

# COUNTY GOVERNMENT OF NANDI

Telephone 0781848494  
Email: cpsb@nandi.go.ke  
Website: www.nandi.go.ke



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

## COUNTY PUBLIC SERVICE BOARD

Advert No. CGN/CPSB/02/2023

5<sup>th</sup> June, 2023

### DECLARATION OF VACANCIES IN THE COUNTY PUBLIC SERVICE

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

#### DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

##### 1. Director Finance- Job Group "CPSB 03" (1 Post)

**Remuneration:** As prescribed by Salaries and Remuneration Commission (SRC)

##### **Duties and Responsibilities**

- a) convening sector working groups and reviewing reports emanating from these sectors;
- b) coordinating budget preparation at sector and sub sector levels;
- c) undertaking financial evaluation of policy changes;
- d) coordinating preparation of technical briefs on overall expenditure patterns;
- e) reviewing Departmental budget proposals in line with adopted budget policy statement ceilings and recommend appropriate amendments;
- f) monitoring financial and non-financial performance of the budget including programmes/projects and recommending corrective measures;
- g) ensuring compliance with the budget implementation policy guidelines;
- h) profiling risks associated with budget process and design appropriate mitigation framework;
- i) undertaking assessment of financial risks and recommend appropriate mitigating actions;
- j) reviewing periodic financial and non-financial performance reports;
- k) coordinating preparation of responses to financial queries;
- l) undertaking budget planning, preparation, submission, execution and reporting;
- m) monitoring and evaluating budgetary commitment; and
- n) Ensuring that expenditures is consistent with budget ceilings;
- o) organizing the preparation of the Departmental Performance Reviews and the sector reports;
- p) interpreting quarterly and annual Departmental budget performance reports and recommending appropriate intervention measures;
- q) monitoring servicing of debts and taking appropriate measures;
- r) overseeing preparation of responses to financial queries;
- s) facilitating research on emerging issues and best practices in financial management; and
- t) ensuring prudent utilization of resources; and building capacity and managing performance of the Department.

### **Requirement for Appointment**

- a) served in the grade of Deputy Director, Finance for a minimum period of three (3) years;
- b) bachelor's degree in any of the following disciplines: Commerce (Finance or Accounts option), Economics, Business Administration, Business Management, Finance or equivalent qualification from a recognized institution;
- c) master's degree in any of the following: Commerce, Accounting, Business Administration, Economics, Finance or equivalent qualification from a recognized institution;
- d) certificate in public financial management from a recognized institution; membership to a relevant professional body;
- e) certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- f) certificate in computer application skills; and
- g) demonstrated a high degree of professional and managerial ability as reflected in work performance and results.

### **2. Deputy Director Budget, Job Group "CPSB 04" (1 Post)**

**Remuneration:** As prescribed by Salaries and Remuneration Commission (SRC)

#### **Duties and Responsibilities**

- a) Reporting to the Director Economic Planning and Budgeting, the officer will be responsible for the preparation of budget and ensuring departments' adherence to budget ceilings.
- b) Coordinating the development of budget policy, budget systems and reforms;
- c) Coordinating overall Budget preparation at Sector and departmental levels;
- d) Coordinating the overall county resource allocation in line with the county policy, annual development plan and CIDP;
- e) Advising accounting officers on budgetary requirements for departments, budget planning and implementation;
- f) Coordinating capacity building in the budget department;
- g) Preparing and compiling annual and supplementary budgetary estimates, county fiscal strategy paper, BROP, budget execution report, revenues estimates and other budgetary reports;
- h) Undertaking risk assessment and management of the budget;
- i) Ensuring the county departments adhere to program based budgeting and capturing the same in IFMIS using plan to budget module;
- j) Coordinating the preparations of the county departments' public expenditure reviews and the sectorial reports;
- k) Co-ordination of public forums to ensure the public participates fully in the budgetmaking process;
- l) Control of budgetary commitments;
- m) Financial evaluation and processing of major policy changes (i.e. changes with substantial financial implications) within Department; and
- n) Monitoring and reviewing of financial and physical implementation of projects and programmes and initiating corrective action.

#### **Requirements for Appointment**

- a) Served for a minimum of period of Seven (7) years, in similar capacity in public service or in comparable and relevant positions in private sector;
- b) Bachelor degree in any of the following discipline;
- c) Commerce (finance option), Economics, Statistics, Business administration from a recognized university in Kenya and must be a Certified Public Accountant of Kenya CPA(K) and in good standing;

- d) Master's Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university will be an added advantage;
- e) Shown outstanding capability in financial management;
- f) Attended a four (4) week Senior Management Course (SMC) preferably from Kenyaschool of Government;
- g) Demonstrated understanding of National and county development goals, policies and objectives, national values and principle of governance; and
- h) Shown outstanding capability in Financial Management

**3. Deputy Director Economic Planning/Statistics and Monitoring & Evaluation Job Group "CPSB 04" (1 Post)**

**Remuneration:** As prescribed by Salaries and Remuneration Commission (SRC)  
**Duties and Responsibilities**

- a) general directing of the economic planning function and producing statistical data at the County level;
- b) preparing County Development plans, strategies, policies and programmes;
- c) monitoring and Evaluating policies and programmes;
- d) collating and presenting statistical data in the form of survey reports and bulletins in departments; and
- e) directing, controlling, and coordinating of all the various planning or statistical activities of professional and supporting staff within the Planning Departments as well as those serving in similar capacities in other departments.

**Requirements for Appointment**

- a) served at the level of Principal Economist/Principal Statistical for at least (3) years or 5 years in a comparable and relevant position in the field of economics, policy research and statistics in the private Sector;
- b) must have a Bachelor's degree in Economics, or Economics and Mathematics or Economics and Statistics from a recognized institution or its equivalent recognized institution;
- c) attained qualifications in Economics or Statistics of at least Masters of Arts (MA), or Masters of Science (MSc.) or Master of Philosophy (M Phil.) level or their equivalent recognized qualifications will be an added advantage;
- d) certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent from a recognized institution;
- e) demonstrated outstanding professional competence, ability and integrity as reflected in work performance and results;
- f) managerial experience necessary for the effective management of staff; and
- g) computer applications certificate.

**4. Deputy Director Revenue Management- Job Group "CPSB 04" (1 Post)**

**Remuneration:** As prescribed by Salaries and Remuneration Commission (SRC)

**Duties and Responsibilities**

- a) assist in planning, organizing, coordination, supervisions and administration of all revenue matters;
- b) assist in provision of advisory on revenue matters to Director Revenue;
- c) assist in ensuring proper enactment of laws, financial regulations and procedures pertaining to revenue matters;
- d) assist in initiating internal controls and procedures within the department of revenue;
- e) assist in provision of quality and timely accounting services in the

- revenue unit. They include, maintenance of accurate accounting records and preparation of management and statutory reports; and
- f) develop fresh revenue streams giving annual collection targets.

**Requirements for Appointment**

- a) must be a Kenyan Citizen;
- b) must have served for a period of not less than 6 years in the relevant field three out of which must have been in the position of Assistant Director of Revenue or in a relevant equivalent and comparable position in the public or private sector;
- c) must have passed CPA part III; Examination or its equivalent from a recognized institution;
- d) must have a degree in either of the following field of study; Bachelors in Accounting, Finance, Business Administration, Commerce, economics, statistics or relevant/equivalent qualification from an approved institution;
- e) shown merit and ability as reflected in work performance and results; and
- f) must have high degree of professional competence and administrative capability required for effective planning, direction control and condition of the accounting function; personal integrity and responsibility.

**KAPSABET NANDI WATER AND SANITATION COMPANY (KANAWASCO)**

**5. Deputy Director Human Resource Management and Development-Job Group "CPSB 04"(KANAWASCO- 1 Post)**

**Terms of Service:** Permanent and Pensionable

**Remuneration:** As prescribed by Salaries and Remuneration Commission (SRC)

**Duties and Responsibilities**

- a) developing and reviewing human resource policies, regulations, procedures, rules and guidelines;
- b) developing and reviewing human resource standards and guidelines;
- c) overseeing human resource services in functional areas such as recruitment, promotion, discipline, training and development, placement and staff welfare;
- d) interpreting, applying and providing advice on human resource management policies, rules and regulations, procedures and system;
- e) analyzing data on human resource management for decision making;
- f) approving information relating to recruitment, appointment, transfer, and human resource management information systems;
- g) ensuring maintenance of staff establishment and compliment control;
- h) coordinating research on human resource matters;
- i) coordinating the implementation of human resource decisions within the existing rules, regulations and procedures;
- j) identifying and approving the use of appropriate human resource systems (both manual and electronic);
- k) coordinating and carrying out training needs assessment and approving training for staff;
- l) training staff on target setting and carrying out staff performance appraisal systems;
- m) secretary to the Company's Human Resource Advisory Committee and coordinating implementation of its decisions thereof;
- n) approving various claims relating to training, medical and others;
- o) coordinating the presentation of budget estimates for human resource management including personnel emoluments;
- p) administering welfare matters as required;
- q) handling staff grievances and industrial relations matters;

- r) maintaining an up-to-date human resource information database as per the set procedures and policies; and
- s) ensuring that human resource quality management standards are maintained, and;
- t) analyzing human resource reports for decision making and any other legal duties as may be assigned from time to time.

**Requirement for Appointment**

- a) served in the grade of Assistant Director of Human Resource Management for a minimum period of three (3) years in the Public Service or its equivalent;
- b) bachelor's degree in Human Resource Management or any Social Science from a university recognized in Kenya;
- c) higher diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or any equivalent qualification from a recognized institution;
- d) certified human resource professional (CHRP (K));
- e) At least 10 year's professional experience, 3 years of which should be in senior management position;
- f) knowledge of the institutional and legal framework in Kenya, as well as of relevant public service transformation programmes;
- g) current membership of good standing at the Institute of Human Resource Management (IHRM);
- h) certificate in senior management course lasting not less than (4) weeks from Kenya School of Government or any other recognized institution;
- i) demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of Human Resource and a thorough understanding of HR issues and emerging HRM practices & techniques;
- j) demonstrate a thorough understanding of national goals, principles and development goals;
- k) meet the requirements of Chapter Six of the Constitution on Leadership and Integrity; and
- l) possession of Masters in Human Resource qualification will be an added advantage.

**DEPARTMENT OF AGRICULTURE AND CO-OPERATIVE DEVELOPMENT-  
KAIMOSI ATC**

**6. Agricultural Officer - Job Group "CPSB 09" (5 Posts)**

**Terms of Service:** Three (3) Years Contract

**Remuneration:** As prescribed by Salaries and Remuneration Commission (SRC)

**Duties and Responsibilities**

- a) coordinate activities in the following areas; Crop Production, Land Development, agricultural extension and Project Management;
- b) Management of information desks within the center; and
- c) Any other legal duty assigned by your supervisor from time to time.

**Requirement for Appointment**

- a) A Bachelor of Science degree in any of the following fields:- Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a recognized institution; and
- b) have a Certificate in computer applications.

*Note: Currently serving Kaimosi ATC Staff are encouraged to apply.*

## **7. Administration Officer I - Job Group “CPSB 09” (1 Post)**

**Terms of Service:** Three (3) Years Contract

**Remuneration:** As prescribed by Salaries and Remuneration Commission (SRC)

### **Duties and Responsibilities**

- a) Coordination of all trainings functions within the facility;
- b) Planning Office accommodation layout;
- c) Developing and updating of office equipment and furniture inventory;
- d) Facilitating meetings, conferences and other special events;
- e) Supervising general maintenance of buildings and furniture;
- f) Facilitating maintenance and repairs of office equipment;
- g) Processing administrative documents;
- h) Supervising provision of security and office services;
- i) Supervising records management and messengerial services between the Office of the County Attorney and other departments within the County;
- j) Handling public concern and issues;
- k) Collecting and Collating data on developmental issues; and
- l) Performing any other legal duty as may be assigned by your supervisor from time to time.

### **Requirement for Appointment**

- a) Degree in Public Administration, Business Administration, Political Science/Government, Social Science or equivalent qualification from a recognized institution;
- b) Served in the grade of Administration Officer II for a minimum period of three (3) years;
- c) Certificate in computer application skills; and
- d) Shown merit and ability as reflected in work performance and results.

*Note: Currently serving Kaimosi ATC Staff are encouraged to apply.*

## **8. Assistant Agricultural Officer III– Job Group CPSB 11 (4 Posts)**

**Terms of Service:** Three (3) Years Contract

**Remuneration:** As prescribed by Salaries and Remuneration Commission (SRC)

### **Duties and Responsibilities**

- a) Assisting in delivering of extension services including conducting field days and training of farmers Collecting and compiling crops data and reports in the centre;
- b) Participating in collecting marketing data and value addition; and
- c) Any other legal duty assigned by your supervisor from time to time.

### **Requirement for Appointment**

- a) a Diploma in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness Agriculture, Extension Agriculture Education or Any other relevant and equivalent qualification from a recognized institution.

*Note: Currently serving Kaimosi ATC Staff are encouraged to apply.*

## **9. Information Communication Technology Officer III-Job Group “CPSB 11” (1 Post)**

**Terms of Service:** Three (3) Years Contract

**Remuneration:** As prescribed by Salaries and Remuneration Commission (SRC)

### **Duties and Responsibilities**

- a) installation and maintenance of computer systems;
- b) configuration of Local Area Network and Wide Area Network;
- c) developing and updating application systems; and carrying out systems analysis,
- d) design and programme specifications in liaison with users;
- e) carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- f) drawing up hardware specifications for Information Communication Technology equipment;
- g) verification, validation and certification of Information Communication Technology equipment;
- h) overseeing the process of configuration of new Information

Communication Technology equipment; and

- i) Any other legal duty as may be assigned by your supervisor from time to time.

**Requirement for Appointment**

- a) Kenya Certificate of Secondary Education mean grade C plain with at least a C- in mathematics and English /Kiswahili or its approved equivalent;
- b) Diploma in any of the following fields: Computer Science, Electrical/ Electronics engineering or its equivalent qualification from a recognised institution.

*Note: Currently serving Kaimosi ATC Staff are encouraged to apply.*

**10. Supply Chain Management Assistant – Job Group “CPSB 11” (1 Post)**

**Terms of Service:** Three (3) Years Contract

**Remuneration:** As prescribed by Salaries and Remuneration Commission (SRC)

**Duties and Responsibilities**

- a) issuing and receiving stores;
- b) assisting in stock taking;
- c) reconciliation, preparation and maintenance of records.
- d) Preparation of annual procurement plans;
- e) Preparation of Supply Chain Management reports;and
- f) Any other duty as may be assigned by the supervisor from time to time.

**Requirement for Appointment**

- a) a Kenya Certificate of Secondary Education (KCSE) mean. grade C- (minus) with a minimum of C- in -Mathematics and English or Kiswahili or its equivalent qualification from a recognized Institution;
- b) a Diploma (CIPS) in Supplies Management or its equivalent qualifications from a recognized institution.

*Note: Currently serving Kaimosi ATC Staff are encouraged to apply.*

**11. Artisan (Plumbing) –Job Group “CPSB 12” (2 Posts)**

**Terms of Service:** Three (3) Years Contract

**Remuneration:** As prescribed by Salaries and Remuneration Commission (SRC)

**Duties and Responsibilities**

- a) An officer at this level will be on job training and will be assigned simple duties in repair and maintenance works under close supervision of a more experienced officer in line with the area of Plumbing; and
- b) Any other legal duty as may be assigned by your supervisor from time to time.

**Requirement for Appointment**

- a) For appointment to this grade, a candidate must have a Government Trade Test Certificate Grade III in the relevant trade area i.e plumbing.

*Note: Currently serving Kaimosi ATC Staff are encouraged to apply.*

**HEALTH AND SANITATION**

**12. Senior Assistant Director, Nursing Services - Job Group “CPSB 04” (1 Post)**

**Terms of Service:** Permanent and Pensionable

**Remuneration:** As prescribed by Salaries and Remuneration Commission (SRC)

**Duties and Responsibilities**

- a) Duties and responsibilities at this level will include: developing of policies, standards and guidelines in the provision of nursing services; ensuring application of nursing process at the service delivery unit;
- b) carrying out comprehensive health needs assessment in a health facility and Community; designing training needs assessment tools, curriculum and programmes;
- c) formulating interventions to address identified health needs; monitoring and evaluating health care services in a health facility and community;

- d) coordinating implementation of nursing related projects and programmes; managing nursing services at a health facility and community;
- e) coordinating preparation of training plans/programmes for nurses;
- f) providing quantification and specifications for procurement of medical supplies and equipment; conducting research;
- g) advising Health or Hospital Management Team (HMT) on matters relating to Nursing Services;
- h) coordinating development of strategic/work planning and performance contracts for Nurses.

### **Requirements for Appointment**

- a) served in the grade of Assistant Director, Nursing Services for a minimum period of three (3) years or served in the grade of CPSB 07 for a minimum period of seven (7) years;
- b) Hold a Bachelor's Degree in either Nursing or Midwifery from a recognized institution;

**OR**

- c) Higher Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;

**OR**

- d) Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;
- e) Masters Degree in any of the following disciplines will be an added advantage: Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management' or Geriatric Nursing from a recognized institution;
- f) Registration Certificate issued by the Nursing Council of Kenya;
- g) Valid practising license from the Nursing Council of Kenya;
- h) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- i) Certificate in computer application skills from a recognized institution; and
- j) demonstrated a high degree of professional competence and administrative capability.

### **13. Mortician - Job Group "CPSB 14" (6 Posts)**

**Terms of Service:** Three (3) Years Contract

**Remuneration:** As prescribed by Salaries and Remuneration Commission (SRC) Duties and Responsibilities

#### **Duties and Responsibilities**

- a) Collecting and receiving bodies within the hospital and outside through the prescribed procedures.
- b) Recording bodies received.
- c) Washing the bodies, embalming and refrigeration.
- d) Scrubbing and assisting in post mortems.
- e) Counselling the relatives.
- f) Releasing the bodies to the relatives as per the laid procedures.
- g) Performing any other legal duty as may be assigned by your supervisor



from time to time.

### **Requirements for Appointment**

- a) Must be a Kenyan Citizen;
- b) Holder of KCSE Certificate;
- c) Certificate in Mortuary Science or related field;
- d) At least two (2) years relevant work experience in a busy mortuary or a reputable Funeral Home;
- e) Good interpersonal and communication skills;
- f) Strong English and Swahili language skills;
- g) Training in embalming and grief counselling will be added advantage.

### **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, **Tuesday 13<sup>th</sup> June, 2023.**

### **NOTE**

#### **IMPORTANT INFORMATION:**

- a. Only shortlisted candidates will be contacted;
- b. Any form of canvassing or lobbying will lead to automatic disqualification; and
- c. County Government of Nandi is an equal opportunity employer. Women, youth and people living with disabilities are encouraged to apply.

COUNTY GOVERNMENT OF NANDI