

THE COUNTY GOVERNMENT OF WEST POKOT



P.O Box 577-30600
Kapenguria, Kenya

COUNTY PUBLIC SERVICE BOARD

Pursuant to the provision of County Government Act , No. 17 of 2012 section 44 and 45 the office of the Governor wishes to consider applications from highly qualified results-oriented and self-motivated Kenyan citizens for appointments to the following positions:-

COUNTY SECRETARY – JG “T” ONE (1) POST

Duties and Responsibilities

The County Secretary shall:-

- Be the head of the county public service;
- Be responsible for arranging the business, and keeping the minutes, of the county executive committee, subject to the directions of the executive committee;
- Convey the decisions of the county executive committee to the appropriate persons or authorities; and
- Perform any other functions as directed by the county executive committee

Requirements for Appointment

- Be a Kenyan Citizen
- Be in possession of Bachelor’s degree from a university recognized in Kenya
- Have master’s degree or higher academic qualification from a university recognized in Kenya
- Have at least 10 years’ experience in senior administration and management
- Possess knowledge of organization and functions of government
- Have thorough knowledge of the structural, legislative and regulatory framework of the public service.
- Membership to a professional association body will be an added advantage.
- Attended strategic leadership program course for not less than six (6) weeks from a recognized institution will be an added advantage.
- Satisfy the requirements of chapter six of the constitution of Kenya
- Computer literate

Core Competencies:

The following core competencies and skills will be required for the position of County Secretary.

- Ability to portray and uphold a positive County/ National image
- Being a visionary result oriented strategic thinker.
- Ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity
- Excellent organizational, interpersonal and communication skills;
- Capacity to work under pressure to meet strict deadlines.

Terms of Service- Contract

Salary: As prescribed by SRC

DEPUTY COUNTY SECRETARY – JG “S” ONE (1) POST

The Deputy County Secretary shall deputize the County Secretary.

Requirements for Appointment

- Be a Kenyan Citizen;
- Be in possession of a degree in Social Sciences/Management from a university recognized in Kenya;
- Possession of a Master’s degree in a relevant field will be an added advantage;
- Knowledge and experience in financial management will be desirable;
- Have working experience of not less than ten (10) years, of which 3 should be in a large organization
- Satisfy the requirement of chapter 6 of the constitution of Kenya 2010;
- Demonstrate thorough understanding of the County development objectives and vision 2030;
- Have capacity to work under pressure to meet strict timelines;
- Have good interpersonal and communication skills; and
- Demonstrate understanding and commitment to the National value and principles of Governance and Public service.

Duties and Responsibilities

The Deputy County Secretary will be responsible to the County Secretary for the following:

- Secretary to the County Performance Management and Monitoring Committee;
- Dissemination of County Government policies & Programmes;
- Coordinating County Government functions, reports and programmes;
- Preparing and drafting memoranda, Ministerial position and concept papers;

- Follow-up action on Executive Committee decisions and directives with relevant departments;
- Conducting technical research and special studies on policy issues;
- Supporting in establishing strong linkages between County Departments and external stakeholders; and
- Performing any other duties that may be assigned from time to time.

Terms of Service- Contract

Salary: As prescribed by SRC

CHIEF OFFICER – JG “S” Twenty (20) Posts

The Chief Officer shall be the Authorized and Accounting Officer in a specific department and shall be responsible to the County Executive Committee Member. The Twenty (20) posts will be as follows: (applicants should specify the portfolio for which they wish to head).

1. Finance
2. Economic Planning
3. Public Works
4. Transport and Infrastructure
5. Health
6. Sanitation and Emergencies
7. Education
8. Technical Training
9. Lands
10. Housing, Physical Planning and Urban Development
11. Trade and Industrialization
12. Investment and Co-operative Development
13. Water
14. Environment and Natural Resources
15. Public Service and ICT
16. Devolved Units
17. Tourism and Culture
18. Youth, Sports and Social Services
19. Pastoral Economy
20. Agriculture and irrigation

Duties and Responsibilities

- The administration of a County department
- Formulation and implementation of effective programs to attain vision 2030 and sectoral goals, as stated in the agenda of the County Executive Committee

- Development and implementation of policies and regulations
- Providing strategic policy direction for effective service delivery
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Implementation of performance management in the relevant department.
- Performing any other duties as may be assigned from time to time.

Requirements for Appointment

Be a Kenyan citizen:-

- Have a Bachelor`s degree in a relevant field from a university recognized in Kenya
- Possession of a Master`s degree in a relevant field will be an added advantage.
- Member of a professional body relevant will be an added advantage.
- Have vast knowledge and experience of at least 5 years in the relevant field.
- Be conversant with the constitution of Kenya and all the devolution laws
- Demonstrate through understanding of county development objectives and vision 2030
- Be a strategic thinker and result oriented.
- Have excellent communication, organizational and interpersonal skills.
- Have capacity to work in a multi-ethnic environment with sensitivity and respect for diversity.
- Satisfies the requirement of Chapter Six of the Constitution.
- Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya
- Be computer Literate.

Terms of Service: Contract

Salary: As prescribed by SRC

OFFICE OF THE GOVERNOR

DIRECTORATES

1. DIRECTOR FOR CASH CROP JG “S” 1 POST

Duties and Responsibilities

- Participates in the formulation of Government policies for marketing, distribution, utilization and production of cash crops (tea, coffee, cotton, pyrethrum, sisal)
- Collaborating with research institutions on development of cash crops technology
- Maintaining technical liaison with related industries, including collection of information and technology development
- Overseeing the development of model programmes for income generation to be made available for use in the field
- Provide technical guidance to other agricultural technical staff , directing field personnel in respect to cash crop production
- Providing quarterly reports to the office of the Governor in respect to cash crop status in the county
- Perform any other duty as assigned from time to time by the Governor

QUALIFICATION AND EXPERIENCE

- Bachelor’s Degree In Agricultural Related Field
- Master’s degree in the relevant field
- Must have at least 10 years’ experience in the agricultural sector
- Must satisfy the requirement for chapter (6) six of the constitution

Core competencies

- Ability to portray and uphold a positive County/ National image
- Being a visionary, result oriented, strategic thinker.
- Ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity
- Excellent organizational, interpersonal and communication skills;
- Capacity to work under pressure to meet strict deadlines.

Terms of Service- Contract 2 years renewable once

Salary as prescribed by SRC

2. DIRECTOR FOR DAIRY DEVELOPMENT JG “S” 1 POST

Duties and Responsibilities

- Facilitate dairy development through sensitization of value chain actors on government policies, strategies and programs aimed at increasing milk production and productivity.
- Training and sensitizing dairy farmers and or dairy farmers organizations on new and improved animal husbandry technologies as well as milk handling, transportation, bulking and marketing in liaison with extension workers and local leadership
- Implement appropriate publicity programs in the electronic media, publicity debates, workshops, seminars and exhibiting at trade fairs and agricultural shows.
- Implement appropriate promotional programmes that increase production, marketing and consumption of milk and milk products.
- Generates statistical data and information to facilitate the analysis of the dairy impact, benefit and outcomes of information dissemination programs on promotion of consumption of milk and other dairy products for use in sectoral planning and development of the industry.
- Expected to lead the development and management of all interventions across the dairy value chain.
- Oversee implementation of animal upgrading programs across the county
- Perform any other duty as assigned from time to time by the Governor

Requirements for appointment

- Bachelor’s Degree in veterinary medicine , animal production technology and management, dairy technology/science, agribusiness management or any other related qualification
- Holders of a master degree in veterinary medicine, animal production technology and management, dairy technology/science, agribusiness management or any other related qualification will be an added advantage
- A minimum of Ten (10) years’ experience in dairy related programs/projects
- Excellent networking, mobilization, presentation and communication skills, capable of working with the communities at the grass root level and the stakeholders in the industry
- Computer literacy skills
- Demonstrate success in implementing projects aimed at increasing the competitiveness and inclusiveness of dairy value chains using facilitation approaches

Core competencies

- Ability to portray and uphold a positive County/ National image
- Being a visionary result oriented strategic thinker.

- Ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity
- Excellent organizational, interpersonal and communication skills;
- Capacity to work under pressure to meet strict deadlines.

Terms of service- contract 2 years renewable once

Salary as prescribed by SRC

3. DIRECTOR FOR INVESTMENT AND COOPERATIVE DEVELOPMENT JG “S”(1 POST)

Duties and Responsibilities

- Provide technical leadership for activities related to business development and advisory services for project affiliated SME’s, including identification of potential SME’s, financial analysis, business plan generation and revision, market analysis, building markets and distribution channels and accessing finance.
- Designs and oversees all strategic business financial planning, business skills, advisory services and trainings for project affiliated SME’s.
- Leads development and implementation of strategies to strengthen private sector investment in agricultural enterprises.
- Works closely with project staff, entrepreneurs, relevant partners and like ministries to enhance and engage private sector and investment in project affiliated SME’s.
- Oversees day-to-day and long-term planning, design and operations of technical business development unit to ensure effective project implementation.
- Assess the impact of financial products and pilot efforts on target SME’s and make adjustments as needed to expand and increase uptake of products by SME’S.
- Planning, directing and supervising all co-operative development programs in the county.
- Evaluating new and existing co-operative society’s administration and management of resources, and enforcement of co-operatives societies Act, the rules therein and the societies By-laws.
- Planning, programming, monitoring and designing co-operative development programs and ensuring implementation of the planned co-operatives activities.
- In-charge of planning and coordinating co-operative registration activities and programs, including the interpretation of the co-operative Societies Act and rules

therein, Registration, liquidations, Inspections and inquiries into cooperatives societies activities within a section at the Department Headquarters.

- Oversee and manage the county Co-operative development fund
- Perform any other duty as assigned from time to time by the Governor

Requirements for appointment

- Minimum of Bachelor's degree in Business Management, Finance, Economics, Co-operatives Management
- . Master's degree in a relevant field is an added advantage
- Minimum 10 years of experience in business development services to small and growing business.
- Multi-sectoral experience preferred.
- Experience in designing and managing business skills training for micro and SME'S.
- Demonstrate proven ability and professional competence required for co-operative development function.

Core competencies.

- Ability to portray and uphold a positive County/ National image
- Being a visionary, result oriented and strategic thinker.
- Ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity
- Excellent organizational, interpersonal and communication skills;
- Capacity to work under pressure to meet strict deadlines.

Terms of Service- Contract 2 years renewable once

Salary as prescribed by SRC

4. DIRECTOR FOR EMERGENCY & DISASTER RESPONSE JG "S"(1 POST)

Plan and direct disaster responses or crisis management activities, provide disaster preparedness training and emergency plans and procedures for natural, or technological disasters .

Duties and responsibilities

- Plan responses to emergencies and disaster in order to minimize risk of people and property loss

- Meet the enforcement officers, private companies and general public to get recommendations regarding emergency response plans
- Organize emergency response training programmers for staff, volunteer and 1st responders
- Review emergency plans of individual organizations such as medical facilities to ensure there adequacy
- Develop an effective emergency programs and serve as a key leader in planning, coordinating of operations, community liaison to build the emergency program, and supporter of mitigation efforts
- Responsible for coordinating all the components for the emergency programs in the county. These components consist of fire, emergency medical services, public works, food supplies , floods, landslides , lightning .
- During an emergency, reports directly to the Governor and by virtue of his authority coordinates all functions of the governments emergency response
- Maintains private sector interest in the emergency programs.
- Supervise, coordinate s and maintain daily operations of the county emergency management unit
- Maintains the county emergency operations center in a continuous state of readiness
- Prepares and revises County Emergency Operation Plan (EOP)
- Assist county government departments, agencies in the preparation of Support Operation Plans (S.O.P) in support of EOP
- Reviews and makes recommendations to business, industry, hospitals and nursing homes on the preparation of their emergency plans to ensure they are workable within the framework of county and state plans
- Develops and coordinates mutual aid agreements with other agencies and adjacent counties
- Organizes and coordinates local trainings for public safety and volunteer 1st responders
- Through newspaper articles, radio programs, TVs, speaking engagement, seminars, makes the public aware of emergency plans and procedures.
- Coordinates with school system officials on disaster warnings and shelter plans
- Direct the developments, periodic testing and on-going disaster improvement plan of a disaster response/crisis management plan
- Demonstrate leadership qualities, in highly stressful situations, make decisions quickly and decisively often with limited information
- Perform any other duty as assigned from time to time by the Governor

QUALIFICATIONS

- Bachelors of Arts Degree in Disaster management, or public safety management or any other relevant field
- Masters in Disaster management is an added advantage

- Have a minimum experience of 5 years in relevant field and at least 3 years at management level
- Must demonstrate ability to lead a team of emergency personnel.
- Must have strong communication skills and to work well with people at all levels and background
- Inspect facilities and equipment such as emergency management to determine their operational and functional capabilities in emergency situations.

Core competencies

- Ability to portray and uphold a positive County/ National image
- Being a visionary result oriented strategic thinker.
- Ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity
- Excellent organizational, interpersonal and communication skills;
- Capacity to work under pressure to meet strict deadlines.

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Salary as prescribed by SRC

5. DIRECTOR FOR PEACE BUILDING AND RECONCILIATION JG “S” 1 POST

DUTIES AND RESPONSIBILITIES

- Provide direct technical assistance and training to partner government agencies and civil society organizations
- Identify capacity building needs in the areas of peace and reconciliation
- Participate in the development and completion of the monthly conflict assessment reports to the Governor
- Reviewing, designing and implementing targeted activities to strengthen local platforms for trauma healing and reconciliation
- Engage and liaise with inter-county , national level action and institutions on peace and reconciliation
- Prepare and submit monthly, quarterly and annual reports to the office of the governor

- Engage and mobilize elders, reformed warriors and retired civil servants in inter- border peace initiatives
- Perform any other duty as assigned from time to time by the Governor

Requirements for appointment

- Bachelor's degree in peace and conflict resolution or any relevant field
- Master's degree in conflict studies, conflict analysis, peace building and reconciliation or in any relevant field
- Minimum of at least 10 years' experience in peace building , conflict transformation and capacity building of local organization
- Ability to work with adverse team
- Cross- cultural experience and sensitivity spirit and sense of humor

Core competencies .

- Ability to portray and uphold a positive County/ National image
- Being a visionary, result oriented and strategic thinker.
- Ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity
- Excellent organizational, interpersonal and communication skills;
- Capacity to work under pressure to meet strict deadlines.

6. DIRECTOR FOR RESOURCE MOBILIZATION AND DONOR COORDINATION JG "S"(1 POST)

DUTIES AND RESPONSIBILITIES

- Lead the design and implementation of a comprehensive resource mobilization, strategy, including regular reporting on the strategy, goals and benchmarks.
- Create a partnership plan for identifying, cultivating and managing relationship and negotiations with donors and external partners.
- Direct intelligence gathering, competitive analysis, decision making, partnering and proposal development for funding opportunities.
- Create an environment of accountability, motivation, professional growth and high productivity.
- Lead the development, refinement and maintenance of internal system to support effective resource mobilization.
- Ensure quality of all new and renewal of proposals developed and submitted to donors including full responsiveness to donor requirements and criteria.
- Should be the team leader in selection of proposal bids.

- Develop a record of all NGOS and development partners in the county.
- Perform any other duty as assigned from time to time by the Governor

Requirements for Appointment

- Bachelor's Degree in Economics, Statistics, International Relations, Business Administration and any other related field.
- Master's Degree in a relevant field is an added advantage
- Minimum 10 years' experience at managerial level

Specific Knowledge, Skills and Abilities

- Successful, demonstrated team leadership, management track record in business and proposal development.
- Extensive understanding of key donor programmatic and procurement environment.

Core Competencies

- Ability to portray and uphold a positive County/ National image
- Being a visionary, result oriented and strategic thinker.
- Ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity
- Excellent organizational, interpersonal and communication skills;
- Capacity to work under pressure to meet strict deadlines.

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Salary as prescribed by SRC

NOTE: Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

Copies of these clearances **MUST** be attached to the applications.

How to Apply

Applicants should submit their applications together with copies of their detailed curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity card or Passport, and Clearance certificates indicating the positions applied for on top of the envelope and addressed to :-

Secretary/CEO County Public Board

West Pokot County

P.O Box 577 – 30600

KAPENGURIA

Hand delivered applications can be submitted at County Public Service Board Offices located at former Asal building next to Police Station

You can access the advertisement details /submission of online applications through our website:
www.westpokot-cpsb.org

Applications should be received on or before **Monday 11th September, 2017**