

EMBU COUNTY GOVERNMENT



**EMBU COUNTY PUBLIC SERVICE BOARD
OFFICE OF THE SECRETARY**

P.O Box 2871 – 60100, Trade House, 2nd Floor, Kaunda Street, Embu

VACANCY – EXTERNAL ADVERTISEMENT

Embu County Public Service Board wishes to recruit qualified persons to fill the following vacant positions in Embu County public service.

DEPARTMENT: HEALTH

1. JOB TITLE: MEDICAL OFFICER

4 POSTS

VACANCY NO. CPSB 04/23 (E)

Terms of Service: Three (3) years Contract

Salary – A fixed monthly salary of One Hundred and Twenty Thousand Shillings (Kshs.120,000).

Duties and Responsibilities

An officer at this level will work under guidance of a senior officer. Duties and responsibilities will entail;

- i) Diagnosing, caring and treating diseases;
- ii) Performing medical and surgical procedures;
- iii) Preparing and responding to emergencies and disasters;
- iv) Participating in management of medicines, medical instruments and equipment;
- v) Providing health education;
- vi) Maintaining medical records, health Information and data;
- vii) Counselling patients and their relatives on diagnoses and bereavement;
- viii) Teaching and coaching medical students, nursing students and clinical officer interns; and
- ix) Preparing requisite documents for registration.

Requirements for Appointment

For appointment to this grade a candidate must have;

- i. Bachelor of Medicine and Bachelor of Surgery (M.B; Ch.B.) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- ii. Successfully completed a (1) year internship from a recognized institution;
- iii. Registration Certificate from the Medical Practitioners and Dentists Board;
- iv. Valid Practicing License from the Medical Practitioners and Dentists Board; and



- v. Certificate in computer application skills from a recognized institution.

2. JOB TITLE: REGISTERED CLINICAL OFFICER III

8 POSTS

VACANCY NO. CPSB 05/23 (E)

Terms of Service: Three (3) years contract

Salary – A fixed monthly salary of Thirty Five Thousand Shillings (Kshs.35,000)

Duties and Responsibilities

An officer at this level will work under guidance of a senior officer. Duties and responsibilities at this level will include;

- i) Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- ii) Implementing Community Health Care activities in liaison with other health workers;
- iii) Guiding and counseling patients, clients and staff on health issues;
- iv) Sensitizing patients and clients on preventive and promotive health;
- v) Carrying out minor surgical procedures as per training and skills;
- vi) Collecting and compiling clinical data; and
- vii) Referring patients and clients to appropriate health facilities.

Requirement for Appointment

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

- i. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- ii. Certificate of registration from the Clinical Officer's Council;
- iii. Valid Practicing License from the Clinical Officer's Council; and
- iv. Certificate in Computer Application Skills from a recognized institution



3. JOB TITLE: REGISTERED NURSE III

74 POSTS

VACANCY NO. CPSB 06/23 (E)

Terms of Service: Three (3) years contract

Salary – A fixed monthly salary of Thirty Five Thousand Shillings (Kshs.35,000)

Duties and Responsibilities

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail:

- i) Assessing, planning, implementing nursing interventions and evaluating patients outcomes;
- ii) Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, Ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs;
- iii) Referring patients and clients appropriately;
- iv) Facilitating patients' admission and initiating discharge plans;
- v) Maintaining records on patients/clients health condition and care;
- vi) Ensuring a tidy and safe clinical environment; and
- vii) Collecting and compiling data.

Requirements for Appointment

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

- i. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution.
- ii. Registration Certificate issued by the Nursing council of Kenya;
- iii. Valid practicing license from Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution.



4. JOB TITLE: MEDICAL LABORATORY TECHNOLOGIST III

10 POSTS

VACANCY NO. CPSB 07/23 (E)

Terms of Service: Three (3) years contract

Salary – A fixed monthly salary of Thirty Five Thousand Shillings (Kshs.35,000)

Duties and Responsibilities

An officer at this level will work under the supervision and guidance of a senior and experienced officer. Duties and responsibilities at this level will entail;

- i) Decontaminating working benches;
- ii) Receiving and scrutinizing laboratory requisition forms and specimens;
- iii) Preparing clients for collection of specimens;
- iv) Receiving, collecting, labelling and registering of specimens;
- v) Disaggregating specimens for processing and analyses;
- vi) Preparing reagents;
- vii) Examining specimens;
- viii) Writing and recording of results;
- ix) Dispatching the results for use in clinical management;
- x) Preparing stains;
- xi) Performing blood grouping;
- xii) Issuing blood and blood products to peripheral health facilities; and
- xiii) Storing blood products according to their requirements.

Requirements for Appointments

For appointment to this grade a candidate must have: -

- i. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologies Board.
- ii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- iii. Valid Practicing license from Kenya Medical Laboratory Technicians and Technologist Board; and
- iv. Certificate in computer application skills from a recognized institution.



5. JOB TITLE: PHARMACEUTICAL TECHNOLOGIST III

3 POSTS

VACANCY NO. CPSB 08/23 (E)

Terms of Service: Three (3) years contract

Salary – A fixed monthly salary of Thirty Five Thousand Shillings (Kshs.35,000)

Duties and Responsibilities

An officer at this level will be responsible for dispensing drugs/medicines to patients under supervision of a senior officer.

Specific duties and responsibilities this level will include;-

- i) Receiving, interpreting and processing prescriptions;
- ii) Recording prescriptions in a pharmacy unit;
- iii) Pre-packing, repacking and writing instructions on labels;
- iv) Counselling patients on usage of drugs in a pharmacy unit;
- v) Maintaining drug registers/books; and
- vi) Stock-taking of drugs and medicinal devices on monthly basis.

Requirements for Appointments

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

- i. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualifications approved by the Pharmacy and Poisons Board from a recognized institution;
- ii. Certificate of Enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB),
- iii. Valid Practicing License from the Pharmacy and Poisons Board; and
- iv. Certificate in Computer Application Skills from a recognized institution.

6. JOB TITLE: RADIOGRAPHER III

2 POSTS

VACANCY NO. CPSB 09/23 (E)

Terms of Service: Three (3) years contract

Salary – A fixed monthly salary of Thirty Five Thousand Shillings (Kshs.35,000)

Duties and Responsibilities

An officer at this level will work under the supervision and guidance of experienced officer specific duties will include;

- i) Providing radiographic services to the patients;
- ii) Processing, verifying and maintaining information relating to patients;
- iii) Ordering and maintaining records of radiographic and photographic supplies.

Requirements for Appointment

For appointment to this grade a candidate must have: -



- i. Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics; and
- ii. Diploma in any of the following; Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical Imaging equipment or its equivalent from a recognized institution.
- iii. Registration from the Society of Radiography in Kenya.
- iv. Valid Practicing License from the Society of Radiography in Kenya.
- v. Certificate in Computer Application Skills from a recognized institution.

7. JOB TITLE: MORTUARY ATTENDANT(SUPPORT STAFF)

3 POSTS

VACANCY NO. CPSB 10/23 (E)

Terms of Service: Three (3) years contract

Salary – A fixed monthly salary of Twenty Thousand Shillings (Kshs.20,000)

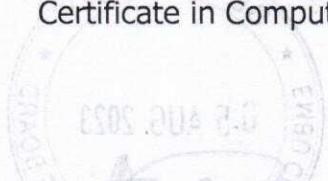
Duties and Responsibilities

- i. Receiving of dead bodies from wards, public and police and delivering same to relatives /parents/police
- ii. Wrapping in Mortuary sheets, labelling and storing of dead bodies in the Cold Room of the mortuary.
- iii. Keeping of appropriate registers for receipt and delivery of dead bodies at the Mortuary
- iv. Washing, cleaning and disinfecting of Mortuary equipment and instruments after postmortem examination.
- v. Embalming of bodies whenever required
- vi. Delivering of dead bodies after autopsies to relatives/parents/police
- vii. Placing of dead bodies from wards and after autopsies in appropriate coffins when required.
- viii. Assisting in postmortems
- ix. Proper cleanliness and upkeep of the Mortuary, Cold Room equipment /instruments.
- x. Performing any other duties as may be assigned by the immediate supervisor.

Requirements for Appointment

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

- i. Kenya Certificate of Education (KCE) Division IV of Kenya Certificate of Secondary Education (KCSE) Mean Grade D(plain)
- ii. Certificate in Computer Application Skills from a recognized institution



DEPARTMENT: EMBU COUNTY REVENUE AUTHORITY

1. CHAIRPERSON

1 POST

VACANCY NO. CPSB 11/23 (E)

Terms of Service: Three (3) year Contract

Requirements for Appointment

A person shall be qualified for appointment as Chairperson or member if the person:-

- i) Holds at least a degree in Finance, Economics, Business Administration, or other relevant degree from a recognized university;
- ii) Has Knowledge and experience of at least five (5) years in matters relating to business, finance and accounts;
- iii) Meets the requirements of Chapter Six of the Constitution; and
- iv) Has had a distinguished career in the field.

2. BOARD MEMBER

4 POSTS

ONE (1) BOARD MEMBER PER SUB COUNTY

VACANCY NO. CPSB 12/23 (E)

Terms of Service: Three (3) year Contract

Requirements for Appointment

A person shall be qualified for appointment as Chairperson or member if the person:-

- i) Holds at least a degree in finance, economics business administration, or other relevant degree from a recognized university;
- ii) Has Knowledge and experience of at least five (5) years in matters relating to business, finance and accounts;
- iii) Meets the requirements of Chapter Six of the Constitution; and
- iv) Has had a distinguished career in the field.



3. DEPUTY DIRECTOR REVENUE SERVICES - JOB GROUP 'Q'

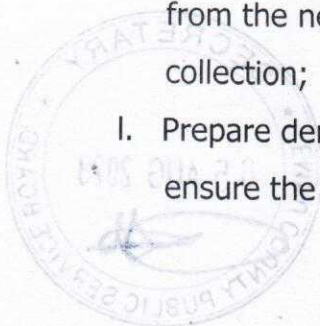
VACANCY NO. CPSB 13/23(E)

1 POST

Terms of Service: Two (2) Years Contract

Duties and responsibilities

- a. Deputizing the ECRA Director / Deputy CEO
- b. Planning, formulating strategies and identifying sources of revenue;
Implementing County policies and regulations for revenue;
- c. Preparation and submission of revenue collection reports;
- d. Developing and implementing plans to operationalize County revenue to enhance efficient revenue collection and growth;
- e. Designing effective, efficient and secure systems sources /centers, rates and revenues collected;
- f. Setting up and projecting regular revenue trends for planning and decision making by the Authority;
- g. Plan, direct, coordinate and supervise revenue section in the Sub-county to ensure the staff collect the revenue and meet the collection targets as set out;
- h. Implement county policies and county regulations on revenue collection to improve revenue collection for the Authority;
- i. Design effective, efficient and secure systems of collecting revenue and liaise with enforcers in case of defaulters of revenue payers to seal all revenue leakages;
- j. Maintain schedules for revenue source within the Sub-county to ensure all new revenue sources are identified and improve revenue collection in the county;
- k. Undertake periodic surveys to determine feasibility in revenue collection from the new revenue sources to develop policies on the revenue collection;
- l. Prepare demand notes and debtors' lists for recovery and follow up to ensure the county recovers all its debts;



m. Perform any other duties as may be assigned.

Requirements for Appointment

- a. Be a Kenyan citizen.
- b. Be a holder of Bachelor's degree in Commerce, Economics or Business Administration/ Management or Bachelor of Arts from a recognized university;
- c. Must be a CPA(K) holder
- d. Must have experience in revenue collection in public or private sectors for a minimum period of five (5) years;
- e. Demonstrated a thorough understanding of national goals, policies and development objectives and ability to align them to the County's mandate;
- f. Be conversant with the provisions of the Public Finance Management (PFM) Act;
- g. Be a team player with exemplary leadership qualities, interpersonal, communication, and collaborative skills;
- h. Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.
- i. Membership to relevant Professional Body will be added advantage

4. ASSISTANT DIRECTOR REVENUE SERVICES

JOB GROUP 'P'

6 POSTS

VACANCY NO. CPSB 14/23 (E)

Terms of Service: Two (2) Years Contract

Duties and Responsibilities

- a) Assist Deputy Director of Revenue in developing and implementing plans and goals for the department.
- b) Working with the Deputy Director of Revenue to coordinate and supervise daily operations.
- c) Ensure compliance with regulations and internal policies.



- d) In consultation with the Deputy Director of Revenue, designing effective, efficient and secure systems sources/centers, rates and revenue collected.
- e) In consultation with the Deputy Director revenue, plan, direct, coordinate and supervise revenue section in the Sub County to ensure the staff collect the revenue and meet the collection targets as set out.
- f) Perform any other duties as may be assigned.

Requirements for appointment

- a) Be a holder of Bachelor's degree in Commerce, Accounting, Business Administration, Finance or their equivalent qualification from a recognized institution.
- b) Masters degree in any of the following: Commerce, Accounting, Business Administration, Finance or their equivalent qualification from a recognized institution is an added advantage.
- c) Be registered with professional bodies and in good standing
- d) Shown merit and Ability as reflected in work performance and results.

**5. ADMINISTRATIVE OFFICER II
(REVENUE SUPERVISORS/BILLERS/CASHIERS)**

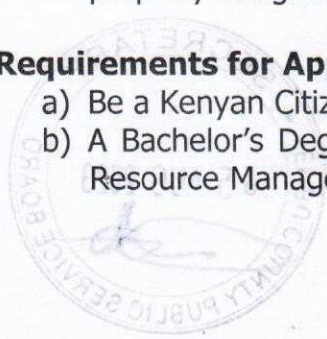
**JOB GROUP 'J'
3 POST
VACANCY NO. CPSB 15/23(E)
Terms of Service: Two (2) Years Contract**

Duties and Responsibilities

- a) Maintaining, updating and reconciling Revenue Accountable Documents
- b) Handling revenue related matters.
- c) Generating and issuing bills, receipts and Invoices in respective Revenue stations
- d) Maintaining, updating and reconciling land and house rates and rents data
- e) Generating daily, Monthly and Annual Revenue Reports
- f) Safeguarding gadgets, Accountable Documents and any other Government property assigned to him/her.

Requirements for Appointment

- a) Be a Kenyan Citizen
- b) A Bachelor's Degree in Commerce, Economics, Business Administration, Human Resource Management, Information Technology or any other related field from a



- recognized Institution
c) Certificate in computer application

**6. REVENUE ASSISTANT I (CLERICAL OFFICERS II)-
JOB GROUP 'F'-
48 POSTS**

**Vacancy No. CPSB 16/23(E)
Terms of Service: Two (2) Years Contract**

(a) Duties and Responsibilities

This is the entry and training grade for the Clerical Cadre. An officer at this level may be deployed in any of the following Units/Sections: Human Resource Management, General registry, Supply Chain Management; Accounts or General Administrative Services. The officer will be required to carry out simple clerical duties under the supervision and guidance of a senior officer.

Specific duties and responsibilities will entail: collecting statistical records; carrying out transactions related to accounts or personnel information; filling receipts; receiving, filing and dispatching correspondence; preparing Pay Change Advices(PCAs); preparing initial documents for issuance of stores; photocopying and scanning documents; indexing of documents and records; checking general office cleaning; and keeping safe custody of equipment, documents and record.

(b) Requirements for Appointment

For appointment to this grade a candidate must have: -

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification; and
- (ii) Certificate in computer application skills from a recognized institution.



DEPARTMENT: FINANCE

1. DIRECTOR INTERNAL AUDIT

JOB GROUP 'R'

1 POST

VACANCY NO. CPSB 17/23 (E)

Terms of Service: Two (2) Years Contract

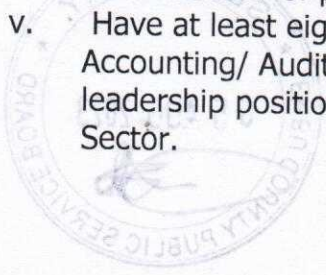
Duties and Responsibilities

- i. Management of Internal Audit services;
- ii. Formulating and implementing internal audit policies, strategies and procedures;
- iii. Advising the county on internal audit matters;
- iv. Reviewing of audit plans, programs and audit files;
- v. Reviewing the systems of internal control developed by management and advising on their adequacy and compliance;
- vi. Advising management on cost control and revenue improvement;
- vii. Coordinating investigations and special audits within the County Government;
- viii. Coordinating the preparation of management reports in accordance with the PFM Act, 2012;
- ix. Overseeing capacity building on internal controls for the county;
- x. Liaising with accounting officers on matters related to audit function, funding and recommendations of audit committee;
- xi. Reviewing and verifying budgets, financial statements, fund accounts and other statements prepared by the accounting officers;
- xii. Advising on compliance by the county and/or its entities with the PFM Act 2012, County Governments Act 2012, Public Procurement and Disposals Act and any other relevant laws; and
- xiii. Any other duty as may be assigned by a competent authority.

Requirements for Appointment

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

- i. Be a citizen of Kenya;
- ii. Be in possession of a Bachelor's degree in Accounting, Finance or its equivalent from a university recognized in Kenya;
- iii. Master's degree from a university recognized in Kenya is an added advantage;
- iv. Be a member of professional body and in good standing;
- v. Have at least eight (8) years relevant professional experience in Financial Accounting/ Audit, five years of which should have been in a Senior leadership position or at a top management level in the Public Service or Private Sector.



2. ACCOUNTANT I

JOB GROUP 'K'

4 POSTS

VACANCY NO. CPSB 18/23 (E)

Terms of Service: Two (2) Years Contract

Duties and Responsibilities

This will be the entry and training grade for professional Accountants. An officer at this level will be required to deal with accounting operations in an Accounting Unit. Work at this level will be subjected to occasional checks rather than close supervision.

Specifically, work will involve:

- i) Verification of vouchers and committal documents in accordance with laid down rules and regulations;
- ii) Data capture, maintenance of primary records such as cash books, ledgers, vote books, registers and preparation of simple management reports e.g. imprest and expenditure returns etc;
- iii) Responsible for safe custody of Government records and assets under him/her

She/he may be deployed as a cashier where duties will entail:

- i) Receiving duly processed payments and receipt vouchers;
- ii) Writing cheques and posting payments and receipt vouchers in the cash books;
- iii) Balancing and ruling of the cash books on daily basis;
- iv) Arranging for withdrawal of cash for office use and ensuring safety of the same at all times;
- v) Extracting and providing cash liquidity analysis;
- vi) Ensuring security of cheques and cheque books;
- vii) Preparation of expenditure and Authority to Incur Expenditure (AIE) funding returns on quarterly basis at the County treasury level;
- viii) Preparation of Appropriation In Aid (AIA) returns on quarterly basis at the County treasury level;
- ix) Paying personal and merchant claims guided by cash balances in the cash books



- and treasury regulations; and
- x) Receipting of all money due and payable to government.

Requirements for Appointment

Direct Appointment

For direct appointment to this grade, a candidate must have a Bachelors degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

OR

Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification.

3. INTERNAL AUDITOR

JOB GROUP "K"

ONE (1) POST

VACANCY NO. CPSB 19/23 (E)

Terms of Service: Two (2) Years Contract

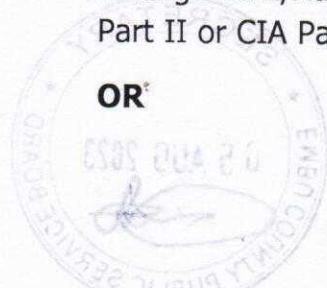
a) Duties and Responsibilities

- i. Executing audit programmes;
- ii. Collecting audit evidence on major issues;
- iii. Reviewing internal control systems in operation;
- iv. Verifying the existence and safety of Government assets;
- v. Preparing of draft reports and holding discussions with the clients;
- vi. Reviewing budgetary controls on the issuance of authority to incur expenditure and commitments;
- vii. Ensuring completeness and accuracy of records and reports
- viii. Performing any other duties that may be assigned by the supervisor.

b) Requirements for Appointment

- i. Bachelor's degree in Accounting, Auditing, Finance, Commerce, Business Management/Administration (with accounting/finance option) and minimum CPA Part II or CIA Part III or its equivalent from a recognized University in Kenya;

OR



- ii. Passed CPA Part III or CIA Part IV

Shown merit and ability in work performance and results

DEPARTMENT: PUBLIC SERVICE, ADMINISTRATION AND DEVOLUTION

JOB TITLE:

**1. SUB COUNTY ADMINISTRATOR (MBEERE SOUTH & RUNYENJES)
JOB GROUP 'Q'**

VACANCY NO. CPSB 20/2023 (E)

2 POSTS

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

An officer at this level may be deployed at the headquarters or in the field

Duties and responsibilities at the Headquarters will entails:-

- (i) Implementing, reviewing and interpreting administrative policies, strategies, procedures and programme;
- (ii) Managing and serving the general administration services;
- (iii) Implementing public service reforms;
- (iv) Facilitating maintenance of infrastructure and facilities;
- (v) Planning coordinating office accommodation;
- (vi) Managing county government assets;

Duties and Responsibilities in the field office will entail:-

- (i) Ensuring services delivering in the area of jurisdiction;
- (ii) Facilitating mobilization and ensuring prudent utilization of resources;
- (iii) Developing programme and project to empower community;
- (iv) Facilitating citizen participation in the development of policies, plans and delivery of services in the area of jurisdiction;
- (v) Facilitating intra and inter-governmental relations and conflicts resolutions;
- (vi) Overseeing safe custody of government assets in the area of jurisdiction;
- (vii) Ensuring compliance with legal, statutory and regulatory requirements in the area of jurisdiction; and
- (viii) Ensuring compliance with national values and principles of good governance;
- (ix) Identify development projects;
- (x) Disseminating information to the public; and
- (xi) Providing linkage between the office and the community

Requirements for Appointment

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



- (i) Served in the grade of Assistant Director Administration services/Deputy sub county Administrator, for a minimum period of three (3) years or in a comparable and relevant position in the Public Service or Private Sector;
- (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) A Masters degree in any of the above disciplines will be an added advantage;
- (iv) Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- (v) Certificate in strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- (vi) Certificate in computer applications skills from a recognized institution; and
- (vii) Demonstrated managerial, administrative and professional competence .in work performance and result

2. WARD ADMINISTRATOR – KAGAARI SOUTH –

JOB GROUP 'N'

ONE (1) POST

VACANCY NO. CPSB 21/2023 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

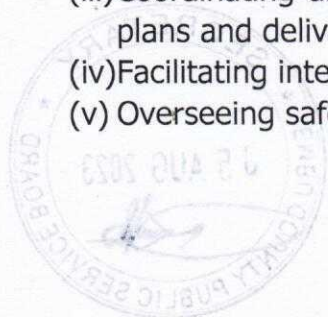
An officer at this level may be deployed at the Headquarters or in the Field office.

Duties and responsibilities at the Headquarters will entail:-

- (i) Initiating and implementing administrative policies, strategies, procedures and programs;
- (ii) Managing and supervising the general administrative functions;
- (iii) Facilitating maintenance of infrastructure and facilities
- (iv) Overseeing transport management;
- (v) Planning and coordinating office accommodation;
- (vi) Overseeing development and updating of office equipment and furniture inventory; and
- (vii) Managing premises assets and insurance policies.

Duties and responsibilities in the field will entail:-

- (i) Overseeing effective service delivery in the area of jurisdiction;
- (ii) Developing programs and projects to empower the community;
- (iii) Coordinating and facilitating citizen participation in the development of policies, plans and delivery of services;
- (iv) Facilitating inter-governmental relations and conflict resolution;
- (v) Overseeing safe custody of county government assets in the area of jurisdiction;



ii. Passed CPA Part III or CIA Part IV

Shown merit and ability in work performance and results

DEPARTMENT: PUBLIC SERVICE, ADMINISTRATION AND DEVOLUTION

JOB TITLE:

**1. SUB COUNTY ADMINISTRATOR (MBEERE SOUTH & RUNYENJES)
JOB GROUP 'Q'**

**VACANCY NO. CPSB 20/2023 (E)
2 POSTS**

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

An officer at this level may be deployed at the headquarters or in the field

Duties and responsibilities at the Headquarters will entails:-

- (i) Implementing, reviewing and interpreting administrative policies, strategies, procedures and programme;
- (ii) Managing and serving the general administration services;
- (iii) Implementing public service reforms;
- (iv) Facilitating maintenance of infrastructure and facilities;
- (v) Planning coordinating office accommodation;
- (vi) Managing county government assets;

Duties and Responsibilities in the field office will entail:-

- (i) Ensuring services delivering in the area of jurisdiction;
- (ii) Facilitating mobilization and ensuring prudent utilization of resources;
- (iii) Developing programme and project to empower community;
- (iv) Facilitating citizen participation in the development of policies, plans and delivery of services in the area of jurisdiction;
- (v) Facilitating intra and inter-governmental relations and conflicts resolutions;
- (vi) Overseeing safe custody of government assets in the area of jurisdiction;
- (vii) Ensuring compliance with legal, statutory and regulatory requirements in the area of jurisdiction; and
- (viii) Ensuring compliance with national values and principles of good governance;
- (ix) Identify development projects;
- (x) Disseminating information to the public; and
- (xi) Providing linkage between the office and the community

Requirements for Appointment

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



- (vi) Coordinating and liaising with other directorates and departments in the area of jurisdiction;
- (vii) Ensuring compliance with legal, statutory and regulatory requirements;
- (viii) Ensuring compliance with national values and principles of good governance;
- (ix) Coordinating citizen participation in governance in the area of jurisdiction;
- (x) Enhancing administrative capacity for effective functions and governance at the local level;
- (xi) Identifying development projects;
- (xii) Disseminating information to the public; and
- (xiii) Providing linkage between the office and the community.

Requirements for Appointment

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

- (i) Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration/ Management, Community Development or any other Social Science; plus a Certificate in Management Course lasting not less than four(4) weeks or equivalent qualification from a recognized institution

OR

Diploma in any of the following disciplines: - Public Administration; Business Administration/ Management, Community Development or any other Social Science; plus a Supervisory Management Course or an equivalent qualification from a recognized institution;

- (ii) Certificate in computer applications from a recognized institution; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

3. SECURITY WARDEN III (ENFORCEMENT OFFICER)

JOB GROUP 'D'

183 POSTS

VACANCY NO. CPSB 22/23 (E)

Terms of Service: Three (3) year Contract

Duties and Responsibilities

- i) Protection of county assets
- ii) Enforce county laws and Regulation
- iii) Control of general nuisance
- iv) Sensitization to the general public on county operation

Requirement for Appointment

- i. Be a Kenyan Citizen
- ii. Be Holder of KCSE grade D Plain and above or its equivalent
- iii. Be aged 45 years and below
- iv. Must have a valid certificate of good conduct



- v. Must be fluent in Kiswahili and English
- vi. Those with National Youth Service (NYS) Technical Skills and Previous relevant experience are encouraged to apply.

DEPARTMENT: EDUCATION, SCIENCE AND TECHNOLOGY

JOB TITLE:

**1. VOCATIONAL TRAINING INSTRUCTOR I BUILDING AND CONSTRUCTION
(YOUTH POLYTECHNIC INSTRUCTOR II)**

JOB GROUP 'J'

3 POSTS

- Kangaru VTC 2 Posts

- Iriamurai VTC 1 post

VACANCY NO. CPSB 23/23 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level will involve

- i. Theoretical and practical instruction in areas of specialization;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- iii. Carrying out trainee assessment; preparing trainee progress reports;
- iv. Coordinating storage, care, maintenance and proper usage of teaching and learning materials, tools and equipment;
- v. Conducting co-curricular activities;
- vi. Maintaining trainee discipline;
- vii. Providing guidance and leadership to newly deployed instructors liaising with relevant industries for trainee attachment;
- viii. Supervising trainees on industrial attachment; and guiding and
- ix. Counseling trainees.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Have a Diploma in Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction;
- ii. Certificate in computer applications from a recognized institution.



How to apply:

All applicants are requested to download an application form and a detailed document containing requirements relevant to the positions advertised from Embu County website:- www.embu.go.ke

Candidates **MUST** attach photocopies of the following documents:

- i. **National Identity Card**
- ii. **Academic, Professional Certificates and Testimonials**
- iii. **Any other relevant supporting documents.**

NB:

1. Only short listed candidates shall be contacted.
2. The vacancy number of the position being applied **MUST** be indicated on the envelope and the application form.
3. Embu County Public Service Board is an equal opportunity employer hence does **NOT charge any fee for recruitment.**
4. Any candidate who directly or indirectly canvases shall automatically be disqualified.
5. Shortlisted candidates will be required to provide chapter six documents during the interview. i.e clearance documents from:
 - i. Ethics and Anti-Corruption Commission
 - ii. Kenya Revenue Authority
 - iii. Higher Education Loans Board
 - iv. Credit Reference Bureau
 - v. Directorate of Criminal Investigation

All applications should be sent to the undersigned on or before **18th August, 2023.**

**THE CEO/SECRETARY
EMBU COUNTY PUBLIC SERVICE BOARD
P.O BOX 2871- 60100,
EMBU**

