

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 a qualified person to fill the following vacant position in Embu County Public Service.

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

1. HUMAN RESOURCE ASSISTANT III

JOB GROUP 'H'

2 POSTS

VACANCY NO. CPSB 01/24 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: processing human resource management matters including appointments, promotions and leave applications within existing rules, regulations and procedures, capturing and updating human resource data in HRIS and drafting letters.

Requirements for Appointment

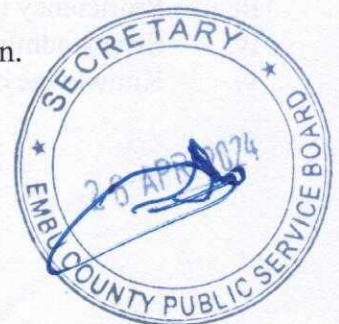
For appointment to this grade an officer must have:

- i. Diploma in Human Resource Management, Industrial Relations, Labour Relations or any other relevant and equivalent qualification from a recognized institution, lasting not less than nine (9) months.

OR

Part I of the Certified Public Secretaries Examination from KASNEB and,

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



2. RECORDS MANAGEMENT OFFICER II

JOB GROUP "J"

1 POST

VACANCY NO. CPSB 02/24 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade for degree holders an officer at this level may be deployed in a County/Department registry. Specific duties and responsibilities will include ensuring security of files and document; renewing file covers; ensuring proper handling of documents, pending correspondence and bring – ups; receiving and dispatching letters and maintaining related registers; preparing disposal schedules and disposing dead files in accordance with relevant government regulations.

Requirement for Appointment

- i. For appointment to this grade, a candidate must be in possession of a Bachelor Degree in Records Management, Information Management and Information Science or any of the social sciences from a recognized institution.

3. LEGAL CLERK ASSISTANT III

JOB GROUP "H"

1 POST

VACANCY NO. CPSB 03/24 (E)

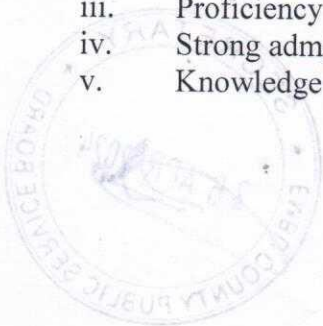
Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Facilitating services of legal documents and correspondences.
- ii. Filing court pleadings and other court documents.
- iii. Providing support in compliance and legal risk management including research, service of court documents, and dispatching letters and documents to relevant county departments.
- iv. Providing clerical duties that may be required by officers in the office.
- v. Documenting legal matters and court diary.
- vi. Sorting, filing and organizing legal department registry.
- vii. Maintaining the department' safes and various registers and documentation.
- viii. General administrative duties and other duties as may be assigned from time to time.

Requirement for Appointment

- i. Diploma from a recognized institution or its approved equivalent.
- ii. Kenya Certificate of Secondary Education (KCSE) C – (Minus) mean grade or its equivalent.
- iii. Proficiency in computer application skills.
- iv. Strong administrative and clerical skills.
- v. Knowledge of court procedures and ability to work as part of a team.



DEPARTMENT: SPORTS, TALENT DEVELOPMENT AND CREATIVE ARTS

1. PHOTOJOURNALIST ASSISTANT I

JOB GROUP 'K'.

1 POST

VACANCY NO. CPSB 04/24 (E)

Terms of Service: Three (3) Years Contract

Duties and Responsibilities

- i. Documenting news, information and features through photography.
- ii. Caption writing and editing photographs.
- iii. Taking portrait photographs.
- iv. Enlarging photographs and mounting them for exhibitions.
- v. Organizing photographic coverage.
- vi. Determining quality of photographic images, prints and cover slides.
- vii. Archiving photographs/images.

Requirements for Appointment

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

- i. Served in the grade of Photojournalist Assistant II for a minimum period of three (3) years.
- ii. Diploma in Photojournalism/Photography from a recognized institution.
- iii. Certificate in computer application skills from a recognized institution.
- iv. Shown merit and ability as reflected in work performance and results.

2. PHOTOJOURNALIST ASSISTANT II

JOB GROUP 'J'

1 POST

VACANCY NO. CPSB 05/24 (E)

Terms of Service: Three (3) Years Contract

Duties and Responsibilities

- i. Taking and processing of photographs.
- ii. Documenting news, information and features through photography.
- iii. Providing darkroom services.
- iv. Scanning, digitizing photographs and caption writing.
- v. Producing copy negatives.
- vi. Taking portrait photographs.
- vii. Enlarging photographs and mounting them for exhibitions.

Requirements for Appointment

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

- i. Served in the grade of Photojournalist Assistant III for a minimum period of three (3) years.
- ii. Diploma in Photojournalism/Photography from a recognized institution.
- iii. Certificate in computer application skills from a recognized institution.
- iv. Shown merit and ability as reflected in work performance and results.



**3. MUSIC OFFICER I
JOB GROUP 'K'
1 POST.**

VACANCY NO. CPSB 06/24 (E)

Terms of Service: Three (3) Years Contract

Duties and responsibilities

- i. Collecting and collating posterity music and dance materials that are of national significance.
- ii. Participating in the preparation of research materials and identification of music and dance talents.
- iii. Participating in carrying out music surveys in the county to identify music performing groups.

Requirements for Appointment

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

- i. Bachelors of Education (Music) degree from a recognized institution.
- ii. Certificate in computer applications.

**4. MUSIC OFFICER II
JOB GROUP 'J'
1 POST.**

VACANCY NO. CPSB 07/24 (E)

Terms of Service: Three (3) Years Contract

Duties and responsibilities

- i. Collecting music and dance materials that are of national significance for posterity.
- ii. Participating in the preparation of research materials and identification of music and dance talents.

Requirements for Appointment

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

- i. Bachelors degree in any of the following disciplines:- Music, Arts (Music) in Education, Musical Arts, Performing/Creative Arts, Leisure and Recreation or any other equivalent qualification from a recognized institution.
- ii. Certificate in computer applications.



DEPARTMENT: EDUCATION

**1. ASSISTANT VOCATIONAL TRAINING INSTRUCTOR II (YOUTH
POLYTECHNIC INSTRUCTOR III) – HAIR DRESSING AND BEAUTY THERAPY
INSTRUCTOR**

JOB GROUP “H”

1 POST

VACANCY NO. CPSB 08/24 (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. Diploma in Hair Dressing and Beauty Therapy from a recognized examining institution.
- ii. Diploma in Technical Education will be an added advantage
- iii. Certificate in computer applications from a recognized institution; and
- iv. Certificate of Good Conduct

**1. ASSISTANT VOCATIONAL TRAINING INSTRUCTOR II (YOUTH
POLYTECHNIC INSTRUCTOR III) – FASHION AND DESIGN
JOB GROUP “H”**

1 POST

VACANCY NO. 09/24 (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. Diploma in Fashion and Design from a recognized examining institution.
- ii. Diploma in Technical Education will be an added advantage
- iii. Certificate in computer applications from a recognized institution; and
- iv. Certificate of Good Conduct

**DEPARTMENT: WATER AND IRRIGATION
DRILLING RIG OPERATOR (DRILLING SUPERINTENDENT)**

JOB GROUP "K"

2 POSTS.

VACANCY NO. CPSB 10/24 (E)

Terms of Service: Three (3) Years Contract

Duties and Responsibilities

- i. Assembling and disassembling rigs and equipment at various site by connecting drill pipes, casings, power cables and drill heads.
- ii. Working closely with an experienced driller to regulate, control, service pumps and drill equipment.
- iii. Undertaking routine maintenance and repair under the supervision of the experienced driller.
- iv. Manage the table, drilling mast and safety the other workers.
- v. Developing and designing vertical and horizontal drilling programs including casings, drill strings/bottom hole assembly, mud, air, bits and all directional components.
- vi. Hydraulics optimization and bit selection.
- vii. Daily drilling operations.
- viii. Problem analysis and trouble shooting.
- ix. Providing operational support when needed.
- x. Cost and drilling efficiency tracking and reporting.
- xi. Promoting and ensuring exemplary health, safety and environmental practices.
- xii. Conducting post-well analysis to determine areas for improvement.

Requirements for Appointment

For appointment to this grade, a candidate must:-

- i. Have served in the grade of Senior Drilling Inspector for a minimum period of three (3) years.
- ii. Be in possession of a Diploma in Water Engineering or Ground Water Engineering from a recognized institution or any other approved equivalent qualifications.
- iii. Be able to do both mud and air drilling.



- iv. Be able to interpret hydrogeological survey.
- v. Be able to do borehole design after drilling.
- vi. Be able to do trouble shooting basic and maintenance.
- vii. Valid driving license Class BCE and above.

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.**

All applications should be sent to the undersigned on or before **17th May, 2024.**

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

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 and 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

