

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 SERVICES

1. SENIOR DEPUTY DIRECTOR OF MEDICAL SERVICES II /CHIEF MEDICAL SPECIALIST

JOB GROUP 'S'

1 POST

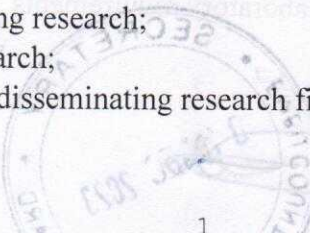
VACANCY NO. CPSB 23/23 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibility at this level will entail:

- i. Developing and coordinating implementation of health standards, guidelines and protocols,
- ii. Undertaking specialized diagnosis, care, treatment and rehabilitation of patients;
- iii. Assessing employees fitness for continuation of work, age assessment and medical practice among others;
- iv. Planning and managing national healthcare programs at the implementation level directed towards the improvement of health services in the country;
- v. Developing intervention activities or programs for training of health staff in the field of community health and health management;
- vi. Promoting international health relations;
- vii. Monitoring and evaluating health project and programmes;
- viii. Providing guidance, training and development of professional staff in clinical practice specialty;
- ix. Coordinating outreach activities and services;
- x. Designing and undertaking research;
- xi. Coordinating health research;
- xii. Analyzing, utilizing and disseminating research findings in planning activities to improve service delivery,



- xiii. Initiating development of an appropriate health information management system;
- xiv. Coordinating provision of quality health care and adherence to health standards;
- xv. Providing specifications for procurement of health supplies and commodities; and
- xvi. Coordinating training and development and performance management.

Requirement for Appointment

For appointments to this grade, an officer must have:

- i. Served as Deputy Director of Medical Services/Senior Medical Specialist 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: Medicine, 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 Microbiology and Emergency Infectious Diseases, Biostatistics or equivalent qualification from an Institution recognized by the Medical Practitioners and Dentists Board;
- iv. Registration Certificate by the Medical Practitioners and Dentists Board;
- v. Valid practising license from Medical Practitioners and Dentists Board;
- vi. Certificate in Strategic Leadership Development Programme Lasting not less than six (6) weeks from a recognized institution
- vii. Certificate in computer application skills from a recognized institution
- viii. Shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Pharmacy Function.

2. PRINCIPAL LABORATORY TECHNOLOGIST II

JOB GROUP 'N'

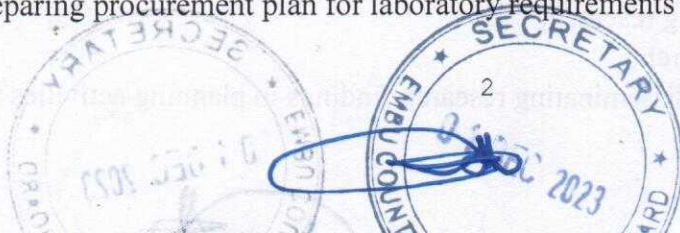
1 POST

VACANCY NO. CPSB 24/23 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Implementing laboratory policies, guidelines, strategies and programs
- ii. Recruiting, preparing and bleeding of blood donors for transfusion services
- iii. Performing blood grouping
- iv. Screening for blood transfusion transmissible infections
- v. Issuing blood and blood products to health facilities as per request
- vi. Coordinating the preparation of reagents, stains and examining specimens
- vii. Carrying out operational laboratory research
- viii. Preparing procurement plan for laboratory requirements



- ix. Providing technical specifications for the procurement of medical laboratory reagents, apparatus and equipment
- x. Maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation
- xi. Investigating disease outbreaks in liaison with other health care providers
- xii. Archiving specimens of medical importance for reference
- xiii. Processing the specimen according to Specific Standard Operating Procedures (SOP)
- xiv. Validating and calibrating laboratory equipment
- xv. Preparing periodical laboratory reports

Requirements for Appointment

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

- i. Served in the grade of Chief Medical Laboratory Technologist for a minimum period of three (3) years
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- iv. Valid practising license from the Kenya Medical Laboratory Technicians and Technologists Board
- v. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution
- vi. Certificate in computer application skills from a recognized institution
- vii. Demonstrated capability and efficiency in organizing work and discharging medical laboratory functions.

DEPARTMENT: LANDS, MINING, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT

1. DIRECTOR PHYSICAL PLANNING

JOB GROUP 'R'

1 POST

VACANCY NO. CPSB 25/23 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Coordinating key result areas such as new towns planning and implementation, urban areas planning and implementation, cities and metropolitan planning and implementation, county planning, inter- county (regional) planning, development control;
- ii. Overseeing the formulation of physical planning manuals, standards and guidelines;
- iii. Coordinating research on matters relating to strategic national projects and programmes, human settlement patterns, urbanization patterns, urban sprawl and emerging methodologies, issues and trends;

- iv. Coordinating preparation of county, metropolitan, regional, urban and rural physical development plans, formulating strategies for public education, participation and engagement;
- v. Overseeing the preparation of annual state of physical planning reports; monitoring and evaluation of physical planning projects/programmes at the county and national levels.
- vi. Preparing and implementation of strategic plans and annual work plans; and
- vii. Facilitating continuous professional development of staff.

Requirements for Appointment

For appointment to this grade, an officer must:-

- i. Have served in the grade of Senior Assistant Director of Physical Planning for a minimum period of three (3) years;
- ii. Have Bachelor's Degree in any of the following disciplines: urban & regional planning, urban planning or town planning from a recognized institution;
- iii. Have a Master's Degree in Urban and Regional Planning, Urban Planning, Regional Planning or Town Planning from a recognized institution;
- iv. Be a Corporate Member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- v. Be registered by the Physical Planners Registration Board;
- vi. Have a certificate in computer application skills from a recognized institution; and
- vii. Have proven administrative ability and professional competence necessary for the effective performance of work at this level
- viii. Demonstrated managerial and professional competence in work performance and exhibited a thorough understanding of national policies, goals, objectives and ability to relate them to the physical planning function.

2. SUPERINTENDING ENGINEER (STRUCTURAL)

JOB GROUP 'M'

1 POST

VACANCY NO. CPSB 26/23 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- i. Designing and supervision of construction of civil, marine and structural works;
- ii. Preparation of tender documents and cost estimates for civil and marine works;
- iii. Carrying out structural integrity surveys on existing buildings and analysis of test results.

Requirement for appointment

For appointment to this grade an officer must have:

- i. Served in the grade of Assistant Engineer I (Structural) or comparable and relevant position in the public service for at least three (3) years;



- ii. A Bachelor's degree in Civil Engineering or its equivalent and relevant qualification from a recognized institution;
- iii. Been registered with the Engineers Registration Board of Kenya (ERB)
- iv. A current valid annual practicing license from the Engineers Registration Board of Kenya;
- v. Corporate membership with the Institution of Engineers of Kenya (IEK)
- vi. Attended a project development and management course lasting not less than four (4) weeks from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

DEPARTMENT: ADMINISTRATION, DEVOLUTION, PUBLIC SERVICE, GOVERNANCE AND ICT

1. ADMINISTRATIVE OFFICER II

JOB GROUP 'J'

3 POSTS

VACANCY NO. CPSB 27/23 (E)

Terms of Service: 3 Years Contract

Duties and responsibilities

- i. Planning office accommodation layout
- ii. Facilitating transport and travelling services
- iii. Maintaining and updating furniture and office equipment inventory
- iv. Ensuring payment of bills
- v. Facilitating movement of assets
- vi. Carrying out general maintenance of buildings and furniture
- vii. Facilitating logistics for meetings, conferences and other special events
- viii. Collecting and collating data on development activities
- ix. Providing input in the creation and maintenance of county projects management plans
- x. Providing input in the monitoring and evaluation of county projects
- xi. Providing input in the creation and timely provision of county projects progress reports
- xii. Providing input in organizing public participation awareness at the local level
- xiii. Disseminating information to the public

Requirements for Appointment

- i. Bachelor's degree in any of the following disciplines: Public Administration, Business Administration/Business Management, Community Development or any other Social Science from a recognized institution.
- ii. Certificate in Computer Applications from a recognized institution
- iii. Shown merit and ability as reflected in project management skills
- iv. Certificate in project management will be an added advantage.



2. ADMINISTRATIVE OFFICER III

JOB GROUP 'H'

20 POSTS

VACANCY NO. CPSB 28/23 (E)

Terms of Service: 3 Years Contract

Duties and Responsibilities

- i. Planning of office accommodation and layout
- ii. Facilitating transport and travelling services
- iii. Maintaining and updating furniture and office equipment inventory
- iv. Ensuring payment of utility bills
- v. Facilitating movement of assets
- vi. Facilitating general maintenance of buildings and furniture
- vii. Facilitating logistics for meetings, conferences and other special events
- viii. Collecting and collating data on development activities and projects
- ix. Providing input in the monitoring, evaluation and timely reporting of community projects
- x. Providing input in organizing public participation awareness at the local level

Requirements for appointment

- i. Diploma in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution
- ii. Certificate in Computer Applications from a recognized institution.

3. COUNTY SOLICITOR

JOB GROUP 'S'

1 POST

VACANCY NO. CPSB 29/23 (E)

Terms of Service: Three (3) year Contract

Duties and Responsibilities

- i. Shall be the Principal assistant to the County Attorney in execution of functions of the office;
- ii. Shall deputize the office of the Attorney in organizing, coordinating and managing administrative and legal functions of the office.
- iii. Responsible for formulating and ensuring implementation of the development of strategies for the county government legal services.
- iv. Shall deputize the office of the Attorney in drafting, amending and publication of legislative proposals for the county government.



- v. Represent the County Government in Court, Tribunals, Commission of inquiry and any other legal proceedings which the County is a party or has interest, other than criminal proceedings and perform any other function conferred on in by law.
- vi. Undertaking legal research and sound advisory on legal matters to the County Government.
- vii. Performing any other duty as may be assigned.

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Has a Bachelor of Laws (LLB) degree from a recognized University and a Postgraduate Diploma from the Kenya School of Law and Council for Legal Education.
- iii. Is an Advocate of the High Court of Kenya of not less than five (5) years post Bar-admission.
- iv. Has not less than five (5) years administrative experience.
- v. Master's Degree in law will be an added advantage.
- vi. Meet the requirements of Chapter Six of the Constitution.
- vii. Has Knowledge in records of relevant laws and professional standards.
- viii. Proficiency in Computer applications.
- ix. Has a valid practicing license.
- x. Has published refereed legal journals.

4. ASSISTANT ACCOUNTANT GENERAL/ASSISTANT DIRECTOR

JOB GROUP 'P'

1 POST

VACANCY NO. CPSB 30/23 (E)

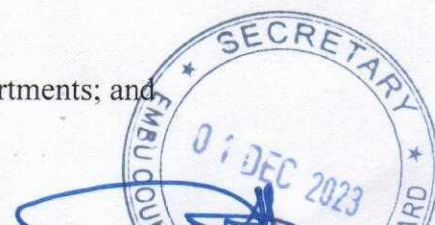
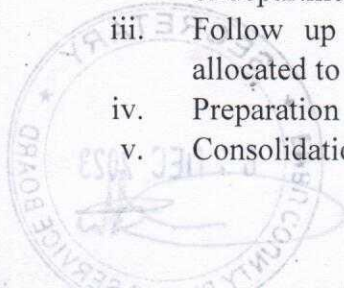
Terms of Service: Permanent and Pensionable

Duties and Responsibilities

An Assistant Accountant General will be deployed to head a County Treasury with large allocations for development and recruitment expenditure, substantial revenue collections or be a deputy head in an Accounting Unit or be deployed in Accounting General's Office.

In Accountants Generals Office, the Officer will be responsible to the Senior Accountant General for the following functions in respect of the specific departments allocated to him/her;

- i. Monitoring implementation of Accounting standards and systems for compliance: including Integrated Financial Management Information System(IFMIS)operations;
- ii. Follow up on audits matters including compilation of Treasury memorandum in respect of departments allocated to the Officer;
- iii. Follow up on Public Accounts Committee recommendations for the departments allocated to the Officer;
- iv. Preparation of Bi-annual Accounts;
- v. Consolidation of cash flow Projections submitted by the departments; and



- vi. Maintaining a check lists of returns and reports received from departments to ensure compliance with the law and Treasury circulars.

In an Accounting Unit duties will entail:

- i. Assisting in the administration of the Accounting Unit;
- ii. Assisting the head of the Accounting unit to provide advisory services to the Accounting Officer and other stake holders on all financial and Accounting matters in the department;
- iii. Preparation of management and statutory reports including final accounts;
- iv. Assisting in the development of supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- v. Setting targets for the accounts staff and evaluating achievements;
- vi. Overseeing the processing of funding arrangement to the departments and ensures compliance with treasury regulations and procedures;
- vii. Authorization of payment and signing of cheques subject to set limits;
- viii. Supervision, training, development and deployment of accounts staff in the accounting units;
- ix. Handling disciplinary matters for the head of accounting units and any other relevant assigned by the head of accounting unit.

Requirements for Appointment

For appointment to this grade, the officer must have:

- i. Degree in any of the following: Commerce, Accounting, Business Administration, Finance or their equivalent qualification from a recognized institution.
- ii. Masters degree in any of the following: Commerce, Accounting, Business Administration, Finance or their equivalent qualification from a recognized institution.
- iii. Passed part III of Certified Public Accountants (CPA) Examination or its recognized equivalent.
- iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accounting Board (RAB)
- v. Must have an experience of at least three (3) years in a comparable and relevant position in the public service.
- vi. Shown merit and ability as reflected in work performance and results.



5. PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER

JOB GROUP 'N'

1 POST

VACANCY NO. CPSB 31/23 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Coordinating human resource services in such areas as appointment, promotion, payroll management, discipline, pensions, establishment and complement control.
- ii. Analyzing the staffing levels and making proposals for succession planning.
- iii. Analyzing utilization of human resources and advising on proper deployment.
- iv. Analyzing staff progression and making proposals for career development.
- v. Ensuring the correct interpretation and implementation of human resource management and development regulations, labour laws and other statutes.
- vi. Managing the human resource information systems.
- vii. Preparing and compiling reports on the implementation of Performance Management systems including Performance Appraisal Systems.
- viii. Developing training projections and plans.
- ix. Coordinating the preparation and processing of cases for the Departmental Human Resource Management Advisory Committee or County Human Resource Management Advisory Committee.
- x. Organizing, coordinating, monitoring and evaluating training programmes.
- xi. Facilitating the nomination of officers for scholarships.
- xii. Taking custody of Human Resource Development records.
- xiii. Supervising training needs assessment and development.

Requirements for Appointment

For appointment to this grade an officer must have:

- i. Bachelors Degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a recognized institution.
- ii. Higher Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution.
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- iv. Must have an experience of at least three (3) years in a comparable and relevant position in the public service.
- v. Membership to a relevant professional body.
- vi. Certificate in computer applications from a recognized institution.
- vii. Shown merit and ability as reflected in work performance and results.

6. LEGAL OFFICER II

JOB GROUP 'L'

1 POST

VACANCY NO. CPSB 32/23 (E)

Terms of Service: Three (3) Years contract

Duties and Responsibilities

- i. Handling litigation on behalf of the County Government.
- ii. Carrying preliminary legal research as instructed to ensure compliance with the Constitution.
- iii. Assisting in drafting of pleadings and other legal documents for filing in court on behalf of the County Government in relation to cases that have been lodged against the County Government.
- iv. Assisting in the drafting of briefs on appeals from County Government public service and other cases that impact the County Government and ensure compliance with the Constitution.
- v. Assisting in drafting of legal opinions on various legal issues that impact the County Government and ensure compliance with the Constitution.
- vi. Handling routine correspondence for the department to ensure compliance with the strategic goals of the department.

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Has a Bachelor of Laws (LLB) degree from a recognized University and a Postgraduate Diploma from the Kenya School of Law and Council for Legal Education.
- iii. Is an Advocate of the High Court of Kenya of not less than three (3) years post Bar-admission.
- iv. Has experience in drafting of legal proceedings.
- v. Has not less than three (3) years legal practice experience.
- vi. Meet the requirements of Chapter Six of the Constitution.
- vii. Has Knowledge in records of relevant laws and professional standards.
- viii. Proficiency in Computer applications.
- ix. Has a valid practicing license.



7. CHIEF RECORDS MANAGEMENT OFFICER

JOB GROUP "M"

1 POST

VACANCY NO. CPSB 33/23 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Supervision of various registries.
- ii. Planning appropriate office accommodation for registries.
- iii. Preparation and submission of budget estimates for the registries.
- iv. Initiating appraisal and disposal of files, documents, and other records in registries.
- v. Supervision, guidance and development of staff working under him/her.

Requirement for Appointment

- i. Degree in Records Management, Information Management and Information Science.
- ii. Attended a Management Course lasting not less than four (4) weeks from a recognized institution
- iii. Must have an experience of at least three (3) years in a comparable and relevant position in the public service.
- iv. Demonstrated professional competence and administrative ability in handling records management work.

8. FIREMAN III

JOB GROUP 'E'

7 POSTS

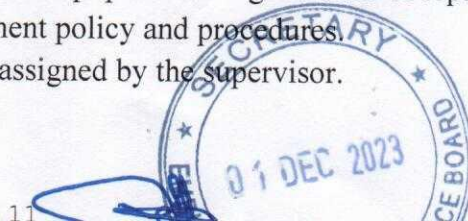
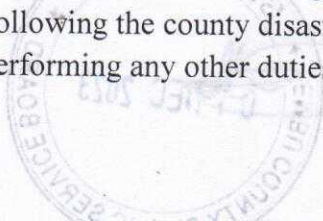
VACANCY NO. CPSB 34/23 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be on-the-job training and will work under the supervision of an experienced officer. Duties and responsibilities will entail:

- i. Operating appliances and communication equipment
- ii. Performing specialized functions of responding to emergencies to prevent and/or minimize injuries, deaths and loss of property.
- iii. Safeguarding their own and other people's safety at all times in their operations.
- iv. Playing a central role in rescue operations during emergencies.
- v. Inspecting and maintaining appliances and equipment in a good state of repair.
- vi. Following the county disaster management policy and procedures.
- vii. Performing any other duties as may be assigned by the supervisor.



Requirements for Appointment

- i. Kenya Certificate of Secondary Education mean grade D plain or its equivalent and relevant qualification
- ii. Fireman II Certificate from a recognized Fire Services Training School/Institution
- iii. Attended a First Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution
- iv. Be physically fit
- v. Be medically fit as certified by a Government Doctor
- vi. Possessing a certificate in driving, Emergency Medical Response (EMR) and Emergency Medical Dispatch (EMD) will be an added advantage.
- vii. Possessing a diving certificate from a recognized institution in Kenya will be an added advantage.

9. DRIVER III/ENGINE OPERATOR

JOB GROUP 'D'

3 POSTS

VACANCY NO. CPSB 35/23 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Driving/operating the fire engine as authorized.
- ii. Making routine daily checks and inspections of the fire engines to ensure it is in sound mechanical condition.
- iii. Ensuring general routine maintenance of the fire engine and equipment in line with the manufacturer's manual/specifications.
- iv. Reporting any malfunctioning of the vehicle/fire engine systems.
- v. Ensuring security and safety for the fire engine on and off the road.
- vi. Maintenance of work tickets for vehicle/fire engine assigned.
- vii. Responding to fire and emergency calls to prevent and/or minimize loss of life, property, or injury.
- viii. Safely and efficiently driving the fire engine to the scene of fire in response to an emergency.
- ix. Operating the fire engine pumps and other fire/rescue apparatus safely and efficiently.
- x. Performing any other duty as may be assigned by the supervisor.

Requirements for Appointment

- i. Kenya Certificate of Secondary Education Mean grade D Plain or its equivalent qualification from a recognized institution.
- ii. A valid driving license free from any current endorsement(s) for all class(es) of vehicle(s) an officer is required to drive.



- iii. Attended a First Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution.
- iv. Passed Suitability Test for Driver Grade III.
- v. Passed Practical Test for Drivers conducted by the respective department.
- vi. Be physically and medically fit as certified by a Government Doctor.
- vii. A valid Certificate of Good Conduct from the Kenya Police.
- viii. At least two (2) years driving experience.
- ix. Have a minimum of two (2) years of proven experience in fire engine/firefighting equipment operation.
- x. Demonstrate experience in managing disasters.
- xi. Possession of a Grade III certificate and above in vehicle mechanics/maintenance will be an added advantage.

DEPARTMENT: ROADS, TRANSPORT, ENERGY AND PUBLIC WORKS

1. CHIEF SUPERINTENDING ENGINEER (MECHANICAL BS)

JOB GROUP 'P'

1 POST

VACANCY NO. CPSB 36/23 (E)

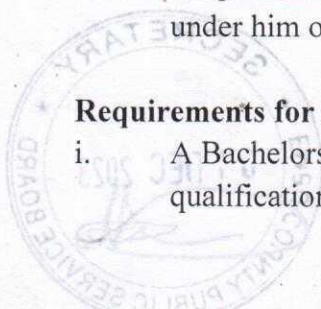
Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Planning, controlling and coordinating mechanical engineering services design for government buildings and construction works.
- ii. Maintenance for mechanical and fire services in government institutions.
- iii. Checking and recommending for approval of engineering consultants designs.
- iv. Evaluation, certifying and recommending fees submitted by consultants.
- v. Coordination of improvements of mechanical services of government buildings and installations.
- vi. Supervision of all Architectural, Engineering and Quantity Surveying services in the County.
- vii. Design and supervision of construction and maintenance of public buildings, civil and other public works.
- viii. Responsible for research activities, administration and supervision of all staff working under him or her.

Requirements for Appointment

- i. A Bachelors Degree in Mechanical Engineering or any other relevant and equivalent qualification from a recognized institution.



- ii. Be registered by the Engineers Registration Board of Kenya.
- iii. Must have an experience of at least three (3) years in a comparable and relevant position in the public service.
- iv. Demonstrated general administrative ability required for direction, control and implementation of electrical services programmes.

2. SENIOR ENGINEER (ELECTRICAL)

JOB GROUP 'M'

1 POST

VACANCY NO. CPSB 37/23 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Design of electrical/electronic engineering services in government buildings and construction works
- ii. Repair and Maintenance of electrical/electronic installations in airports, waterworks, offices, workshops, conference complexes and other government facilities
- iii. Undertaking projects
- iv. Preparation of specifications for new equipment
- v. Processing of tenders for electrical/electronic installation work.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Engineer I (Electrical) or a comparable and relevant position in the Public Service for at least three (3) years.
- ii. A Bachelors Degree in Electrical Engineering or any other relevant and equivalent qualification from a recognized institution.
- iii. Shown merit and ability as reflected in work performance and results.

3. ENGINEER II [MECHANICAL (BS)]

JOB GROUP 'K'

2 POSTS

VACANCY NO. CPSB 38/23 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Design of mechanical services in government buildings and construction works.
- ii. Repair and maintenance of mechanical installations in airports, waterworks, offices, workshops conference complexes and other government facilities.



Requirements for Appointment

A Bachelors Degree in Mechanical Engineering or its equivalent qualification from a recognized institution.

4. ASSISTANT ENGINEER II (STRUCTURAL)

JOB GROUP 'K'

1 POST

VACANCY NO. CPSB 39/23 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Designing, preparation of drawings and supervision of construction of civil and structural works for simple projects.

Requirements for Appointment

- i. A Bachelors in Civil Engineering or its equivalent and relevant qualification from a recognized institution
- ii. Be registered by the Engineers Registration Board of Kenya (ERB) as a Graduate Engineer.

DEPARTMENT: YOUTH EMPOWERMENT, GENDER, CHILDREN, SPORTS, CULTURE AND SOCIAL SERVICES

1. SOCIAL DEVELOPMENT ASSISTANT III

JOB GROUP 'H'

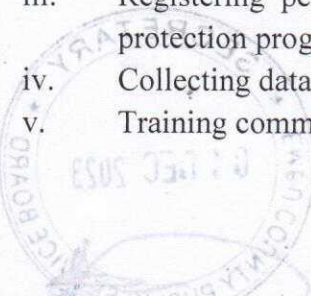
1 POSTS

VACANCY NO. CPSB 40/23 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Working with local communities and self-help groups to identify their socio-economic needs
- ii. Mobilizing communities for the implementation of socio-economic development programmes and projects
- iii. Registering persons with disabilities, poor and vulnerable individuals for social protection programmes
- iv. Collecting data on accessibilities on opportunities for men and women
- v. Training communities and groups on livelihood projects.



Requirements for Appointment

For appointment to this grade, a candidate must have:

A Diploma in any of the following disciplines:- Social Work, Community Development, Project Management, Entrepreneurship, Business Administration/Management, Counseling and Gender Studies.

2. ASSISTANT OFFICE ADMINISTRATOR III

JOB GROUP 'H'

1 POSTS

VACANCY NO. CPSB 41/23 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail;

- i. Taking oral dictation
- ii. Word and data processing
- iii. Managing e-office
- iv. Ensuring security of office records, documents and equipment
- v. Maintaining an up to date filing system in the office
- vi. Operating office equipment
- vii. Managing office protocol
- viii. Managing office petty cash
- ix. Handling telephone calls and appointments
- x. Supervising office cleanliness
- xi. Undertaking any other office administrative services duties that may be assigned

Requirements for Appointment

- i. Kenya Certificate of Secondary Education, mean grade C- (Minus) with at least C Plain in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC)
OR

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:

- (a) Typewriting III (50 w.p.m)/Computerized Document Processing III
- (b) Shorthand II (80 w.p.m)
- (c) Business English II/Communications I
- (d) Office Practice II
- (e) Secretarial Duties II
- (f) Commerce II



- (g) Office Management III/Office Administration and Management II
- iii. Certificate in Computer Applications from a recognized institution
- iv. Shown merit and ability as reflected in work performance and results

3. SPORTS OFFICER I

JOB GROUP 'K'

1 POST

VACANCY NO. CPSB 42/23 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Assisting the County Sports Officer in administrative duties, coaching individuals and teams in their sports activities of specialization
- ii. Scouting, identifying, organizing and developing local coaching talents, gathering sports information, records and artefacts
- iii. Other duties will include liaising with County Sports Associations and identifying individual talents

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of a Bachelor's Degree with a bias in sports from a recognized institution

EMBU COUNTY PUBLIC SERVICE BOARD

1. OFFICE ADMINISTRATOR II

JOB GROUP 'J'

1 POST

VACANCY NO. CPSB 43/23 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Taking oral dictation
- ii. Word and data processing
- iii. Managing e-office
- iv. Operating office equipment
- v. Handling telephone calls and appointments
- vi. Maintaining office diary and travel itineraries
- vii. Managing office protocol
- viii. Ensuring security of office records, documents and equipment
- ix. Maintaining an up to date filing system in the office
- x. Managing office petty cash
- xi. Supervision of office cleanliness
- xii. Undertaking any other office administrative services duties that may be assigned



Requirement for Appointment

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

- i. Bachelors Degree in in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution.

OR

- ii. Bachelors Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution.
- iii. 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. Any candidate who directly or indirectly canvases shall automatically be disqualified.
4. Shortlisted candidates will be required to provide original academic and professional certificate, ID and 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 **22nd December, 2023.**

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

Embu County Public Service Board is an equal opportunity employer hence does **NOT charge any fee for recruitment.**

