

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.

ROADS, PUBLIC WORKS, TRANSPORT, ENERGY AND LOGISTICS

1. DIRECTOR-PUBLIC WORKS

JG "R"

1 POST

VACANCY NO. CPSB/01/26(E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities: -

- i. Formulating, implementing and reviewing buildings/construction development policies, strategies, procedures, plans, standards and guidelines;
- ii. Initiating review and dissemination of appropriate legislation and regulations on buildings/construction development;
- iii. Facilitating designs, approval and implementation of buildings/construction development programmes
- iv. Facilitating the implementation of sustainable funding framework for the development of public works services;
- v. Facilitating proposals for technical support in the provision of public works services development in concurrence with both levels of governments;
- vi. Spearheading research, innovation, best practices and use of modern technology in public works development and related issues;
- vii. Monitoring, supervising, and training of junior engineers for professional development and other technical staff working under them.

Requirements and competencies for appointment: -

- i. A Bachelor's Degree in Architecture, Quantity surveying, Civil, Mechanical, Electrical Engineering, or equivalent qualifications from a university recognized in Kenya;
- ii. A Master's Degree in a related field from a university recognized in Kenya.



- iii. Cumulative service period of five (5) years of relevant work experience, three (3) years should have been in a comparable position.
- iv. Attended a Senior Management course lasting not less than four (4) weeks from a recognized Institution;
- v. Membership to the respective professional body, i.e., the Architectural Association of Kenya, Institute of Quantity Surveyors of Kenya and Institute of Engineers of Kenya
- vi. Professional registration with relevant professional bodies; Engineers Board of Kenya (EBK) & Board of registration of Architects and Quantity Surveyors (BORAQS)
- vii. Valid Annual Practicing Licenses from EBK/BORAQS
- viii. Corporate membership with relevant professional body
- ix. Demonstrated high degree of professional competence, administrative capabilities required for effective planning, direction, control and coordination in line with your profession
- x. Thorough understanding of National goals, policies and programmes and the ability to translate them to your professional function;
- xi. Strategic Leadership Development Projects course lasting not less than six (6) weeks from recognized institution will be an added advantage

2. ASSISTANT ENGINEER 11 (STRUCTURAL)

JOB GROUP "K"

1 POST

VACANCY NO. CPSB/02/26 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Work entails designing, preparation of drawings and supervision of construction of civil and structural works for simple projects.

Requirements for Appointment

For appointment to this grade, a candidate must have:

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

3. ASSISTANT QUANTITY SURVEYOR II

JOB GROUP "K"

1 POST

VACANCY NO. CPSB/03/26 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and Responsibilities entails preparation of cost estimates, bills of quantities, monthly valuations on site, site remeasurement, and preparation of variation orders.



Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) A Bachelors degree in Building Economics/Quantity Survey or its equivalent and relevant qualification from a recognized institution; and
- (ii) Registered as a Graduate member of either Architectural Association of Kenya or the Institute of Quantity Surveyors of Kenya

4. ASSISTANT LANDSCAPE ARCHITECT II

JOB GROUP 'K'

1 POST

VACANCY NO. CPSB/04/26 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

Duties and Responsibilities entails preparation of landscape scheme designs, production drawings and post-contract supervision of simple landscape works.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in Landscape Architecture or an equivalent and relevant qualification from a recognized institution; and
- (ii) Graduate membership with the Architectural Association of Kenya.

5. ENGINEER II (ELECTRICAL)

JOB GROUP 'K'

1 POST

VACANCY NO. CPSB/05/26 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- i. Design of electrical/electronic engineering services in government buildings and construction works.
- ii. Repairs and maintenance of electrical/electronic installations in airports, waterworks, offices, workshops, conference complexes, and other government facilities

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. A Bachelors Degree in Electrical/Electronics Engineering or its equivalent and relevant qualification from a recognized institution.
- ii. Registered by the Engineers Registration Board of Kenya (ERB) as a graduate engineer
- iii. Computer literate

6. ARCHITECTURAL ASSISTANT III,

JOB GROUP 'H'

4 POSTS

VACANCY NO. CPSB/06/26 (E)



Terms of Service; Permanent and Pensionable

Duties and Responsibilities

- i. Work involves interpretation of the architects' sketches and preparation of finished drawings.
- ii. Reading and interpreting engineering drawings in relation to the architects' sketch and incorporating these details in the finished drawings.

Requirements for Appointment

For appointment to this grade, a candidate must have a Diploma in Architecture or its equivalent and relevant qualification from a recognized institution.

7. INSPECTOR (BUILDING)

JOB GROUP 'H'

2 POSTS

VACANCY NO. CPSB/07/26 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Work entails interpretation of Architectural and Engineering drawings, and checking minor repairs and alterations of existing buildings.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Diploma in any of the following fields: Building and Civil Engineering or its equivalent, and relevant qualification from a recognized institution.
- ii. Computer literate

8. STRUCTURAL ASSISTANT III

JOB GROUP 'H'

2 POSTS

VACANCY NO. CPSB/08/26 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Work entails preparation of structural and civil drawings including detailing of steel and concrete structures, layouts and details of drainage schemes, roads and paved areas. The officer will also carry out simple survey works under the guidance of a senior officer.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. A Diploma in Civil Engineering/Buildings or its equivalent and relevant qualification from a recognized institution.



9. QUANTITY SURVEYOR ASSISTANT III

JOB GROUP 'H'

4 POSTS

VACANCY NO. CPSB/09/26 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Work entails squaring dimensions and abstracting for the preparation of Bills of Quantities.
- ii. Preparation of specifications and
- iii. Assisting in the preparation of payment certificates.

Requirements for Appointment

For appointment to this grade, a candidate must have:

A Diploma in any of the following fields: Quantity Survey or its equivalent and relevant qualification from a recognized institution.

10. INSPECTOR ROADS

JOB GROUP 'H'

1 POST

VACANCY NO. CPSB/10/26 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

Work entails supervision and control of all road works within the officer's area of jurisdiction, assisting in selection and location of suitable materials for road works, and preparation of works program in liaison with Section Head.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Diploma in Civil Engineering or its equivalent qualification from a recognized institution.
- ii. Computer literate

11. INSPECTOR-ELECTRICAL

JOB GROUP 'H'

2 POSTS

VACANCY NO. CPSB/11/26 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- i. Inspection and maintenance of electrical installations in public buildings and government quarters;
- ii. Testing and maintenance of electrical controls related to fire-detection equipment, cookers, water-heaters and general domestic appliances; and
- iii. Inspection and maintenance of electrical controls in power generating plants and machinery.



Requirements for Appointment

For appointment to this grade, a candidate must have

- i. Diploma in Electrical Engineering or its equivalent and relevant qualification from a recognized institution.
- ii. Computer literate

12. ARTISAN III - MASON

JOB GROUP 'E'

2 POSTS

VACANCY NO. CPSB/12/26 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

Work entails repairs and maintenance of masonry works

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Government Trade Test Certificate Grade 111 in Masonry

13. ARTISAN III- CARPENTER

JOB GROUP 'E'

2 POSTS

VACANCY NO. CPSB/13/26 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

Work entails repairs and maintenance of carpentry works.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Government Trade Test Certificate Grade 111 in Carpentry

14. ARTISAN III-PLUMBER

JOB GROUP 'E'

2 POSTS

VACANCY NO. CPSB/14/26 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

Work entails repairs and maintenance of plumbing works

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Government Trade Test Certificate Grade 111 in Plumbing



FINANCE AND ECONOMIC PLANNING

15. ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT SERVICES

JOB GROUP "P"

1 POST

VACANCY NO. CPSB/15/26 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- i. Initiating and formulating supply chain management policies for issue to the service in liaison with the senior assistant director and assisting in the preparation of the division's strategic plans.
- ii. Planning, organizing, administration, and control of the supply chain management units in the department.
- iii. Analyzing the impact of supply chain management policies and regulations.
- iv. Ensuring correct interpretation and implementation of the Public Procurement and Disposal Act, 2005 and other statutes, policies, rules and regulations that may impact on the supply chain management

Requirements for appointment

For appointment to this grade a candidate must have:

- i. Served in a relevant and comparable position for a minimum period of three (3) years
- ii. Diploma in Supplies Management or its approved equivalent from a recognized institution
- iii. A Bachelor's Degree in any of the following; Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution.
- iv. Demonstrated professional competence, managerial capability and integrity in work performance.

16. SUPPLY CHAIN MANAGEMENT OFFICER I

JOB GROUP 'K'

1 POST

VACANCY NO. CPSB/16/26 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

The officer at this level will work under minimal supervision and may be deployed to help oversee the supply chain management function in a district or in a supply chain management unit within a ministry/ department specific duties include processing of



agenda for the tender committees and assisting in implementation of decisions thereof.

Requirement for appointment

- i. Bachelor's Degree in any of the following; - Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing or their equivalent qualification from a recognized institution.

17. SUPPLY CHAIN MANAGEMENT ASSISTANT III

JOB GROUP "H"

1 POST

VACANCY NO. CPSB/17/26 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

An officer at this level will be deployed in a supply chain management unit in a ministry or department and will handle a variety of tasks such as issuing and receiving stores, assisting in stocktaking, reconciliation, preparation, and maintenance of records.

Requirements for appointment

For appointment to this grade a candidate must be in possession of: -

- i. Kenya Certificate of Secondary Education (KCSE) Mean grade of C- (Minus) with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized institution; and
- ii. Diploma in Supplies Management or its equivalent from a recognized institution.

18. CHIEF HUMAN RESOURCE MANAGEMENT ASSISTANT

JOB GROUP "M"

1 POST

VACANCY NO. CPSB/18/26 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- i. Overseeing activities in the areas of recruitment, management of HRIS, promotion, and discipline.
- ii. Preparing the agenda and minutes for the Departmental Human Resource Management Advisory Committee.
- iii. Implementing human resource management decisions within existing rules, regulations and procedures.
- iv. Verifying Human Resource Data in HRIS.
- v. Verifying pension documents.



Requirements for appointment

- i. Served in a relevant and comparable position for a minimum period of three (3) years
- ii. Diploma in Human Resource Management, Industrial Relations, Labour Relations from a recognized institution lasting not less than nine (9) months;
OR
Part III of Certified Public Secretaries Examination from KASNEB;
- iii. Certificate in computer application skills from a recognized institution.

19. HUMAN RESOURCE MANAGEMENT ASSISTANT III

JOB GROUP "H"

1 POST

VACANCY NO. CPSB/19/26 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- i. Processing human resource management matters including appointments, promotions and leave applications within existing rules, regulations and procedures.
- ii. Capturing and updating human resource data in HRIS and drafting letters.

Requirements for appointment

- i. Diploma in Human Resource Management, Industrial Relations, Labour Relations 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.

DEPARTMENT OF YOUTH AND SPORTS

20. DIRECTOR SPORTS

JOB GROUP 'R'

1 POST

VACANCY NO. CPSB/20/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

The Director of Sports is responsible to the Chief Officer responsible for sports for advice on policy issues concerning the development of sports in the county. Duties and responsibilities will entail the formulation of policy, staff development, co-



ordination of the sports function at the county level and the development of sports facilities.

Requirements for Appointment

For appointment to this grade, a candidate must have the following:

- i. Served in a relevant and comparable position for a minimum period of three (3) years
- ii. A bachelor's degree in a sports-related field or in any other related social related field from a recognized institution.
- iii. A master's degree in a sports-related field or an equivalent and relevant qualifications from a recognized institution; and
- iv. Demonstrated administrative and professional competence and a thorough understanding of national goals, policies, and objectives and an ability to relate them to proper management of sports nationally.

DEPARTMENT OF TRADE AND TOURISM

21. SENIOR WEIGHTS AND MEASURES OFFICER

JOB GROUP 'L'

1 POST

VACANCY NO. CPSB/21/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Testing and stamping of mechanical and electronic weighing and equipment and class II mechanical and electronic scales used for pharmaceutical dispensing and jewelry trade;
- ii. Testing and of fabric and area measuring instruments, and all electronic weighing an measuring equipment;
- iii. Testing of meters for water, milk, other liquid foods and liquefied gas;
- iv. compiling data collection on verified equipment at traders premises, stamping stations and verification office;
- v. Sampling pre-packaged goods for quantitative analysis;
- vi. Supervising and coordinating preparation of weighing and measuring equipment and verification activities during trade fairs and public service exhibition;
- vii. Collecting and accounting for Appropriation in Aid (A-I-A);
- viii. Conducting inspection on internal controls by the manufacturers and measuring system including software for data processing of measuring results.



- ix. Conduct prosecution of offences arising from infringement of the weights and Measures Act (cap.513), the trade Description Act (505) and related regulation;
- x. Ensuring conformity on the Road Traffic Act cap 403 on axle load in liaison with relevant instruction ;
- xi. Carrying out inspection on wholesale and retail trading premises on the use of weighing and measuring equipment; used by local authority and other government institution to ensure accuracy;
- xii. Testing automatic weigh machines, bulk weighers and totalizing machines, bulk meters at oil depots;
- xiii. Calibrating prover tanks and maintaining Secondary Reference Standards.
- xiv. Carry out research in specific areas of legal metrology and consumer protection;
- xv. Prepare publicity material for trade fairs and exhibition;
- xvi. Delivers lectures at traders' courses; and requisition workshop tools and verification materials.

Requirements for Appointment

For appointment to the grade an officer must have;

- (i) Served in a relevant and comparable position for a minimum period of three (3) years
- (ii) Bachelor degree in any of the following disciplines; Physics, Mathematics, Chemistry, Computer science, Law, Instrumentation or Engineering (Mechanical/Electrical/Electronics) Micro-processors or equivalent qualification from a recognized institution with Advanced Certificate of the Institute of Trade Standards Administration (Kenya);
- (iii) Advanced Certificate of the Institute of Trade Standards Administration(Kenya);
- (iv) Certificate of membership of the Institute of Trade Standards administrative (Kenya);
- (v) Certificate in computer application from a recognized institution;

22. CHIEF TOURISM OFFICER

JOB GROUP 'M'

1 POST

VACANCY NO. CPSB/22/26E

Terms of Service: Permanent and Pensionable

Duties and responsibilities



- i. Providing guidelines for tourism product development; identify Small and Medium Tourism Enterprises(SMTE's) and community based tourism project;
- ii. Liaising with tourism stakeholders on issues related to tourism;
- iii. Undertaking research and tourism intelligence surveys;
- iv. Analyzing reports on tourism facilities and services providers;
- v. Prepare briefs for tourism promotion and marketing ;
- vi. Undertaking domestic tourism promotion; maintaining a register on tourism facilities and services; and
- vii. Verifying identified location for mounting tourist signs and symbols.

Requirements for appointment

For appointment to this grade, an office must have;

- (i) Served in a relevant and comparable position for a minimum period of three (3) years
- (ii) Bachelors degree in either; Tourism, Tourism Management, Tourism and Hospitality Management, Eco-Tourism, Hotel and Institutional Management, Leisure and Hospitality Studies, International Tourism Management, Hospitality Management, Travel and Tourism Management, Hotel and Hospitality Management, or its equivalent qualification from a recognized institution.

23. CHIEF TRADE DEVELOPMENT OFFICER

JOB GROUP 'M'

1 POST

VACANCY NO. CPSB/23/26E

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- i. Compiling and analyzing economic and trade related data;
- ii. Disseminating business information;
- iii. Facilitating trade promotion activities;
- iv. Promoting entrepreneurial culture;
- v. Growth development and graduation of Micro, Small and Medium Enterprises (MSMEs);
- vi. Undertaking market intelligence for trade development;
- vii. Providing training consultancy and extension services on trade issues;
- viii. Preparing background papers and briefs on trade issues ;
- ix. Participating in trade fairs and exhibitions;
- x. Providing information on government policies for trade promotion and development;



- xi. Conducting surveys and mapping of various business activities;
- xii. Sensitizing the business community on sources of credit available to Micro Small and Medium Enterprises (MSMEs);
- xiii. Carrying out inspection of Joint Loan Board (JLB) activities and preparing reports, initial setting up of business information and solution centers;
- xiv. Mobilizing the business community to participate in trade fairs and exhibitions.
- xv. Participating in initial drafting of position and concept papers;
- xvi. Sensitizing the business community on the sources of business financing available;
- xvii. Responding to parliamentary questions intra and inter ministerial liaison on trade matters;
- xviii. Facilitating settlements of trade disputes and responding to public complaints and customer care issues.

Requirements for appointment

For appointments to this grade, an officer must have;

- (i) Served in a relevant and comparable position for a minimum period of three (3) years
- (ii) Bachelor degree in any of the following discipline; Commerce, Marketing, Business Administration, Business management, Entrepreneurship, Economics, International Trade/Business/Relation or its equivalent from a recognized institution.
- (iii) Certificate in computer application from a recognized institution; and

24. SENIOR TRADE DEVELOPMENT OFFICER

JOB GROUP 'L'

2 POSTS

VACANCY NO. CPSB/24/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Collecting compiling and analyzing economic and trade related data;
- ii. Disseminating business information;
- iii. Facilitating trade promotion activities;
- iv. Participating and organizing trade interactive forums;
- v. Promoting entrepreneurial venture creation and growth;
- vi. Facilitating the growth and development of Micro, Small and Medium Enterprises (MSMEs);
- vii. Undertaking market intelligence for domestic trade development;



- viii. Provide business counselling, training and providing extension services on trade matters;
- ix. Preparing background papers and briefs on trade issues;
- x. Conducting surveys and mapping of various business activities;
- xi. Vetting of Joint Loan Board (JLB) applicants;
- xii. Sensitizing the business community on sources of credit available to Micro, Small and Medium Enterprises (MSMEs).
- xiii. Recover loans owed to the Joint Loans Board (JLB);
- xiv. Maintaining joint loan board (JLB) books of accounts;
- xv. Participate in the management of business information and solution centers;
- xvi. Implement trade related development projects; and
- xvii. Mobilize the business community in trade fairs and exhibitions.

Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) Served in a relevant and comparable position for a minimum period of three (3) years
- (ii) Bachelor degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business management, Entrepreneurship, Economics, International trade/Business/ Relations or its equivalent from recognized institution;
- (iii) Certificate in computer application from a recognized institution and;

25. TOURISM OFFICER II

JOB GROUP 'J'

1 POST

VACANCY NO. CPSB/25/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Identifying and preparing simple reports on tourism products;
- ii. Identifying small and Medium Tourism Enterprises (SMTE's) and community-based tourism projects; inspecting and preparing reports on tourism facilities and service providers;
- iii. Collecting data and information for development of tourism guide books and tourism statistics; and
- iv. Identify suitable location for mounting tourism signs and symbols

Requirements for Appointment

For appointment to this grade candidate must have;



- (i) Bachelor's degree in any of the following discipline: Environmental studies, Sociology, Geography, Business Administration, Commerce (Marketing option), and International Relations from a recognized institution.

EMBU COUNTY REVENUE AUTHORITY

26. BOARD MEMBER – EMBU COUNTY REVENUE AUTHORITY BOARD

1 POST

VACANCY NO. CPSB/26/26E

Requirements for Appointment

A person shall be qualified for appointment as 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.

27. CHIEF EXECUTIVE OFFICER – EMBU COUNTY REVENUE AUTHORITY

JOB GROUP 'S'

1 POST

VACANCY NO. CPSB/27/26E

Terms of Service: Contract

Duties and Responsibilities

The chief executive officer shall hold office for a period of four years, on such terms and conditions of employments as the county public service board may determine, and shall be eligible for re-appointment for further and final term of four years.

The chief executive officer shall be an ex-officio member of the board but shall have no right to vote at any meeting of the Board

The Chief Executive Officer shall:-

- a) Subject to the direction of the board, be responsible for day to day management of the affairs of the Authority;
- b) For the administration, organization and control of staff of the authority;
- c) in consultation with the Board, be responsible for the direction or the affairs and transactions of the Authority, the exercise, discharge and performance of its objectives, functions, duties and general administration of the Authority ; and



d) Carry out any other function as may from time to time be assigned by the board.

Requirements for Appointment

- a) Have a degree in Finance, Accounting, Economics, Business, Law or related field from a recognized university.
- b) Have had experience in management for a period of not less than five years
- c) Satisfies the conditions of chapter six of the constitution;
- d) Has a distinguished career in the field.

28. DEPUTY DIRECTOR ADMINISTRATION (ENFORCEMENT AND COMPLIANCE) JOB GROUP 'Q'

1 POST

VACANCY NO. CPSB/28/26E

Terms of Service: Permanent and pensionable

Duties and responsibilities

- i. Deputizing the Director Administration
- ii. Planning, formulating strategies and identifying sources of revenue; Implementing County policies and regulations for revenue;
- iii. Preparation and submission of revenue collection reports;
- iv. Developing and implementing plans to operationalize County revenue to enhance efficient revenue collection and growth;
- v. Designing effective, efficient and secure systems sources /centers, rates and revenues collected;
- vi. Setting up and projecting regular revenue trends for planning and decision making by the Authority;
- vii. 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;
- viii. Implement county policies and county regulations on revenue collection to improve revenue collection for the Authority;
- ix. 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;



- x. Maintain schedules for revenue source within the Sub-county to ensure all new revenue sources are identified and improve revenue collection in the county;
- xi. Undertake periodic surveys to determine feasibility in revenue collection from the new revenue sources to develop policies on the revenue collection;
- xii. Prepare demand notes and debtors' lists for recovery and follow up to ensure the county recovers all its debts;
- xiii. Perform any other duties as may be assigned.

Requirements for appointments

For appointment to this grade, an officer must:-

- i. Be a holder of Bachelor's degree in Commerce, Economics or Business Administration/ Management, Public Administration or any other Social Science from a recognized university;
- ii. Must have experience in revenue collection in public or private sectors for a minimum period of five (5) years;
- iii. Demonstrated a thorough understanding of national goals, policies and development objectives and ability to align them to the County's mandate;
- iv. Be conversant with the provisions of the Public Finance Management (PFM) Act;
- v. Membership to relevant Professional Body will be added advantage
- vi. Certificate in Computer Application skills from a recognized institution
- vii. Demonstrate Managerial, Administrative and Professional competence in work performance and results

29. PRINCIPAL ADMINISTRATIVE OFFICER

JOB GROUP "N"

1 POST

VACANCY NO. CPSB/29/26E

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- i. Initiating and implementing Administrative policies, strategies, procedures and Programme
- ii. Managing and supervising the general administrative functions
- iii. Facilitating maintenance of office machines and equipment
- iv. Overseeing Agency transport management
- v. Planning and coordinating office accommodation
- vi. Secretariat to Embu County Revenue Board



- vii. Overseeing development and updating of office equipment and furniture inventory.
- viii. Coordinating and leasing with other directorates and departments in the area of jurisdiction.
- ix. Ensuring compliance with legal, statutory and regulatory requirements
- x. Disseminating information to the public
- xi. Ensuring compliance with national values and principles of good governance.

Requirements for Appointment

- i. Served in a relevant and comparable position for a minimum period of three (3) years
- ii. Bachelors degree in any of the following disciplines: - Arts, 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 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 equivalent qualification from recognized institution

- iii. Certificate in Computer applications from recognized institution; and

30. CHIEF ADMINISTRATIVE OFFICER

JOB GROUP "M"

1 POST

VACANCY NO. CPSB/30/26E

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- i. Overseeing development and updating of office equipment and furniture inventory
- ii. Overseeing facilitation of meetings, conferences and other special events
- iii. Supervising general maintenance of building and furniture
- iv. Supervising provision of security and office services
- v. Supervising records management and managerial services within various section heads
- vi. Managing premises, assets and insurance policies
- vii. Handling public concerns and issues
- viii. Overseeing occupational health and safety issues



- ix. Liaising with relevant stakeholders in organizing citizen public participation forums
- x. Disseminating information to the public

Requirements for Appointment

- i. Served in a relevant and comparable position for a minimum period of three (3) years
- ii. Bachelors degree in any of the following disciplines: - Arts, 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 equivalent qualification from recognized institution

- iii. Certificate in Computer applications from recognized institution; and

31. ADMINISTRATIVE OFFICER II

JOB GROUP 'J'

1 POST

VACANCY NO. CPSB/31/26E

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- (i) Maintaining, updating and reconciling Revenue Accountable Documents
- (ii) Handling revenue related matters.
- (iii) Generating and issuing bills, receipts and Invoices in respective Revenue stations
- (iv) Maintaining, updating and reconciling land and house rates and rents data
- (v) Generating daily, Monthly and Annual Revenue Reports
- (vi) Safeguarding gadgets, Accountable Documents and any other Government property assigned to him/her

Requirements for Appointment

- (i) A Bachelor's Degree in Commerce, Economics, Business Administration/Management, Human Resource Management, Information Technology, Community Development or any other related field from a recognized Institution
- (ii) Certificate in computer applications



32. ADMINISTRATIVE OFFICER I

JOB GROUP 'K'

1 POST

VACANCY NO. CPSB/32/26E

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- (i) Facilitating fleet management, meetings, conferences and other special events
- (ii) Developing and updating of office equipment and furniture inventory
- (iii) Processing of administrative documents.
- (iv) Supervising provision of security and office services.
- (v) Supervising records management and messengerial services.
- (vi) Maintaining, updating and reconciling Revenue Accountable Documents
- (vii) Handling revenue related matters.
- (viii) Generating and issuing bills, receipts and Invoices in respective Revenue stations
- (ix) Maintaining, updating and reconciling land and house rates and rents data
- (x) Generating daily, Monthly and Annual Revenue Reports
- (xi) Safeguarding gadgets, Accountable Documents and any other Government property assigned to him/her

Requirements for Appointment

- i. Bachelors degree in any of the following disciplines: - Arts, 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

Served in a relevant and comparable position for a minimum period of three (3) years and a 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 equivalent qualification from recognized institution

- ii. Certificate in Computer applications from recognized



DEPARTMENT OF ADMINISTRATION

33. WARD ADMINISTRATOR

JOB GROUP 'N'

5 POSTS (Kiambere, Mbeti South, Ruguru Ngandori, Nginda, Mbeti North)

VACANCY NO. CPSB/33/26E

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;
- 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.

DEPARTMENT OF HEALTH

34. SENIOR ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES/PHARMACEUTICAL SPECIALIST I (Oncology Pharmacist) JOB GROUP 'Q' 1 POST

VACANCY NO. CPSB/34/26E

Terms of Service: Permanent and Pensionable

Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Coordinating pharmaceutical services in a health facility;
- ii. Coordinating Medicine and Therapeutics Committee activities in a health facility;
- iii. Developing and reviewing standard operating procedures for all pharmaceutical services in the facility;
- iv. Conducting research on medicine utilization;
- v. Providing continuous professional development education to pharmacists;
- vi. Evaluating appropriateness of donated medical supplies;
- vii. Maintaining pharmaceutical inventories;
- viii. Participating in facility management committees;
- ix. Providing medicinal information in preparation of patient drug management therapies;
- x. Coordinating preparation of annual work plans and ensuring they are adhered to; and
- xi. Coordinating capacity building and deployment of dental personnel.

Requirements for appointment

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

- i. Served in a relevant and comparable position for a minimum period of three (3) years.
- ii. Bachelor of Pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and Poisons Board;



- iii. Master's degree in any of the following: Pharmaceutical Policy Analysis and Formulation, Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceuticals; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical Statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio Pharmacy; Public Health; Microbiology; or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board.
- iv. Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board.
- v. Valid practicing license from Pharmacy and Poisons Board.
- vi. Certificate in computer application skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

35. ASSISTANT DIRECTOR MEDICAL LABORATORY SERVICES (Clinical Cytology)

JOB GROUP 'P'

1 POST

VACANCY NO. CPSB/35/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Implementing laboratory policies, guidelines, strategies and programs.
- ii. Supervising the preparation of reagents, stains and examining specimens.
- iii. Verifying and approving laboratory findings and results.
- iv. Providing specifications for procurement of medical laboratory reagents, apparatus and equipment.
- v. Overseeing the maintenance of equipment for clinical testing, vector and insecticides application monitoring and evaluation.
- vi. Investigating disease outbreaks in liaison with other health care providers.
- vii. Supervising the archiving of specimens of medical importance for reference.
- viii. Liaising with stakeholders in mapping and surveying of vector borne diseases, communicable and non-communicable diseases.
- ix. Undertaking medical laboratory collaborative research.
- x. Preparing periodical reports.



Requirements for appointment

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

- i. Served in a relevant and comparable position for a minimum period of three (3) years.
- ii. Bachelor's degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.
- iii. Masters of Science degree in Clinical Cytology.
- iv. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board. (KMLTTB)
- v. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board.
- vi. Certificate in computer applications skills from a recognized institution.
- vii. Demonstrated a high degree of professional competence and administrative ability.

36. PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST I (Histopathologist)

JOB GROUP 'P'

2 POSTS

VACANCY NO. CPSB/36/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and Responsibilities at this level will entail:-

- i. Implementing laboratory policies, guidelines, strategies and programs;
- ii. Supervising the preparation of reagents, stains and examining specimens;
- iii. Verifying and approving results;
- iv. Planning, budgeting and carrying out operational research on vector borne diseases, communicable and non-communicable diseases;
- v. Develop technical specifications for the procurement of medical laboratory reagents, apparatus and equipment;
- vi. Overseeing the maintenance of equipment and reagents for vector and insecticides application monitoring and evaluation;
- vii. Investigating disease outbreaks in liaison with other health care providers;
- viii. Supervising the archiving of specimens of medical importance for reference;
- ix. Mapping and surveying vector borne disease distribution;
- x. Liaising with stakeholders in mapping and surveying of vector borne diseases, communicable and non-communicable diseases;
- xi. Developing Standard Operating Procedures;
- xii. Validating and calibrating equipment;
- xiii. Developing annual operation plans and Laboratory strategic plans; and preparing periodical reports.



Requirements for Appointment

- i. Served in a relevant and comparable position 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. Higher Diploma in Medical Laboratory Sciences in Histopathology or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- iv. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- v. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board;
- vi. Certificate in computer applications skills from a recognized institution

37. PRINCIPAL LABORATORY TECHNOLOGIST II JOB GROUP 'N'

1 POST

VACANCY NO. CPSB/37/26E

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 a relevant and comparable position 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.

38. SENIOR REGISTERED CLINICAL OFFICER (Anaesthetist))

JOB GROUP 'L'

1 POST

VACANCY NO. CPSB/38/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Implementing community Health care activities in liason with health workers.
- ii. History taking, examining, diagnosing, treating and managing diseases and conditions in outpatient or inpatient health facility.
- iii. Sensitizing patients and clients on preventive and promotive health.
- iv. Providing outreach and school health services
- v. Coaching and mentoring student on attachment.
- vi. Carrying out surgical procedures as per training and skill.
- vii. Guiding and counselling patients, clients and staff on health issues.
- viii. Assessing, preparing and presenting medico-legal reports.
- ix. Organizing health management teams and convening health Management committee meetings.
- x. Conducting ward rounds, reviewing and making appropriate referrals
- xi. Offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology.
- xii. Collecting and compiling clinical data.



Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in a relevant and comparable position for a minimum period of three (3) years.
 - i. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution.
 - ii. Certificate of Registration from the Clinical Officers' Council.
 - iii. Certificate in Computer Application Skills from a recognized institution.
 - iv. Shown merit and ability as reflected in work performance and results.

39. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES /MEDICAL SPECIALIST I – (Pathologist)

JOB GROUP 'Q'

1 POST

VACANCY NO. CPSB/39/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients.
- ii. Carrying out specialized clinical care
- iii. Providing psychosocial interventions
- iv. Providing clinical services to patients,
- v. Training, consulting and performing surgeries
- vi. Carrying out forensic and medico-legal services
- vii. Coordinating diseases surveillance, prevention and control
- viii. Coordinating health education and promotion
- ix. Implementing health projects and programmes
- x. Maintaining up-to-date health information systems
- xi. Monitoring provision of health treatment and care
- xii. Undertaking health research
- xiii. Analyzing medical reports

Requirements for Appointment

- i. Served in a relevant and comparable position 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. Master's degree in Pathology or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- iv. Registration certificate by Medical Practitioners and Dentists Board.
- v. Valid practicing license from Medical Practitioners and Dentists Board.



- vi. Certificate in Computer application skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability.

**40. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES /MEDICAL
SPECIALIST I – (Obstetrics and Gynecology)**

JOB GROUP 'Q'

3 POSTS

VACANCY NO. CPSB/40/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients.
- ii. Carrying out specialized clinical care
- iii. Providing psychosocial interventions
- iv. Providing clinical services to patients,
- v. Training, consulting and performing surgeries
- vi. Carrying out forensic and medico-legal services
- vii. Coordinating diseases surveillance, prevention and control
- viii. Coordinating health education and promotion
- ix. Implementing health projects and programmes
- x. Maintaining up-to-date health information systems
- xi. Monitoring provision of health treatment and care
- xii. Undertaking health research
- xiii. Analyzing medical reports

Requirements for Appointment

- i. Served in a relevant and comparable position 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. Master's degree in Obstetrics and Gynecology or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- iv. Registration certificate by Medical Practitioners and Dentists Board.
- v. Valid practicing license from Medical Practitioners and Dentists Board.
- vi. Certificate in Computer application skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability.

**41. DEPUTY DIRECTOR OF MEDICAL SERVICES/SENIOR MEDICAL
SPECIALIST (Orthopedic Surgeon)**

JOB GROUP 'R'

1 POST

VACANCY NO. CPSB/41/26E

Terms of Service: Permanent and Pensionable



Duties and Responsibilities

- i. Performing complex and advanced clinical patient management in area of specialization, Orthopedic Surgery, or other specialties recognized by the Board.
- ii. Coordinating training, coaching and mentoring of health personnel.
- iii. Managing health stores including essential medicines and/or plant and equipment.
- iv. Managing larger facilities/hospitals.
- v. Developing intervention activities or programs for the management of diseases and conditions.
- vi. Developing medical Standard Operating Procedures (SOPs) and protocols.
- vii. Developing training curricular and syllabi in collaboration with training institutions.
- viii. Coordinating emergency response and clinical care.
- ix. Coordinating health projects and programmes.
- x. Managing health information systems.
- xi. Carrying out health surveys and research.
- xii. Monitoring the provision of forensic and medico-legal services.

Requirements for Appointment

- i. Served in a relevant and comparable position 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 the Medical Practitioners and Dentists Board.
- iii. Masters degree in Orthopedic Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- iv. Certificate of Registration by the Medical Practitioners and Dentists Board.
- v. Valid practicing license from Medical Practitioners and Dentists Board.
- vi. Certificate in computer skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

42. DEPUTY DIRECTOR OF MEDICAL SERVICES/SENIOR MEDICAL SPECIALIST (Neurosurgeon)

JOB GROUP 'R'

1 POST

VACANCY NO. CPSB/42/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Performing complex and advanced clinical patient management in area of specialization, Neurosurgery, or other specialties recognized by the Board.
- ii. Coordinating training, coaching and mentoring of health personnel.



- iii. Managing health stores including essential medicines and/or plant and equipment.
- iv. Managing larger facilities/hospitals.
- v. Developing intervention activities or programs for the management of diseases and conditions.
- vi. Developing medical Standard Operating Procedures (SOPs) and protocols.
- vii. Developing training curricular and syllabi in collaboration with training institutions.
- viii. Coordinating emergency response and clinical care.
- ix. Coordinating health projects and programmes.
- x. Managing health information systems.
- xi. Carrying out health surveys and research.
- xii. Monitoring the provision of forensic and medico-legal services.

Requirements for Appointment

- i. Served in a relevant and comparable position 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 the Medical Practitioners and Dentists Board.
- iii. Masters degree in Neurosurgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- iv. Certificate of Registration by the Medical Practitioners and Dentists Board.
- v. Valid practicing license from Medical Practitioners and Dentists Board.
- vi. Certificate in computer skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

43. MEDICAL OFFICER

JOB GROUP 'M'

1 POST

VACANCY NO. CPSB/43/26E

Terms of Service: Permanent and Pensionable

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.
- 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.

44. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES /MEDICAL SPECIALIST I – (Family Medicine)

JOB GROUP 'Q'

1 POST

VACANCY NO. CPSB/44/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients.
- ii. Carrying out specialized clinical care
- iii. Providing psychosocial interventions
- iv. Providing clinical services to patients,
- v. Training, consulting and performing surgeries
- vi. Carrying out forensic and medico-legal services
- vii. Coordinating diseases surveillance, prevention and control
- viii. Coordinating health education and promotion
- ix. Implementing health projects and programmes
- x. Maintaining up-to-date health information systems
- xi. Monitoring provision of health treatment and care
- xii. Undertaking health research
- xiii. Analyzing medical reports

Requirements for Appointment

- i. Served in a relevant and comparable position 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. Master's degree in Family Medicine or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- iv. Registration certificate by Medical Practitioners and Dentists Board.
- v. Valid practicing license from Medical Practitioners and Dentists Board.
- vi. Certificate in Computer application skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability.

45. SENIOR ASSISTANT DIRECTOR OF DENTAL SERVICES /DENTAL SPECIALIST I – (Maxillofacial)

JOB GROUP 'Q'

1 POST

VACANCY NO. CPSB/45/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients.
- ii. Carrying out specialized clinical care
- iii. Providing psychosocial interventions
- iv. Providing clinical services to patients,
- v. Training, consulting and performing surgeries
- vi. Carrying out forensic and medico-legal services
- vii. Coordinating diseases surveillance, prevention and control
- viii. Coordinating health education and promotion
- ix. Implementing health projects and programmes
- x. Maintaining up-to-date health information systems
- xi. Monitoring provision of health treatment and care
- xii. Undertaking health research
- xiii. Analyzing medical reports

Requirements for Appointment

- i. Served in a relevant and comparable position for a minimum period of three (3) years.
- ii. Bachelor of Dental Surgery degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board.
- iii. Master's degree in Oral and Maxillofacial Surgery/Dental Radiology or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- iv. Registration certificate by Medical Practitioners and Dentists Board.



- v. Valid practicing license from Medical Practitioners and Dentists Board.
- vi. Certificate in Computer application skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability.

46. REGISTERED CLINICAL OFFICER III

12 POST

VACANCY NO. CPSB/46/26E

Terms of Service: Contract

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

47. MEDICAL LABORATORY TECHNOLOGIST III

7 POSTS

VACANCY NO. CPSB/47/26E

Terms of Service: Contract

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.

48. REGISTERED NURSE III

50 POSTS

VACANCY NO. CPSB/48/26E

Terms of Service: Contract

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.

49. MEDICAL ENGINEERING TECHNICIAN III

2 POSTS

VACANCY NO. CPSB/49/26E

Terms of service: Contract

Duties and Responsibilities

- i. Undertaking routine maintenance and repairs of basic medical equipment, plants, instruments and utilities in a health facility; collecting information for research;
- ii. Collecting information on medical engineering services for input into the Integrated Health Information Management System; and
- iii. Implementing medical engineering programmes and projects.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Certificate in Medical Engineering or any other equivalent qualification from a recognized institution; and
- ii. Certificate in computer application skills from a recognised institution.

50. PHARMACEUTICAL TECHNOLOGIST III

4 POSTS

VACANCY NO. CPSB/50/26E

Terms of Service: Contract

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.

51. HUMAN RESOURCE MANAGEMENT ASSISTANT III

2 POSTS

VACANCY NO. CPSB/51/26 (E)

Terms of Service: Contract

Duties and responsibilities

- iii. Processing human resource management matters including appointments, promotions and leave applications within existing rules, regulations and procedures.
- iv. Capturing and updating human resource data in HRIS and drafting letters.

Requirements for appointment

- iii. Diploma in Human Resource Management, Industrial Relations, Labour Relations from a recognized institution lasting not less than nine (9) months;
OR
Part I of the Certified Public Secretaries Examination from KASNEB; and
- iv. Certificate in computer application skills from a recognized institution.

52. CLERICAL OFFICER II

2 POSTS

VACANCY NO. CPSB/52/26E

Terms of Service: Contract

Duties and Responsibilities



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.

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.

53. RECORDS MANAGEMENT OFFICER II

1 POST

VACANCY NO. CPSB/53/26E

Terms of Service: Contract

Duties and Responsibilities

- a) Ensuring security of files and documents
- b) Renewing file covers
- c) Ensuring proper handling of documents, pending correspondences and bring-ups
- d) Receiving and dispatching letters and maintaining related registers
- e) Preparing disposal schedules and disposing dead files in accordance with relevant with Government regulations.

Requirements for appointment

For appointment to this grade an officer must have:

- a) A Bachelors degree in Information Science/Records Management or any other Social Sciences from a recognized institution.



54. HEALTH ADMINISTRATIVE OFFICER III

3 POSTS

VACANCY NO. CPSB/54/26E

Terms of Service: Contract

Duties and Responsibilities

An officer at this level may be deployed at a Level 4 or 5 Hospital, Rural Health Training Center, Department or a Unit within a large Hospital or to a specific Health Programme where he/she will be exposed to various administrative duties which will include procurement, provision and maintenance of facilities and general upkeep of the hospital. The officer will work under supervision of a more senior officer.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE), mean grade C-orits equivalent qualification with at least a C in English Kishwahili and Mathematics from a recognized Institution; and
- ii. Diploma in any of the following: - Health Management, Hospital Administration, Business Administration or its equivalent qualification from a recognized institution.

55. RADIOGRAPHER III

2 POSTS

VACANCY NO. CPSB/55/26E

Terms of Service: Contract

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.

56. SENIOR RADIOGRAPHER (SONOGRAPHER)

5 POSTS

VACANCY NO. CPSB/56/26E

Terms of Service: Contract

Duties and Responsibilities

- i. Implementing policies and regulations on medical imaging services in the hospital;
- ii. Undertaking basic maintenance and ensuring safety of radiography equipments in the department;
- iii. Establishing and coordinating procurement and ensuring safe custody of radiographic and photographic supplies in the department;
- iv. Organizing and supervising staff and/or students on attachment in the department.

Requirements for Appointment

- i. served in a comparable and relevant position in the Public Service for at least three (3) years; and
- ii. 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
- vi. 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.
- vii. Registration from the Society of Radiography in Kenya.
- viii. Valid Practicing License from the Society of Radiography in Kenya.
- ix. Certificate in Computer Application Skills from a recognized institution.



57. HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT III

3 POSTS

VACANCY NO. CPSB/57/26E

Terms of Service: Contract

Duties and Responsibilities

- i. Receiving and registering patients at hospital reception;
- ii. Booking appointment for patients to speciality and consultants clinics;
- iii. Storing and retrieving medical records and documents;
- iv. Preparing clinics; updating bed bureaus;
- v. Capturing data from service points;
- vi. Maintaining record safety and confidentiality; and
- vii. Directing patients to relevant clinics.

Requirements for Appointment

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

- i. Certificate in Health Records and Information Technology from a recognized institution; and
- ii. Certificate in computer application skills from a recognized institution.

58. ASSISTANT PUBLIC HEALTH OFFICER III

5 POSTS

VACANCY NO. CPSB/58/26E

Terms of Service: Contract

Duties and Responsibilities

- i. Mobilizing, sensitizing and advising communities on matters related to environmental health
- ii. Referring health cases to relevant health facilities,
- iii. Carrying out immunization
- iv. Identifying environmental health issues at community level
- v. Organizing community health days to advise communities on common public health issues
- vi. Collecting and maintaining up to date records of services rendered.
- vii. Assessing health need of the community.
- viii. Implementing vector vermin and rodent control measures.
- ix. Implementing integrated mosquito control strategies.

Requirements for Appointment

- i. Diploma in either Environmental Health Sciences or Public Health Inspection from a recognized institution
- ii. Certificate in Computer Application Skills from a recognized institution



59. PUBLIC HEALTH ASSISTANT III

1 POST

VACANCY NO. CPSB/59/26E

Terms of Service: Contract

- i. **Duties and Responsibilities**
Mobilizing, sensitizing and advising communities on matters related to environmental health:
- ii. Referring health cases to relevant health facilities:
- iii. Identifying environmental health issues at household level;
- iv. Organizing community health days to advise communities on common public health issues; and
- v. Collecting and maintaining up to date records of services rendered.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Certificate in Environmental Health Science or Public Health Technology from a recognized institution; and
- ii. Certificate in Computer Application Skills from a recognized institution.

60. ORTHOPEDIC TECHNOLOGIST III

1 POST

VACANCY NO. CPSB/60/26E

Terms of Service: Contract

Duties and Responsibilities

- i. Designing and fitting braces, orthoses, spinal jackets, and prosthetics for mobility.
- ii. Applying, adjusting, and removing casts, splints, and traction devices, particularly in emergency and trauma settings.
- iii. Conducting clinical assessments for conditions like clubfoot, neurological impairments, and limb discrepancies.
- iv. Assisting surgeons in operating theaters and supporting rehabilitation efforts.
- v. Managing patient records and ordering clinical supplies

Requirements for appointment

- i. A Diploma in Orthopaedic Technology or any other related qualification
- ii. Certificate in Computer Application from a recognized institution



61. ORTHOPEDIC TRAUMA TECHNICIAN III

2 POSTS

VACANCY NO. CPSB/61/26E

Terms of Service: Contract

Duties and Responsibilities

- i. Manipulating and reducing fractures and dislocations;
- ii. fixing and removing casts, bandages to and from patients; correcting Congenital Talipes Equino-Varus (C.T.E.V.);
- iii. participating in the management of minor orthopaedic and trauma cases in emergencies and accidents;
- iv. sensitizing and creating awareness on orthopaedic trauma conditions to the communities; and
- v. counseling patients/clients on issues regarding orthopaedic trauma.

Requirements for Appointment

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

- i. Certificate in either Orthopaedic Plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution; and
- ii. Certificate in computer application skills from a recognized institution.

62. REGISTERED PHYSIOTHERAPIST III

3 POSTS

VACANCY NO. CPSB/62/26E

Terms of Service: Contract

Duties and Responsibilities

- i. Providing Physiotherapy services to inpatients and outpatients at an outpatient unit/ward/health institution;
- ii. Assessing patient needs including rehabilitation;
- iii. Verifying and maintaining information and records relating to patients;
- iv. Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
- v. Collecting data for operational research;
- vi. Sensitizing the community on Physiotherapy issues; and
- vii. Preparing periodic reports.

Requirements for Appointment

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

- i. Diploma in Physiotherapy from a recognized institution; and



- ii. Certificate in Computer Application Skills from a recognized institution.
- iii. Certificate of Registration from the Physiotherapy Council of Kenya (PCK)
- iv. Current Certificate of practice from Physiotherapy Council of Kenya (PCK)

63. ASSISTANT OCCUPATIONAL THERAPIST III

4 POSTS

VACANCY NO. CPSB/63/26E

Terms of Service: Contract

Duties and Responsibilities

Assessing and formulating patients treatment plan, maintaining records and data relating to patients; collecting data for operational research; sensitizing the community on Occupational therapy issues and preparing periodics reports.

Requirement for Appointment

- i. Diploma in Occupational Therapy from a Recognized institution
- ii. Certificate in Computer Packages from a recognized institution

64. NUTRITION AND DIETETICS TECHNOLOGIST III

2 POSTS

VACANCY NO. CPSB/64/26E

Terms of Service: Contract

Duties and responsibilities

- i. Implementing nutrition programmes, providing nutrition services in health care facilities, conducting nutrition assessment, collecting and compiling nutrition data
- ii. Assisting in Lifestyle disease prevention and management programs, running out patient supplementary feeding programs and out patient Therapeutic feeding programs(SFP and OTP)
- iii. Carrying out macronutrient supplementation
- iv. Following up on home based nutrition care, promoting baby friendly hospital and community initiatives
- v. Carrying out nutrition education and counselling of patients in health care facilities, and promoting consumption of fortified foods and dietary diversification at the community and facility level.

Requirement for appointment

For appointment to this grade, an officer must have:

- i. Diploma in community nutrition, clinical nutrition or nutrition and Dietetics from recognized institution
- ii. Certificate in Computer application skills from recognized institution
- iii. Registration by the council of the Institute of Nutritionist and Dieticians (CIND)



65. ACCOUNTANT II

5 POSTS

VACANCY NO. CPSB/65/26E

Terms of Service: Contract

Duties and Responsibilities

An officer at this level will be responsible for performing a variety of accounting work of limited scope and under the guidance of a senior officer. Specifically, work will involve preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc . The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved. He/she will be responsible for safe custody of records and assets under him/her.

Requirements for Appointment

For appointment to the grade of Accountant II, Job Group 'J' a candidate must have the following qualification:-

A pass in part II of the Certified Public Accountants (CPA) Examination or it's recognized equivalent qualifications.

OR

Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.

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

66. DEPUTY DIRECTOR ADMINISTRATION

JOB GROUP 'Q'

1 POST

VACANCY NO. CPSB/66/26E

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 Headquarter will entail: -



- i. Implementing, reviewing and interrogating administrative policies, strategies, procedures and programme;
- ii. Managing and supervising the general administration services;
- iii. Implementing public service reforms
- iv. Facilitating maintenance of infrastructure and facilities;
- v. Planning and coordinating office accommodation
- vi. Managing County Government assets

Duties and responsibilities in the field will entail: -

- i. Ensuring public service delivery in the area of jurisdiction
- ii. Facilitating mobilization and ensuring prudent utilization of resources
- iii. Facilitating citizen participation in the development of policies, plans and delivery of services in the area of jurisdiction;
- iv. Facilitating intra and intergovernmental relations and conflict resolutions
- v. Overseeing safe custody of government assets in the area of jurisdiction and;
- vi. Ensuring compliance with National values and principles of good governance;
- vii. Identifying development projects;
- viii. Disseminating information to the public and;
- ix. Providing linkage between the office and the community

Requirements for Appointment

- i. Served in a comparable and relevant position for a minimum period of three (3) years in the Public Service or Private Sector.
- ii. Bachelors degree in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution.
- iii. Diploma in advance Public Administration or equivalent qualification from a recognized institution.
- iv. Certificate in Computer application skills from a recognized institution
- v. Demonstrated managerial, administrative and professional competence in work performance and results.

67. SUPERINTENDENT (FIRE SERVICES),

JOB GROUP K

1 POST

VACANCY NO. CPSB/67/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Ensuring compliance with fire safety standards;
- ii. Preparation of estimates related to fire installations;
- iii. Inspection of buildings to assess fire hazards and risks;



- iv. Supervision of installation, repair and maintenance of fire equipment in public buildings, hospitals, conference centres and institutions;
- v. Conducting fire investigations and compiling reports.
- vi. In addition, the officer will supervise staff working under him/her.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Served in a comparable and relevant position in the Public Service for at least three (3) years;
- ii. Diploma in Mechanical/Electrical/Chemical Engineering or equivalent and relevant qualification from a recognized institution;
- iii. 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 recognised institution

68. PHYSICAL PLANNER I

JOB GROUP 'K'

1 POST

VACANCY NO. CPSB/68/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Preparing physical development plans;
- ii. Undertaking feasibility studies on physical, social, economic and environmental characteristics;
- iii. Implementing physical plans for national, regional, urban areas and cities;
- iv. Processing development applications; and maintaining physical planning records.

Requirements for Appointment

For appointment to this grade, a candidate must:-

- i. have a Bachelors degree in any of the following disciplines:- Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- ii. be a graduate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter); and
- iii. have a certificate in computer application skills from a recognized institution.



**69. PHYSICAL PLANNING ASSISTANT III,
JOB GROUP 'H'
1 POST
VACANCY NO. CPSB/69/26E
Terms of Service: Permanent and Pensionable**

Duties and Responsibilities

- i. carrying out drawing tasks;
- ii. collecting and analyzing geographical data for preparing plans;
- iii. digitizing Physical Development Plans;
- iv. drawing physical development plans of small centers from sketches;
- v. updating plans; and conducting site inspection.

Requirements for Appointment

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

- i. Diploma in any of the following areas: Urban and Regional Planning, Regional Planning, Urban Planning, Building, Civil Engineering, Cartography, Geoinformatics, Geographic Information Systems (GIS) from a recognized institution; and
- ii. Certificate in Computer application skills from a recognized institution.

**70. ADMINISTRATIVE OFFICER III
JOB GROUP 'H'
1 POST
VACANCY NO. CPSB/70/26E
Terms of Service: Permanent and Pensionable**

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.

71. CHIEF PUBLIC HEALTH OFFICER,

JOB GROUP 'M'

1 POST

VACANCY NO. CPSB/71/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

An officer at this level will coordinate environmental health activities in the area of deployment. Specific duties and responsibilities will include:

- i. Implementing promotive and preventive health programmes;
- ii. Monitoring compliance to urban and rural sanitation standards in dwellings, commercial premises and work places;
- iii. Monitoring the management of solid/liquid and other hazardous wastes;
- iv. Ensuring safety and quality of food and water for both domestic and industrial use;
- v. Carrying out surveillance on environmental health pollutants;
- vi. Promoting hygiene education including school health programmes;
- vii. Implementing international health regulations and rules at ports, airports, frontiers and border posts;
- viii. Carrying out surveillance and advising on prevention and control of disease incidences and outbreaks;
- ix. Liaising with other stakeholders in carrying out disaster preparedness and response;
- x. Compiling research reports on public health;
- xi. Compiling and analyzing of public health data and reports; and
- xii. Promoting modern information and communication technology in the provision of public health services.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in a comparable and relevant position for a minimum period of three (3) years.
- ii. Bachelors Degree in Environmental Health or Public Health from a recognized Institution.
- iii. Certificate of competence from the Association of Public Health Officers
- iv. Certificate in Computer Application Skills from a recognized institution.



72. PRINCIPAL PHYSICAL PLANNER

JOB GROUP 'N'

1 POST

VACANCY NO. CPSB/72/26E

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- i. Initiating, preparing and monitoring the implementation of county and local physical development plans;
- ii. Preparing action plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities;
- iii. Providing advice to government and private agencies on development proposals and plans;
- iv. Implementing and providing feedback on physical planning guidelines and standards;
- v. Undertaking thematic regional studies on matters relating to physical planning; managing physical planning data;
- vi. Setting agenda and convening physical planning liaison committee meetings;
- vii. Keeping record of deliberations and communicating decisions of the physical planning liaison committees;
- viii. Providing advise on development control;
- ix. Carrying out public education on physical planning matters; and
- x. Preparing annual state of physical planning reports on county and local physical development plans.

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in a comparable and relevant position in the Public Service for at least three (3) years;
- ii. have a Bachelors degree in any of the following disciplines:- Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- iii. be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- iv. be registered by the Physical Planners Registration Board;
- v. have a certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. have a Certificate in computer application skills from a recognized institution;



73. MINING OFFICER

JOB GROUP 'K'

1 POST

VACANCY NO. CPSB/73/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Develop, implement and maintain strategies to deliver profitable mining and geology services within the county;
- ii. Promote innovation and the use of leading-edge technology in the mining and geological prospects undertaken by the miners;
- iii. Ensure that the mine and its related surface and underground operations remain safe and efficient;
- iv. Provide technical knowledge and management skills at all stages of mining, and to assess the impact these structures have on their surrounding environment;
- v. Assist miners develop new technology for extraction of materials from nature and processing them for additional value;
- vi. Ensure proper operation in mines;
- vii. Plan, operate, manage the extraction of valuable rocks/mineral and reclaim mines and mining facilities for both surface and underground mineral deposits to provide raw materials and energy resources needed to sustain modern civilization, at a maximum efficiency, least cost and under the safest condition and environmentally conscientious manner.
- viii. Assist miners know what the mine is going to be like in short-mid and long term, and of course, look for new ways to optimize processes using engineering
- ix. Develop strategies, business plans/budgets and business development to establish and grow the mining and geology sub sector into a profitable and successful business with a diverse capability profile, a depth of skills and professional personnel and an enduring level of client and partner/associate loyalty that fits in with the County's overall strategy;
- x. Create technical solutions for mine design, scheduling, costing and tracking problems. Typically working on a particular time or scale setting i.e. day to day schedule vs life of mine or the next blast vs. the whole mine design;
- xi. Ensure that miners extract minerals of interest from the ground following Mining regulations, optimizing economics and dealing with social and environmental implications.



Requirements for Appointment

- i. Be in possession of Bachelor of Applied Science, Mining Engineering, Civil Engineering or a degree in Environmental Science or an equivalent and relevant qualification from a University recognized in Kenya,

74. SENIOR SUPPORT STAFF

JOB GROUP 'D'

1 POST

VACANCY NO. CPSB/74/26E

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

General Office Maintenance, carrying files and document, delivering Mails, Opening and closing of Office, Operating Basic Office Equipment

Requirements for Appointment

- i. Minimum KCSE Certificate Mean grade D Plain
- ii. Any other relevant course will be an added advantage

DEPARTMENT OF INVESTMENT, INDUSTRIAL DEVELOPMENT AND MARKETING

75. BOARD MEMBER – INVESTMENT AND DEVELOPMENT CORPORATION BOARD

4 POSTS

VACANCY NO. CPSB/75/26E

Terms of Service: Contract

Requirements for Appointment.

- i. Is a Kenyan citizen
- ii. Hold a degree from a University recognized in Kenya
- iii. Has knowledge and experience in private or public sector of at least five years in matters relating to field of Economics, Law, finance, Accounting, Business Studies, Tourism, Public Administration or any other related field
- iv. Meet requirement of chapter six of the constitution
- v. Has had a distinguished career in their respective field

DEPARTMENT OF YOUTH EMPOWERMENT

76. CHIEF OFFICER

JOB GROUP 'S'

1 POST

VACANCY NO. CPSB/76/26E

Terms of Service: Contract

Duties and Responsibilities



- i. The administration of a County Department.
- ii. Formulation and implementation of effective programs to attain vision 2030 and sector goals.
- iii. Development and implementation of Strategic Plans and Sector Development Plans.
- iv. Implementation of policies and regulations.
- v. Providing Strategic Policy direction for effective service delivery.
- vi. Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- vii. Performing any other duties as may be assigned from time to time.

Requirements for Appointment

For appointment to this position, the person should:

- i. Be a Kenyan Citizen.
- ii. Have a Bachelor's degree from a university recognized in Kenya.
- iii. Possession of a Master's degree will be an added advantage.
- iv. Membership to a professional body will be an added advantage.
- v. Have vast knowledge and experience of not less than 5 years in a managerial position.
- vi. Be conversant with the Constitution of Kenya and all the devolution laws.
- vii. Demonstrate through understanding of county development objectives and vision 2030.
- viii. Be a strategic thinker and result oriented.
- ix. Have excellent communication, organizational and interpersonal skills.
- x. Have capacity to work under pressure to meet timelines.
- xi. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity.
- xii. Satisfy the requirements of Chapter Six of the Constitution.
- xiii. Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya.
- xiv. Be computer literate.

OFFICE OF THE GOVERNOR
77. ADMINISTRATIVE OFFICER III
JOB GROUP 'H'
1 POST
VACANCY NO. CPSB/77/26E
Terms of Service: 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.

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 shortlisted 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. Women, Youth and Persons Living with Disabilities are encouraged to apply.
- 5. Shortlisted candidates will be required to provide original academic and professional certificates, ID and current 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 **21st April 2026**.

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

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



