

COUNTY GOVERNMENT OF NANDI

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Nandi County Public Service Board
P.O Box 802 – 30300
Kapsabet

COUNTY PUBLIC SERVICE BOARD

Advert No. CGN/CPSB/01/2021

15th April, 2021

VACANCIES

Nandi County Public Service Board wishes to recruit competent and qualified persons to fill the following position:

A. EXTERNAL ADVERTISEMENT

1. POSITIONS FOR THE DIRECTORS OF KAPSABET NANDI WATER & SANITATION COMPANY LIMITED (KANAWASCO) (3 POSTS)

Positions for the directors - Kapsabet Nandi Water & Sanitation Company Limited will reflect a representation from each of the following organizations:

- i. Business and manufacturing community/ Local professional bodies
- ii. Resident organizations
- iii. Women organizations

All interested applicants should be nominated by their respective organizations or professional bodies.

REQUIREMENTS FOR APPOINTMENT

To be eligible, an applicant should be:

- i. Literate and numerate to a minimum of bachelors degree from a recognised university - in various fields;
- ii. Demonstrate experience and acumen in a business or any profession of at least five years;
- iii. Demonstrate participation in local development initiatives;
- iv. Have experience as change management agent;
- v. Resident in service area of the company;
- vi. Meet the requirements of Chapter Six of the Constitution of Kenya on leadership and integrity; and
- vii. Nomination by respective organisations or professional bodies.

Suppliers or other trading associates of the company and persons in current professional or sod relationship with the management of the company are not eligible to become directors in the company.

2. MUNICIPAL MANAGER (KAPSABET MUNICIPALITY), JOB GROUP 'Q' (1 POST)

TERMS OF SERVICE-THREE YEARS CONTRACT

The Municipal Manager will be responsible to the Municipal Board for managing the affairs of the Municipality in line with Article 184 of the Constitution of Kenya 2010 and the Urban Areas and Cities Act 2011.

REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan Citizen;
- ii. Have a Bachelor's degree in Business Administration, Business Management, Public Administration, Urban Planning and Management or any other related field from a recognized University, a Master's degree will be an added advantage;
- iii. Must be an active member of a relevant professional body;
- iv. Excellent communication and interpersonal skills, demonstrate a thorough understanding of Socio-Economic dynamics in Nandi County;
- v. Be a strategic thinker and result oriented with wide knowledge in Urban Development Policies and Financial Management;
- vi. Must have proven experience of not less than five years in Administration or Management either in Public or Private sector;
- vii. Must be a Computer literate; and
- viii. Must be result oriented with excellent report writing, analytical and problem solving skills.

DUTIES AND RESPONSIBILITIES

- i. The Municipal Manager shall implement the decisions and functions of the Board and shall be answerable to the Board;
- ii. Manage administration in accordance to the Urban Areas and Cities Act, 2011 and applicable legislations;
- iii. Formulation and implementation of Policies, Strategies, Plans and Programs;
- iv. Develop, implement an integrated Development plan and Monitor its progress;
- v. Be principally responsible for building and maintaining a strong alliance and effective; working relationships between the board and the civil society, private sector and community based organizations;
- vi. Controlling land use, land sub-division for various development purposes as may be delegated;
- vii. Coordinating and facilitating citizen participation in the development of policies, plans and delivery of services;
- viii. Prepare and submit to the board an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the Municipality;
- ix. Implementing policies for fire and disaster management;
- x. Promote a safe and healthy environment;
- xi. Prepare and administer the annual Municipality budget;
- xii. Encourage and support regional and inter-governmental corporations;

- xiii. Act as Board Secretary and as ex-officio member of all committees of the Board;
and
- xiv. Perform other duties as may be directed by the Board of the Municipality.

B. INTERNAL ADVERTISEMENT

Nandi County Public Service Board wishes to recruit competent, suitable and qualified **Strictly Serving Nandi County employees'** to fill the following positions.

DEPUTY MUNICIPAL MANAGERS (KAPSABET MUNICIPALITY)

1. DEPUTY MUNICIPAL MANAGER, TECHNICAL SERVICES, JOB GROUP 'P' (1 POST)–Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT

- i. Must have Bachelor's degree preferably in Urban Management or related field from a recognized institution;
- ii. Master's degree is an added advantage;
- iii. Must have proven experience of NOT less than three (3) years in Urban Management;
- iv. Be an active member of relevant Professional body;
- v. Must be a Computer literate; and
- vi. Confirmation letter from the **Departmental Chief Officer** that the applicant is a serving Nandi County employee.

DUTIES AND RESPONSIBILITIES

- i. To deputize the Municipal Manager in overseeing Gender & Social Services, Health & Environment, Civil Engineering, Disaster Management and Trade & Transport departmental functions and make reports;
- ii. Assist the Municipal Manager in ensuring effective service delivery in the Municipality;
- iii. Coordinating development activities to empower the residents;
- iv. Assist the Municipal Manager in facilitating and coordinating Citizen participation in development of policies and delivery of services;
- v. Assist the Municipal Manager in promoting a safe and healthy environment;
- vi. Assist the Municipal Manager in Controlling land use, land sub-division for various development purposes as may be delegated;
- vii. Assist the Municipal Manager in plans, develops, implements and evaluates related programs and activities of major functions;
- viii. Oversees the preparation of budget for departmental functions including revenue plans and analysis of work programs and budget request; and
- ix. Any other relevant duties that may be assigned from time to time.

**2. DEPUTY MUNICIPAL MANAGER, CORPORATE SERVICES, JOB GROUP 'P'
(1 POST)–Permanent and Pensionable**

REQUIREMENTS FOR APPOINTMENT

- i. Must have Bachelor's degree preferably in Business Management, Business Administration, Human Resource or any other related course from a recognized institution;
- ii. Master's degree is an added advantage;
- iii. Must have proven experience of not less than three (3) years in Management;
- iv. Be a member of relevant Professional body;
- v. Must be a Computer literate; and
- vi. Confirmation letter from the **Departmental Chief Officer** that the applicant is a serving Nandi County employee.

DUTIES AND RESPONSIBILITIES

- i. To deputize the Municipal Manager in overseeing HR & Administration, ICT & e-Government, Legal services, Finance & Supply Chain Management departmental functions and make reports;
- ii. Assist the Municipal Manager in ensuring effective service delivery in the Municipality;
- iii. To assist the Municipal Manager in overseeing staff matters;
- iv. Assist the Municipal Manager in facilitating and coordinating Citizen participation in development of policies and delivery of services;
- v. Assist the Municipal Manager in providing Administrative function support;
- vi. Assist the Municipal Manager in plans, develops, implements and evaluates related programs and activities of major functions;
- vii. Oversees the preparation of budget for departmental functions including analysis of work programs and budget request; and
- viii. Any other relevant duties that may be assigned from time to time.

**3. TECHNICIAN, WASTE WATER (KAPSABET MUNICIPALITY), JOB GROUP 'J'
(1 POST)–Permanent and Pensionable**

REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan citizen;
- ii. Certificate in Technical Training or its equivalent qualification from a recognized institution (KEWI).
- iii. Diploma in either Water Engineering or Water Supply Technology or its equivalent qualification from a recognized institution;
- iv. Higher National Diploma in either Water Supply Technology or Water Engineering or its equivalent qualification from a recognized institution is an added advantage;
- v. 3 years' experience with a least six months at Supervisory level;
- vi. Excellent interpersonal and communication skills and

- vii. Ability to work under pressure and meet deadlines.
- viii. Confirmation letter from the **Departmental Chief Officer** that the applicant is a serving Nandi County employee.

BROAD FUNCTION

The Technician is responsible for overseeing operators/artisans in implementing technical works on the ground, in relation to operations and maintenance of sewer system.

DUTIES AND RESPONSIBILITIES

- i. Organize and allocate duties to Water/Waste Water Operator
- ii. Planning, supervising and evaluating water supply and sewerage works;
- iii. Checking operations charts and monthly revenue returns;
- iv. Prepare daily progress report on work done in the field;
- v. Supervising operations and maintenance of water supplies, sewerage treatment works and ensure safety keeping of tools;
- vi. Maintaining records of water supply and sewerage schemes and
- vii. Determine the methodology for tackling sewer blockages and book the necessary equipment required for the job.

4. ARTISAN/WASTER WATER OPERATOR (KAPSABET MUNICIPALITY), JOB GROUP 'H' (3 POSTS)–Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT

- i. Certificate in Plumbing from a recognized institution

OR

Diploma in either Water Supply Technology or Water Engineering from a recognized institution;

- ii. Certificate in Computer Application from a recognized institution;
- iii. Excellent interpersonal and communication skills;
- iv. 3 years' experience in a busy environment;
- v. Ability to work under pressure and meet deadlines; and
- vi. Confirmation letter from the **Departmental Chief Officer** that the applicant is a serving Nandi County employee.

BROAD FUNCTION

The Plumber/Operator carries out plumbing works and repairs as directed.

DUTIES AND RESPONSIBILITIES

- i. Undertake all plumbing and fitting works as directed;
- ii. Maintain and service all installations falling under sewerage system;
- iii. Undertake new pipe installation and extensions;
- iv. Undertake the clearing of pipeline routine and unblocking of clogged sewers;
- v. Report all environmental/operational incidents and hazards; and
- vi. Maintain waste water treatment plan within works management system (WMS).

HOW TO APPLY

Written applications including the current Curriculum Vitae, Copies of academic and professional certificates and ID card should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**The Secretary/CEO
Nandi County Public Service Board,
P.O. Box 802-30300 Kapsabet.**

Hand delivered applications should be handed over at the Nandi County Public Service Board so as to reach the office on or before the close of business on, **Thursday 29th April, 2021**

NOTE

In addition, interested candidates applying for Job Groups '**N and above**' are advised to submit copies of letters of clearance from:

- i. Kenya Revenue Authority (KRA)-Tax Compliance Certificate ;
- ii. The Ethics and Anti-Corruption Commission (EACC);
- iii. Directorate of Criminal Investigations;
- iv. Higher Education Loans Board (HELB); and
- v. Credit Reference Bureau (CRB)

IMPORTANT INFORMATION:

- Only shortlisted candidates will be contacted
- Any form of canvassing or lobbying will lead to automatic disqualification
- County Government of Nandi is an equal opportunity employer. Women, youth and people living with disabilities are encouraged to apply.
- All candidates are reminded to observe the Ministry of Health Protocols on Covid - 19 during interviews.

COUNTY GOVERNMENT OF NANDI