

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/02/2021

9th August , 2021

VACANCIES

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

A. READVERTISEMENT

Nandi County Public Service Board on behalf of Kapsabet Nandi Water and Sanitation Company (KANAWASCO) wishes to recruit competent and qualified persons to serve as Members of the Board of Directors of Kapsabet Nandi Water & Sanitation Company Limited for a term of three years. Kapsabet Nandi Water & Sanitation Company Limited has been appointed a water service provider for Kapsabet and Nandi Hills townships and environs in Nandi County

APPLICATIONS FOR APPOINTMENT OF DIRECTORS FOR KAPSABET NANDI WATER & SANITATION COMPANY LIMITED (KANAWASCO) -3 POSITIONS

Terms of Service – Three Years Contract

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

- a) Industry / manufacturing sector;
- b) Relevant Commercial sector;
- c) Key water catchment areas that are sources of water for KANAWASCO;
- d) Residents associations;
- e) Any other recognized registered bodies that are affected by the KANAWASCO.

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

Requirements for Appointment

To be eligible, an applicant should be:

- i. Be a Kenyan Citizen;
- ii. Have a minimum of a Bachelor's degree from a recognized university in the following backgrounds:
 - CPA – experience in accounting / Finance – must be in good standing at Institute of Certified Public Accountants of Kenya and produce letter to that effect -Core for all companies
 - Registered Engineer-Must be in good standing at Institute of Engineers of Kenya – Core for all companies
 - Human Resource degree and practitioner- Must be in good standing with the Institute of Human Resource Management;
- iii. Have a minimum of seven years working experience in the core profession of the person or have run a registered own enterprise for a minimum of seven years;
- iv. Satisfy the requirements of Chapter six of the Kenyan Constitution on Leadership and Integrity. (KRA, HELB, EACC, Certificate of Good Conduct and CRB Clearances)

Duties and Responsibilities

- i. Provide effective leadership and collaborate with the Executive management team in:
 - articulating the organization's values, vision, mission and strategies;
 - developing strategic (direction) plans and ordering strategic priorities including the strategic plan, performance contract, annual budget, procurement plan, training plans and media plans;
 - maintaining open lines of communication and promulgating through the organization and with external stakeholders the values, vision, mission and strategies;
 - developing and maintaining an organization structure to support the achievement of agreed strategic objectives.
- ii. Monitor the performance of the CEO against agreed performance indicators;
- iii. Review and agree the business (action) plans and annual budget proposed by the Executive management team;
- iv. Monitor the achievement of the strategic and business plans and annual budget outcomes;
- v. Establish such committees, policies and procedures as will facilitate the more effective discharge of the Board's roles and responsibilities;
- vi. Ensure, through the Board committees and others as appropriate, compliance obligations and functions are effectively discharged;
- vii. Initiate a Board self-evaluation program and follow-up action to deal with issues arising and arrange for directors to attend courses, seminars and participate in development programs as the Board judges appropriate;
- viii. Ensure that all significant systems and procedures are in place for the organization to run effectively, efficiently, and meet all legal and contractual requirements;
- ix. Ensure that all significant risks are adequately considered and accounted for by the Executive management team; and
- x. Ensure that organization has appropriate corporate governance structures in place including standards of ethical behaviour and promoting a culture of corporate and social responsibility.

B. EXTERNAL ADVERT

DEPARTMENT OF EDUCATION AND VOCATIONAL TRAINING

VOCATIONAL TRAINING CENTRES\ (ARTISANS)

1. INFORMATION COMMUNICATION TECHNOLOGY (ICT) ARTISAN

JG "CPSB 12" - 1 POSITION

Terms of Service – Permanent and Pensionable

Requirements For Appointment

- i. Be a Kenyan citizen;
- ii. Craft certificate in ICT;
- iii. Must have a minimum training experience as an artisan/instructor for a minimum period of three (3) years;
- iv. Excellent interpersonal communication and writing skills; and
- v. Recommendation letter from the Principal;

Duties and Responsibilities

- i. Theoretical and practical instruction in ICT;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii. Carrying out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities;
- vi. Maintaining trainee's discipline;
- vii. Guiding and counseling trainees; and
- viii. Supervising trainees in industrial attachment.

2. HAIRDRESSING & BEAUTY THERAPY ARTISAN CPSB '12' -3 POSITIONS

Terms of Service – Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Government trade test certificate **Grade III** in hairdressing and beauty therapy;
- iii. Must have a minimum training experience as an artisan/instructor for a minimum period of three (3) years;
- iv. Excellent interpersonal communication and writing skills; and
- v. Recommendation letter from the Principal.

Duties And Responsibilities

- i. Theoretical and practical instruction in hairdressing and beauty therapy;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii. Carrying out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities;
- vi. Maintaining trainee's discipline;
- vii. Guiding and counseling trainees; and
- viii. Supervising trainees in industrial attachment.

3. TAILORING/DRESS MAKING ARTISAN JG "CPSB 12" - 1 POSITION

Terms of Service – Permanent and Pensionable

Requirements For Appointment

- i. Be a Kenyan citizen;
- ii. Government trade test certificate **Grade III** in Tailoring/Dress making;
- iii. Must have a minimum training experience as an artisan/instructor for a minimum period of three (3) years;
- iv. Excellent interpersonal communication and writing skills; and
- v. Recommendation letter from the Principal;

Duties and Responsibilities

- i. Theoretical and practical instruction in Tailoring/Dress making;;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii. Carrying out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;

- v. Conducting co-curricular activities;
- vi. Maintaining trainee's discipline;
- vii. Guiding and counseling trainees; and
- viii. Supervising trainees in industrial attachment.

4. WELDING & FABRICATION ARTISAN JG "CPSB 12" – 1 POSITION

Terms of Service – Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Craft certificate in Welding and Fabrication;
- iii. Must have a minimum training experience as an artisan/instructor for a minimum period of three (3) years;
- iv. Excellent interpersonal communication and writing skills; and
- v. Recommendation letter from the Principal;

Duties And Responsibilities

- i. Theoretical and practical instruction in Welding and Fabrication;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii. Carrying out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities;
- vi. Maintaining trainee's discipline;
- vii. Guiding and counseling trainees; and
- viii. Supervising trainees in industrial attachment

5. PLUMBING ARTISAN JG "CPSB 12" – 2 POSITIONS

Terms of Service – Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Craft certificate in plumbing;
- iii. Must have a minimum training experience as an artisan/instructor for a minimum period of three (3) years;
- iv. Excellent interpersonal communication and writing skills; and
- v. Recommendation letter from the Principal.

Duties And Responsibilities

- i. Theoretical and practical instruction in plumbing;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii. Carrying out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities;
- vi. Maintaining trainee's discipline;
- vii. Guiding and counseling trainees; and
- viii. Supervising trainees in industrial attachment.

6. MASONRY ARTISAN JG “CPSB 12” – 1 POSITION

Terms of Service – Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Government trade test certificate **Grade III** in Masonry;
- iii. Must have a minimum training experience as an artisan/instructor for a minimum period of three (3) years;
- iv. Excellent interpersonal communication and writing skills; and
- v. Recommendation letter from the Principal.

Duties and Responsibilities

- i. Theoretical and practical instruction in Masonry;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii. Carrying out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities;
- vi. Maintaining trainee’s discipline;
- vii. Guiding and counseling trainees; and
- viii. Supervising trainees in industrial attachment.

7. MOTOR VEHICLES MECHANICS ARTISAN JG “CPSB 12” – 1 POSITION

Terms of Service – Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Craft certificate in Motor Vehicles Mechanics;
- iii. Must have a minimum training experience as an artisan/instructor for a minimum period of three (3) years;
- iv. Excellent interpersonal communication and writing skills; and
- v. Recommendation letter from the Principal.

Duties and Responsibilities

- i. Theoretical and practical instruction in Motor Vehicles Mechanics;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii. Carrying out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities;
- vi. Maintaining trainee’s discipline;
- vii. Guiding and counseling trainees; and
- viii. Supervising trainees in industrial attachment

8. PAINTING AND DECORATION ARTISAN JG “CPSB 12” – 1 POSITION

Terms of Service – Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Craft certificate in Painting and Decoration;
- iii. Must have a minimum training experience as an artisan/instructor for a minimum period of three (3) years;

- iv. Excellent interpersonal communication and writing skills; and
- v. Recommendation letter from the Principal.

Duties and Responsibilities

- i. Theoretical and practical instruction in Painting and Decoration;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii. Carrying out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities;
- vi. Maintaining trainee's discipline;
- vii. Guiding and counseling trainees; and
- viii. Supervising trainees in industrial attachment.

VOCATIONAL TRAINING CENTRES (INSTRUCTORS)

1. INFORMATION COMMUNICATION TECHNOLOGY (ICT) INSTRUCTOR JG "CPSB 11" -1 POSITION

Terms of Service – Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Diploma certificate in ICT;
- iii. Must have a minimum training experience as an artisan/instructor for a minimum period of three (3) years;
- iv. Excellent interpersonal communication and writing skills; and
- v. Recommendation letter from the Principal.

Duties and Responsibilities

- i. Theoretical and practical instruction in ICT;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii. Carrying out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities;
- vi. Maintaining trainee's discipline;
- vii. Guiding and counseling trainees; and
- viii. Supervising trainees in industrial attachment.

2. TAILORING/DRESS MAKING INSTRUCTOR JG "CPSB 11" – 1 POSITION

Terms of Service – Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Have a Diploma Certificate in Tailoring/Dress making;
- iii. Must have a minimum training experience as an artisan/instructor for a minimum period of three (3) years;
- iv. Excellent interpersonal communication and writing skills; and
- v. Recommendation letter from the Principal.

Duties and Responsibilities

- i. Theoretical and practical instruction in Tailoring/Dress making;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii. Carrying out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities;
- vi. Maintaining trainee's discipline;
- vii. Guiding and counseling trainees; and
- viii. Supervising trainees in industrial attachment.

3. WELDING & FABRICATION INSTRUCTOR JG "CPSB 11" – 1 POSITION

Terms of Service – Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Have a Diploma Certificate in Welding and Fabrication;
- iii. Must have a minimum training experience as an artisan/instructor for a minimum period of three (3) years;
- iv. Excellent interpersonal communication and writing skills; and
- v. Recommendation letter from the Principal.

Duties and Responsibilities

- i. Theoretical and practical instruction in Welding and Fabrication;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii. Carrying out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities;
- vi. Maintaining trainee's discipline;
- vii. Guiding and counseling trainees; and
- viii. Supervising trainees in industrial attachment.

4. FOOD AND BEVERAGES INSTRUCTOR JG "CPSB 11" - 1 POSITION

Terms of Service – Permanent and Pensionable

Requirements for Appointment.

- i. Be a Kenyan citizen;
- ii. Have a Diploma Certificate in Food and Beverages;
- iii. Must have a minimum training experience as an artisan/instructor for a minimum period of three (3) years;
- iv. Excellent interpersonal communication and writing skills; and
- v. Recommendation letter from the Principal.

Duties and Responsibilities

- i. Theoretical and practical instruction in Food and Beverages;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii. Carrying out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities;

- vi. Maintaining trainee's discipline;
- vii. Guiding and counseling trainees; and
- viii. Supervising trainees in industrial attachment.

EARLY CHILDHOOD EDUCATION

1. EARLY CHILDHOOD DEVELOPMENT EDUCATION (ECDE) CARE GIVERS -58 POSITIONS

Terms of Service: Permanent and Pensionable

Work Station: As advertised Below

Requirements for Appointment

- i. Be a Kenyan citizen aged 18 years and above;
- ii. Must be a holder of at least Certificate in ECDE offered by the Ministry of Education, KNEC or their equivalent;
- iii. Have a minimum of one year teaching experience in pre-primary or ECDE centers after training;
- iv. Ready to undergo effective Continuous Professional Development (CPD) training;
- v. Must be willing to uphold standards of professionalism required in the teaching service as provided in the existing policies and regulations in Kenya;
- vi. Must be registered with Teachers Service Commission (TSC).

Duties and Responsibilities

- i. Prepare and develop play/learning materials for children;
- ii. Organize and facilitate play/learning activities in pre-primary and ECDE centers;
- iii. Facilitate curriculum implementation;
- iv. Ensure safety and security of children at the center;
- v. Advice on children's feeding programme;
- vi. Should be conversant with applicable requirements of line Ministries.

Please Note: Priority will be given to a candidate meeting the above criteria and currently serving in a public ECDE center as advertised and should have a recommendation letter from the said center. One must be willing to work in any ECDE center within the county and must

Vacancies exist in the following ECDE Centers/Stations:

| SUB COUNTY | WARD | S/No | CENTRE/SCHOOL |
|------------|---------------------|-----------------|---------------|
| CHESUMEI | Kaptel/Kamoiywo | 1. | Kabaa |
| | | 2. | Chomisia |
| | | 3. | Chebilat |
| | | 4. | Sironoi |
| | | 5. | Tamboiyo |
| | | 6. | Sach Angwan |
| | Kosirai | 7. | Fr. Khun |
| | | 8. | Kamonjil |
| | Kiptuiya | 9. | Tuloi |
| | | 10. | Siksiket |
| | | 11. | Kaptabongen |
| | Chemundu/Kapngetuny | 12. | Nandi Primary |
| | | Lemokwo/Ngechek | 13. |
| TINDERET | Tinderet | | 14. |

| | | | |
|-------------------|------------------|----------------------|------------------------------|
| | | 15. | Motumon |
| | Songhor/Soba | 16. | Kapteldon |
| EMGWEN | Kilibwoni | 17. | Olangata |
| | | 18. | Kiptamuk |
| | | 19. | Kapchepsir |
| | | 20. | St. Marys Sugut |
| | | 21. | Kipture |
| | Kapkangani | 22. | Chepsonoi |
| | | 23. | Kapmenon |
| | | 24. | Kapkangani |
| | | 25. | Kapkangani |
| | Kapsabet | 26. | Kapkesengin |
| MOSOP | Kipkaren | 27. | Kapkawa |
| | Kabisaga | 28. | Eisero |
| | | 29. | Barakeiywet |
| | | 30. | Ndalat DEB |
| | Kabiyet | 31. | St. Paul's Kemelyet |
| | Kurgung/Surungai | 32. | St. Joseph's Elite Kiptangus |
| | | 33. | Koiban |
| | Ndalat | 34. | Sirsiron |
| | Chepterwai | 35. | Tulwet |
| | | 36. | Chepterwai |
| Sangalo/Kebulonik | 37. | St. Mathews Septonok | |
| ALDAI | Kabwareng | 38. | Chebara |
| | | 39. | Chemong |
| | | 40. | Legemet |
| | | 41. | Koitabut |
| | | 42. | Kaptendon |
| | | 43. | Koibarak |
| | | 44. | Kapkitany |
| | Terik | 45. | Kapsamoch |
| | | 46. | Chepkurgung |
| | Koyo/Ndurio | 47. | Kipletito |
| | Kemeloi/Maraba | 48. | Mugen |
| | | 49. | Kisarich |
| | Kobujoi | 50. | Morongiot |
| | | 51. | Ressio |
| | Kaptumo/Kaboi | 52. | Kaboi |
| NANDI HILLS | Ollessoss | 53. | Cheplelachbei |
| | | 54. | Ollessos |
| | | 55. | Ollessos Stima |
| | Chepkunyuk | 56. | Chemartim |
| | Nandi Hills | 57. | Soiyet |
| | | 58. | Kimolonik |

OFFICE OF THE COUNTY ATTORNEY

1. LEGAL OFFICER, JG 'CPSB 09' - 2 POSITIONS

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Is a citizen of Kenya
- ii. A bachelor's degree in Law from a university recognized in Kenya;
- iii. Satisfy the requirements of Chapter Six of the Constitution on Leadership and Integrity;
- iv. Be conversant with the Constitution of Kenya and the Devolution Statutes; and
- v. Be a team player.

Duties and Responsibilities

- i. Undertaking legal research on policies, procedure and other assignments;
- ii. Collecting and collating research data;
- iii. Submitting reports on assignments;
- iv. Undertaking drafting and review of Court pleadings;
- v. Drafting, review and negotiation of legal documents, agreements and MOUs;
- vi. Interviewing clients for referral; and
- vii. Any other duties as may be assigned.

C. INTERNAL ADVERTISEMENT

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

DEPARTMENT OF HEALTH AND SANITATION

1. SENIOR MEDICAL SPECIALIST - EPIDEMIOLOGIST JG "CPSB 03"- 1 POSITION

Terms of Service- Permanent and Pensionable

Requirements for appointment

- i. Served as a Senior Assistant Director of Medical Services or Medical Specialist 1 for a minimum period of three (3) years
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board
- iii. Masters Degree in any of the following fields, Anesthesia, Cardiothoracic Surgery, Dermatology, Ear, Nose and Throat, Otorhinolaryngology, family medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and gynaecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics, and child health, palliative medicine, pathology, plastic and reconstructive surgery, psychiatry, public health, radiology, health systems management, health economics, health informatics, Epidemiology, Global health policy, public health micro biology and emerging and infectious diseases, Biostatistics or equivalent qualification from an institution recognized by Medical Practitioners Board;
- iv. Certificate of Registration by the Medical Practitioners and Dentists Board;
- v. Certificate in strategic leadership development program lasting not less than six weeks from a recognized institution;
- vi. Certificate in computer skills from a recognized institution ; and
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

- i. Performing Complex and advanced patient management in area of specialization
- ii. Coordinating training, coaching and mentoring of health personnel,
- iii. Managing health stores including essential medicines and/ or plant and equipment
- iv. Managing larger facilities or hospitals
- v. Developing intervention activities or programs for the management of diseases and conditions
- vi. Developing medical standard operating procedures (SOPs) and protocols
- vii. Developing training curricular and syllabus in collaboration with training institutions
- viii. Coordinating emergency response and clinical care
- ix. Coordinating health projects and programmes
- x. Managing health information systems
- xi. Carrying out health surveys and research and
- xii. Monitoring the provision of forensic and medico legal services

OFFICE OF THE COUNTY ATTORNEY

1. COUNTY SOLICITOR, JG 'CPSB 03' – 1 POSITIONS

Terms of Service- Permanent and Pensionable

Requirements for Appointment

- i. Is a citizen of Kenya;
- ii. Holds a degree in law from a university recognized in Kenya;
- iii. Holds a post graduate diploma from the Kenya school of law;
- iv. Has five (5) years' experience as advocate of the high court of Kenya;
- v. Has previously held or acted in a similar or higher capacity in the county Government;
- vi. Has undertaken a senior management course; and
- vii. Meet the requirements of leadership and integrity set out in chapter six of the constitution of Kenya 2010.

Duties and Responsibilities

- i. Being the principal legal advisor to the county Government;
- ii. Representing the county executive in court or in any other legal proceedings to which the county executive is a party other than criminal proceedings;
- iii. Advising Department in the county executive on legislative and other legal matters;
- iv. Negotiating, drafting, vetting and interpreting documents and agreements for and on behalf of the county Executive and its agencies;
- v. Drafting, publication and revision of county laws and policies;
- vi. Undertaking legal audits to ensure that all county and national legislation applicable within the county are complied with by the county executive;
- vii. Liaising with the office of the director of public prosecutions in the prosecution in the prosecution of offenses arising from county legislation;
- viii. Liaising with the office of county of the attorney general whenever there is need;
- ix. Performing any other function as may be necessary for the effective discharge of the duties and the exercises of the powers of the County attorney;
- x. Shall be the authorized and accounting officer in the county law office; and

- xi. Shall perform all any other functions as may be delegated by the county attorney.

2. PRINCIPAL LEGAL OFFICER, JG 'CPSB 05' – 2 POSITIONS

Terms of Service- Permanent and Pensionable

Requirements for Appointment

- i. Is a Kenyan Citizen
- ii. Holds a Bachelor of Laws degree from a university recognized in Kenya
- iii. Post graduate diploma in Law from the Council of Legal Education
- iv. Must be an advocate of the High Court of Kenya;
- v. Have at least two (2) years of post-admission experience in a busy law firm or in a Government institution;
- vi. Must satisfy the requirements of Chapter six of the Constitution of Kenya, 2010;
- vii. A master's degree in Law will be an added advantage;
- viii. Proficiency in Computer Applications;
- ix. Knowledge in records of relevant laws and professional standards;
- x. Demonstrable sound skills and competencies in litigation and Alternative Dispute Resolution (ADR) methods such as negotiation, mediation and Arbitration;
- xi. Good communication, presentation, research and analytical skills;
- xii. Have excellent organizational and interpersonal skills and be able to work in a team;
- xiii. Demonstrate managerial, administrative and professional competence in work performance.

Duties and Responsibilities

- i. Representing the County Government in Court, arbitral tribunals, public inquiries and any other legal proceedings to which the County is party to, other than criminal proceedings;
- ii. Undertaking legal research and providing sound advisory briefs on legal matters to the County Government;
- iii. Liaise with other state organs/agencies for purpose of Intergovernmental Issues;
- iv. Analyzing research data and compiling reports;
- v. Preparing preliminary legal documents/instruments and preparing legal opinions;
- vi. Ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity;
- vii. Performing any other functions as shall be assigned from time to time.

3. LEGAL OFFICER, JG "CPSB 09" – 2 POSITIONS

Terms of Service- Permanent and Pensionable

Requirements for Appointment

- i. Is a citizen of Kenya
- ii. A bachelor's degree in Law from a university recognized in Kenya;
- iii. Satisfy the requirements of Chapter Six of the Constitution on Leadership and Integrity;
- iv. Be conversant with the Constitution of Kenya and the Devolution Statutes; and
- v. Be a team player.

Duties and Responsibilities

- i. Undertaking legal research on policies, procedure and other assignments;
- ii. Collecting and collating research data;
- iii. Submitting reports on assignments;
- iv. Undertaking drafting and review of Court pleadings;
- v. Drafting, review and negotiation of legal documents, agreements and MOUs;
- vi. Interviewing clients for referral; and
- vii. Any other duties as may be assigned.

4. PROCESS SERVER, JG “CPSB 10” – 1 POSITION

Terms of Service- Permanent and Pensionable

Requirements for Appointment

- i. Be a citizen of Kenya
- ii. Hold a diploma in Legal Studies from a duly registered institution;
- iii. A mean grade of C-Plain in Kenya Certificate of Secondary Education;
- iv. Be registered as a Court process server with a current license;
- v. Have at least three (3) years post qualification experience; and
- vi. Good understanding of the Civil procedure and Rules thereof in regard service of Court Processes.

Duties and Responsibilities

- i. Shall be responsible for service of Court processes and other legal documents in accordance with the provisions of the Law;
- ii. Filing of Court documents;
- iii. Filing Affidavits of service;
- iv. Maintain a register of service of Court processes;
- v. Maintain the official diary of the Office of the County Attorney and bring up matters thereof;
- vi. Man the office registry and documents;
- vii. Perform clerical duties; and
- viii. Perform any other or further duties as assigned from time to time.

5. ADMINISTRATION OFFICER JG “CPSB 09” – 2 POSITIONS

Terms of Service- Permanent and Pensionable

Requirements for Appointment

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

- i. Is a citizen of Kenya
- ii. Bachelor’s degree in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iii. Have at least one (1) year experience as an Administration Officer;
- iv. Certificate in Computer Applications from a recognized institution; and
- v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Planning Office accommodation layout;
- ii. Developing and updating of office equipment and furniture inventory;
- iii. Facilitating meetings, conferences and other special events;

- iv. Supervising general maintenance of buildings and furniture;
- v. Facilitating maintenance and repairs of office equipment;
- vi. Processing administrative documents;
- vii. Supervising provision of security and office services;
- viii. Supervising records management and messengerial services between the Office of the County Attorney and other departments within the County;
- ix. Handling public concern and issues;
- x. Collecting and Collating data on developmental issues; and
- xi. Perform any other or further duties as assigned from time to time.

6. ASSISTANT OFFICE ADMINISTRATOR I, JG “CPSB 09” – 2 POSITIONS

Terms of Service- Permanent and Pensionable

Requirements for Appointment

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

- i. Served in the grade of Assistant Office Administrator II or Office Administrative Assistant 'I for a minimum period of three (3) years;
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council;
OR
 - Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects: -
 - Shorthand III (minimum 100 w.p.m.);
 - Typewriting III (50 w.p.m)/computerized Document Processing III;
 - Business English III/Communications II;
 - Commerce II;
 - Office Practice II;
 - Office Management III/Office Administration and Management III;
 - Secretarial Duties II;
- iii. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution; Certificate in computer applications from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results,

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. taking oral dictation;
- ii. managing e-office;
- iii. word and data processing;
- iv. operating office equipment;
- v. attending to visitors/clients;
- vi. handling telephone calls and appointments;
- vii. maintaining office diary and travel itineraries;
- viii. ensuring security of office records, equipment and documents, including classified materials;
- ix. preparing responses to simple routine correspondence;
- x. establishing and monitoring procedures for record keeping of correspondence and file movements;
- xi. Assist in maintaining an up to date filing system in the office;

- xii. ensuring security, integrity and confidentiality of data;
- xiii. managing office protocol and etiquette and supervising office cleanliness;
Managing petty cash; and
- xiv. undertaking any other office administrative services duties that may be assigned.

7. SUPPLY CHAIN MANAGEMENT OFFICER, JG “CPSB 09” – 1 POSITION

Terms of Service- Permanent and Pensionable

Requirements for Appointment

- i. Must be a Kenyan Citizen;
- ii. Served in the grade of Supply Chain Management Assistant II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years: and
- iii. Shown merit and ability as reflected in work performance and results

In addition to the above requirements. an officer must have the following key 'personal attributes and core competencies:

- (i) Personal Qualities
 - Ability to get on well with the diverse workforce;
 - Good knowledge in the 'professional- field of specialization
 - Good communication skills;
 - Ability to take instructions
 - Good organizational and supervisory skills

Or

- (ii) Core Competence's.
 - Team playing skills;
 - Accuracy;
 - Care for resources;
 - Manual dexterity;
 - Execution of instructions
 - Interpretation skills;
 - Analytical skills; and
 - Records Management Skills

Duties and Responsibilities

- i. Responsible for the day to day management of the entire supply chain department;
- ii. Issue/provide administrative guideline on implementation and interpretation of Public Procurement and Dispersal Act 2015 and the supporting regulations;
- iii. Develop county annual procurement plan and ensure its full implementation.
- iv. Advice the entire county government on matters relating to supply chain management
- v. Prepare tender documents in accordance with public procurement Act 2005 and implementing regulations and coordinate the entire tendering process.
- vi. In liason with other finance functions, provide guidelines on matters of procurement, contract design and contract implementations;
- vii. Secretary to the Tender committee; and
- viii. Ensure that support-staff keep county records and key information in a timely, accurate and complete manner.

8. CLEANING SUPERVISOR II JG “CPSB 13”- 1 POSITION

Terms of Service- Permanent and Pensionable

Requirements for Appointment

- i. Must be a Kenyan Citizen
- ii. Must be a holder of Kenya Certificate of Education (KCE) or Kenya Certificate of Secondary Education (KCSE) Mean Grade D Plain

Duties and Responsibilities

- i. Undertaking cleaning duties in the area of deployment;
- ii. Performing messengerial duties;
- iii. preparing tea and washing utensils; and
- iv. undertaking any other related duties as may be assigned by the supervisor.

9. SUPPORT STAFF SUPERVISOR JG “CPSB 14” – 1 POSITION

Terms of Service- Permanent and Pensionable

Requirements for Appointment

- i. Must be a Kenyan Citizen
- ii. Must be a holder of Kenya Certificate of Education (KCE) or Kenya Certificate of Secondary Education

Duties and Responsibilities

- i. Undertaking cleaning duties in the area of deployment;
- ii. Performing messengerial duties; and
- iii. undertaking any other related duties as may be assigned by the supervisor.

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 submitted at Nandi County Public Service Board so as to reach the office on or before **Monday 23rd August, 2021**

NOTE

In addition, interested candidates applying for for **Job Groups , “CPSB 05 & CPSB 03”** and Board of Directors (KANAWASCO) must submit copies of letters of clearance from: Kenya Revenue Authority (KRA)-Tax Compliance Certificate ;

- i. The Ethics and Anti-Corruption Commission (EACC);
- ii. Directorate of Criminal Investigations;
- iii. Higher Education Loans Board (HELB); and
- iv. 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