stake holders.
- Promote national Values and Principle of good governance as outlined in article 10 and 232 of the National Constitution of Kenya, and carry out any other function as may be assigned by the Board from time to time.

Job Specifications

For appointment to this grade, an officer must:-

- Be a holder of a least a Bachelor's degree in any of the following disciplines: Commerce, Accounting, Finance, Economics, Business Administration, Management Science, Law or any other relevant and equivalent qualifications from a recognized institution;
- Have knowledge, experience and a distinguished career in management of not less than five (5) years from a public or private organisation, three(3) of which must be in a Senior Management level;
- Demonstrate knowledge, skills and experience in revenue mobilization;
- Have demonstrated thorough understanding of National Goals, policies and development objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- Have thorough understanding and respect of the diversity within the County;
- Possess strong leadership skills, good oral and written communication skills and,
- Be of high integrity, motivated and a team player

IMPORTANT INFORMATION TO ALL APPLICANTS

- All applications MUST be received on or before 14th October 2022 by 5.00 p.m.
- Laikipia County Government is an equal opportunity Employer, Persons with disability, marginalized and minorities are also encouraged to apply.
- Laikipia County Public Service Board does not charge any fee at any stage of the recruitment and selection process.
- ONLY applicants who meet ALL the requirements will be shortlisted and contacted.
- Shortlisted candidates MUST present their original academic and Professional Certificates during the interview
- ONLY successful candidates will be required to avail the following documents:
 - Clearance from Higher Education Board [HELB];
 - Clearance from Criminal Investigations Department;
 - Clearance from the Ethics and Anti-Corruption Commission [EACC];
 - Clearance from Credit Reference Bureau [CRB];and
 - Clearance from Kenya Revenue Authority [Tax Compliance Certificate].
- Canvassing in any form will lead to automatic disqualifications.
- All applications should be submitted to Laikipia County Public Service Board offices at the Nyahururu Town hall and addressed to:

THE CEO/ SECRETARY,
LAIKIPIA COUNTY PUBLIC SERVICE BOARD,
P.O BOX 52-20300,
NYAHURURU.