



COUNTY GOVERNMENT OF ISILO



COUNTY PUBLIC SERVICE BOARD

The County Public Service Board wishes to invite suitably qualified persons to submit their applications for the following job openings within its County Public Service:

DEPARTMENT OF WATER AND SANITATION

REF: ICPSB/01/11/2018: PRINCIPAL SUPERINTENDENT (WATER & SEWERAGE) JG 'N' (ONE POST)

Duties and Responsibilities

- a) Preparing bill of quantities for water projects
- b) Checking adherence to specifications and standards
- c) Ensure that work is progressing as scheduled
- d) Supervising complex water works
- e) Preparing water supply and sewerage programs and
- f) Evaluating and advising on technical reports.

Requirements for Appointment

- a) Must have served in the grade of Chief Superintendent (Water & Sewerage) for minimum of 3 years.
- b) Diploma in either water supply technology or water engineering from recognized institutions.
- c) Certificate in computer applications from recognized institutions

REF: ICPSB/02/11/2018: ARTISAN GRADE III JG 'G' (ONE POST)

Duties and Responsibilities

- a) Routine checks of boreholes generators and undertakes minor service
- b) Attend to minor generator breakdowns
- c) Keep up to date records of all repairs and servicing carried out on boreholes
- d) Participate in training

Requirements for Appointment

- a) Governments trade test grade 3 in electrical/electronic technology

REF: ICPSB/03/11/2018: MECHANICAL ENGINEER JG 'K' (ONE POST)

Duties and Responsibilities

- a) Design, develop and tests all aspects of mechanical components of equipment
- b) Undertake fabrication, operation, installation and repair of bore hole generators and other equipment
- c) Diagnose generator breakdowns on site and undertake appropriate action
- d) Train water supply pump attendants to ensure compliance to operation manual of generators and other borehole equipment
- e) Checks orders and establish purchase requisitions to be approved by the chief officer
- f) Assess use of equipment and determine the cost of deterioration

Requirements for Appointment

- a) Degree in Mechanical Engineering from a recognized institution
- b) Must be registered with the engineers' board of Kenya.
- c) Must be computer literate

REF: ICPSB/04/11/2018: INSPECTOR ELECTRICAL JG 'H' (ONE POST)

Duties and Responsibilities

- a) Inspect the installations of electrical wiring for borehole generators and solar energy systems, appliance and other components
- b) Examine and inspect wire harness, control panels, coaxial cables and electrical jig boards for completeness of assembly.
- c) Examine electrical parts of boreholes generators to find out faults and carry out remedial measures.
- d) Participate in preparation of requisitions and orders for purchase of boreholes generators and advice procurement team on the best electrical equipment.
- e) Keeps and update reports of all boreholes and equipment.
- f) Lead a technical team to carryout out rapid response to boreholes breakdowns.

Requirements for Appointment

- a) Diploma in electrical/electronic technology
- g) Certificate in computer applications

REF: ICPSB/05/11/2018: INSPECTOR (WATER & SEWERAGE) JG 'H' (ONE POST)

Duties and Responsibilities

- a) Planning, supervising and evaluating water supply works
- b) Collecting and analyzing data operations and maintenance
- c) Supervising water supply operators and artisans
- d) Implement operations chart to collect monthly revenue in full
- e) Perform any other duty as may be assigned.

Requirements for Appointment

- a) Holds a Diploma in Water Engineering or Water Supply Technology or equivalent qualification from a recognized institution;

- b) Must have good inter-personal and communication skills;
- c) Proficiency in computer applications;
- d) Satisfy the requirement of Chapter Six of the Constitution.

**REF: ICPSB/06/11/2018: ASSISTANT ENGINEER II (WATER & SEWERAGE) JG ‘K’
(ONE POST)**

Duties and Responsibilities

- a) Carry out feasibility study
- b) Planning and designing water supply and sewerage infrastructure
- c) Carry out research activities in various aspects

Requirements for Appointment

- a) Bachelors degree in Civil Engineering from a recognized institutions
- d) Be a registered by the Engineers registration board of Kenya and
- e) Certificate in computer applications.

**DEPARTMENT OF TOURISM, TRADE, INDUSTRIALIZATION, COOPERATIVES
AND ENTERPRISE DEVELOPMENT**

ICPSB/07/11/2018: TRADE DEVELOPMENT OFFICER II JG ‘J’ (ONE POST)

Duties and responsibilities

- a) Undertaking market surveys and other economic research activities of more complex nature and preparing reports thereon
- b) Collecting and compiling economic and trade related data
- c) Dissemination of trade information
- d) Facilitating trade promotion activities
- e) Initial preparation of background papers and briefs on trade
- f) Provision of advisory services to businesses at the Sub County level
- g) Initial preparation of projects/programs aimed at stimulating and promoting domestic trade at the Sub County level
- h) Implementing all domestic trade development policy matters
- i) Coordination with relevant ministries/departments and other organizations on matters related to trade development
- j) Preparation of periodic reports and general administration of the Trade Development Joint Loan Board Scheme

Requirements for Appointment

- a) Be in possession of a first degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, International trade/Business/Relations or its equivalent from a University recognized in Kenya.
- b) Have certificate in computer applications from a recognized institution.

ICPSB/08/11//2018: INDUSTRIAL DEVELOPMENT OFFICER II JG “J” (ONE POST)

Duties and responsibilities

- a) Promotion and implementation of Industrial Development Project and Programs in the County
- b) Gathering and analyzing data related to industrial production, investment, raw materials availability, industrial expansion programs and industrial pollution protection program
- c) Conducting feasibility studies for projects and preparation of periodic and annual reports
- d) Implementing county Investment Strategies and Policies
- e) Researching on viable proposed investments and challenges and needs of the Industrial Sector in the County and recommending appropriate actions
- f) Harmonizing proposed investments with the priority sectors and development agenda of the County
- g) Facilitating communication between the investors and County Government
- h) Carrying out audit of Environmental Impact Assessment of industries that operate in the County
- i) Organizing fora for capacity building of entrepreneurs to exploit opportunities for setting up value addition factories
- j) Liaising with the relevant government ministries, agencies, institutions and other stakeholders on matters of industrial development
- k) Participating in industrial development stakeholder fora
- l) Any other duties as assigned by the Industrialization Development Officer

Requirements for Appointment

- a) Bachelor's Degree in any of the following fields: Commerce, Business Administration, Economics, or any other related field from a recognized university
- b) Satisfy the requirements of Chapter Six of the Constitution

ICPSB/09/11/2018: ENTERPRISE DEVELOPMENT OFFICER II JG 'J' (ONE POST)

Duties and Responsibilities

- a) Monitoring and following up with the assistance of the Cooperative officers on problematic societies for loan recovery.
- b) Analyzing loan application forms and preparing reports on loan uptake and repayments in the various Sub Counties.
- c) Appraise, recommend and refer loan applications to management for approval.
- d) Meet with cooperative societies in the sub-counties to obtain information for loan applications and to answer questions about the loan process.
- e) Analyze applicants' financial status, credit worthiness, capacity, and property evaluations to determine feasibility of granting loans.
- f) Sensitize clients on the different types of loans and credit options that are available, as well as the terms of those services.

- g) Obtain and compile copies of loan applicants' credit records, corporate financial statements, and other financial information.
- h) Review and update credit and loan files.
- i) Handle customer complaints and take appropriate action to resolve them.
- j) Work with clients to identify their financial goals and to find ways of reaching those goals.

Requirements for Appointment

- a) Bachelor's degree in any of the following fields: Business administration, Commerce, Economics, Enterprise Development, or any other social science from recognized institution

ICPSB/10/11/2018: ASSISTANT CO-OPERATIVE OFFICER III JG 'H' (ONE POST)

Duties and Responsibilities

- a) Promoting and registering cooperative societies
- b) Formulating, coordinating and implementing co-operative development policies on information and communication technology
- c) Mainstreaming corporate governance
- d) Collecting data on potential areas for analysis and policy formulation
- e) Enforcing compliance with co-operative legislation
- f) Conducting inspections and inquiries in co-operative societies
- g) Coordinating and developing programs in co-operative subsector
- h) Promoting co-operative ventures and value addition
- i) Co-operative marketing and research
- j) Carrying out co-operative education and training
- k) Promoting and developing of co-operative projects
- l) Offer advisory and extension services to the co-operative movement on development of accounting and management procedures

Requirements for appointments

- a) Diploma in any of the following disciplines:- Co-operative management, Marketing, or , Finance from a recognized institution
- b) Certificate in computer application from a recognized institution

ICPSB/11/11/2018: COOPERATIVE AUDITOR II JG 'J' (ONE POST)

Duties and responsibilities

- a) Examining vouchers, cash books, ledgers confirming the propriety and accuracy of the transactions
- b) Auditing annual accounts and undertaking audit inspection of co-operative societies
- c) Co-operative audit and registration of audited accounts
- d) Any other duties that may be assigned from time to time

Requirements for Appointment

- a) Be in possession of a first degree in any of the following disciplines from a University recognized in Kenya: Commerce, Economics, Business Administration and any other related degree

Or

- b) Certified Public Accountant (CPA) Kenya part II or CIA Part III from recognized institution
- c) Certificate in computer applications.

ICPSB/12/11/2018: ASSISTANT DIRECTOR, TOURISM JG 'P' (ONE POST)

Duties and Responsibilities:

- a) Coordinating the development of policies and strategies for marketing and business development
- b) Ensuring development of new tourism products and determining the appropriate pricing and marketing strategies that can optimize benefits to the county government
- c) Ensuring viable business proposals are developed and submitted to development partners for financing
- d) Developing and ensuring implementation of effective customer service mechanisms that ensure responsiveness to customer expectations
- e) Developing policies for tourist facilities development and management
- f) Coordinating the preparation of annual work plans and budgets
- g) Ensuring implementation of appropriate systems to develop and manage tourism facilities that meet customer expectations
- h) Ensuring timely and accurate tourism related management information is provided to stakeholders
- i) Supervising, appraising and ensuring appropriate training of personnel
- j) Identifying, implementing and managing approved business projects
- k) Exploring potential commercial business opportunities available
- l) Preparing and presenting regular status reports on the organization tourism business status
- m) Ensuring optimization of revenue generated from leases and property licenses
- n) Ensuring tourism product quality control standards in liaison with Director, Wildlife
- o) Liaising with local, regional and international stakeholders
- p) Formulate policies and strategies necessary for effective management of the national reserves
- q) Ensure timely and accurate reports
- r) Effective management and conservation of wildlife within the reserves
- s) Securing the integrity of National Reserves ecosystems

Requirements for Appointment

- a) A masters Degree in marketing or strategic management or equivalent from a recognized institution
- b) Posses a Degree in Tourism or Marketing
- c) A member of Chartered Institute of Marketing
- d) Have at least 5 years working experience in nature-based tourism sector with strong experience in Africa
- e) Have experience with wildlife and property management.

- f) Experience in tendering tourism facilities

ICPSB/13/11/2018: CHIEF SECURITY OFFICER JG 'M' (ONE POST)

Duties and Responsibilities

Before deployment, direct entrants will undergo two (2) years initial training and on successful completion one will perform similar duties as those of Security Warden III but may be deployed as shift assistants where necessary.

Requirements for Appointment

- a) have served for three (3) years in the grade of Senior Security officer or its equivalent
- b) Be in possession of the Kenya Certificate of Secondary Education and at least grade D+ or its accepted equivalent
- c) Be less than 36 years of age and
- d) Be physically and mentally fit

ICPSB/14/11/2018: SECURITY WARDEN II JOB GROUP E (4 POSTS)

Duties and Responsibilities:

- a) Ensuring effective Recruiting and allocating work to informants as per approved procedures
- b) Conducting covert investigation on movement of wildlife Products and other activities within the assigned area
- c) Keeping safe custody of records
- d) Training informants on information gathering and personal security
- e) Managing confidential expenditure imprests and updating records as required
- f) Liaising with other security agencies on security matters in their areas of jurisdiction
- g) Appraising the performance of informants and ensuring attainment of set targets
- h) Collecting, collating and disseminating information
- i) Preparing, implementing and monitoring annual work plans and budgets
- j) Preparing accurate and timely reports
- k) Performing any other duties that may be assigned from time to time

Requirements for Appointment

- a) Kenya certificate of secondary Education mean grade of D+
- b) Diploma in crime management or its equivalent
- c) Must have undergone paramilitary training
- a) Minimum experience of 3 years

ICPSB/15/11/2018: SECURITY WARDEN III (Rangers) JOB GROUP D (60 POSTS)

The Isiolo Public Service board is pleased to announce to the public the recruitment of security warden III scheduled to take place on 20th December, 2018 at various centers within the county as indicated below. Prospective candidates must satisfy the requirements as follows:

- a) Must be Kenyan citizen
- h) Must be a resident of ward indicated.
- i) Be in possession of valid Kenyan National Identity Card.
- j) Be physically and medically fit.
- k) Have no criminal records.
- l) Aged between 18 - 26 years
- m) A minimum of mean grade D (plain) in KCSE.
- n) Female candidates must NOT be pregnant at recruitment and during training.

RECRUITMENT PROGRAM

| Date | Sub County | Wards | Recruitment Centers | Time |
|---------------------------|------------|------------|---------------------------|---------|
| 20 th Dec 2018 | Isiolo | Wabera | Wabera Pry school | 8:30 am |
| | | Bulla Pesa | Rural training Center | 8:30 am |
| | | Burat | Kilimani Pry school | 8:30 am |
| | | Ngaremara | Ngaremara Pry school | 8:30 am |
| | | Oldonyiro | Oldonyiro Pry school | 8:30 am |
| | Merti | Chari | Bulesa Pry school | 8:30 am |
| | | Cherab | Merti Boarding Pry school | 8:30 am |
| | Garbatulla | Kinna | Kina Pry school | 8:30 am |
| | | Garbatulla | Garba Tula stadium | 8:30 am |
| | | Sericho | Omara Pry School | 8:30 am |

ICPSB/16/11/2018: MARKETING & CORPORATE COMMUNICATIONS OFFICER JG 'K' (ONE POST)

Duties and Responsibilities

- a) Preparing, planning and publishing materials for brand promotion
- b) Creating marketing campaign and working with the organizations externally
- c) Contributing to annual sales and marketing plan
- d) Planning for marketing events in the County
- e) Reviewing and recommending appropriate call signs on Local V.H.F & H.F networks
- f) Evaluating the effectiveness of all marketing activities

- g) Support the marketing manager in day to day activities
- h) Managing Radio communications activities as per approved work plan
- i) Participating in identification of communication equipment
- j) Reviewing and updating working radio operations
- k) Organizing trainings and workshops
- l) Preparing monthly reports on radio operations
- m) Coordination of training of radio communication personnel
- n) Participating in the recruitment of suitable radio communication personnel within the county unit

Requirements for Appointment

- a) Posses a degree in communication, marketing or social sciences from a recognized institutions
- b) Have a certificate in Radio – telephony/telegraphy
- c) Paramilitary training is an added advantage
- d) Excellent copywriting skills and exposure
- e) Designing skills including graphics and web design
- f) Have at least 2 years work experience

ICPSB/17/11/2018: KENYA REGISTERED COMMUNITY HEALTH NURSE JG ‘H’ (20 POSTS)

Requirements for Appointment

- a) 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
- o) Registration Certificate issued by the Nursing Council of Kenya
- p) Valid practising licence from the Nursing Council of Kenya
- q) Certificate in Computer Application Skills from a recognized institution; and
- r) Valid Certificate of Good Conduct

Duties and Responsibilities

- a) Assessing, planning, implementing nursing interventions and evaluating patient’s outcomes.
- b) Providing appropriate healthcare services including Integrated Management of Childhood illness (IMCI), immunization, PMTCT, ante-natal care and delivery Providing health education and counselling to patients/clients and community on identified health needs.
- c) Referring patients and clients appropriately.
- d) Facilitating patients’ admission and initiating discharge plans.
- e) Maintaining records on patients/clients health condition and care.
- f) Ensuring a tidy and safe clinical environment and collecting and compiling date.

ICPSB/18/11/2018: KENYA ENROLLED COMMUNITY HEALTH NURSE J/G ‘G’ (15 POSTS)

Requirements for Appointment

- a) Certificate 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:

- s) Registration Certificate issued by the Nursing Council of Kenya;
- t) Valid practising licence from the Nursing Council of Kenya;
- u) Certificate in Computer Application Skills from a recognized institution; and
- v) Valid Certificate of Good Conduct.

Duties and Responsibilities

- a) Assessing, planning, implementing nursing interventions and evaluating patient's outcomes.
- g) Providing appropriate healthcare services including Integrated Management of Childhood illness (IMCI), immunization, PMTCT, ante-natal care and delivery Providing health education and counselling to patients/clients and community on identified health needs.
- h) Referring patients and clients appropriately.
- i) Facilitating patients' admission and initiating discharge plans.
- j) Maintaining records on patients/clients health condition and care.
- k) Ensuring a tidy and safe clinical environment and collecting and compiling data.

ICPSB/19/11/2018: FIREMAN III, JOB GROUP 'E' 14 POSTS

Duties and Responsibilities

This is an entry grade for this cadre. An officer at this level will be on-the-job training and will work under the supervision of experienced officer. Duties and responsibilities will entail: simple maintenance of fire-fighting appliances and assisting during emergency cases.

Requirements for Appointment

- a) Kenya Certificate of Secondary Education mean grade "D" or its equivalent and relevant qualification;
- b) Fireman II Certificate from a recognized Fire Services Training School/Institution;
- c) Fire Aid certificate course lasting not less than one (1) week from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution;
- d) Be physically fit, and
- e) Be certified medically fit by a Government doctor.

ICPSB/20/11/2018: INSPECTOR (FIRE SERVICES)JOB GROUP 'H' (SIX POSTS)

Duties and Responsibilities

This is the entry and training grade to the cadre. An officer at this level will be on the job training and will work under the supervision of an experienced officer. Specific duties will involve the inspection, repair and maintenance of fire installations in public buildings, hospitals and institutions.

Requirements for Appointment

- a) Diploma in Mechanical/Electrical/Chemical Engineering or equivalent and relevant qualification from a recognized institution; and
- b) First Aid Certificate course lasting not less than one (1) week from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution.

ICPSB/21/11/2018: SENIOR INSPECTOR (FIRE SERVICES), JOB GROUP 'J' (2 POSTS)

Duties and Responsibilities

An officer at this level will work under the supervision of an experienced officer. Specific duties will involve the inspection, repair and maintenance of fire installations and conduct fire investigations and compiling reports.

Requirements for appointment

- a) Served in the grade of Inspector (Fire Services) or comparable and relevant position in public service for at least three (3) years;
- b) Diploma in Mechanical/Electrical/Chemical Engineering or equivalent and relevant qualification from a recognized institution; and
- c) First Aid Certificate course lasting not less than one (1) week from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution.
- d) Shown merit and ability as reflected in work performance and results.

General requirements:

Applicants must attach their CV and copies of the following documents:

- a. Academic and professional certificates and other testimonials
- b. Copy of national identity card
- c. Certificate of good conduct from DCI
- d. Certificate from credit reference bureau
- e. Clearance from HELB
- f. Clearance from EACC
- g. Tax compliance certificate from KRA

HOW TO APPLY:

Prospective candidates should download and fill a job application form provided on the website: www.icpsb.or.ke. Attach copies of updated CV, National Identity Card, academic and professional certificates and other relevant testimonials to:

The Secretary/CEO

Isiolo County Public Service Board

P.O Box 224 – 60300

ISIOLO

OR

Online application to: www.icpsb.or.ke

Applications **MUST** be received on or before **30th November, 2018**. Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification.

Isiolo County Public Service Board is an equal opportunity employer.

Women and Persons Living with Disability (PWDs) are encouraged to apply.