



## COUNTY GOVERNMENT OF LAIKIPIA

### COUNTY PUBLIC SERVICE BOARD



P.O. Box 52-20300  
**NYAHURURU**  
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### **VACANCIES**

Laikipia County Public Service Board invite applications from competent and qualified persons to fill the following vacant positions: -

#### **VACANCY: SENIOR LEGAL OFFICER (JOB GROUP CPSB 07)**

**NUMBER: TWO (2)**

**TERMS OF SERVICE: CONTRACT**

**SALARY: KSH. 47,780 x 2,170 – 49,950 x 2,550 – 52,500 x 2,650 55,150 x 2,750 – 57,900 x 2,920 – 60,820 x 3,080 – 63,900 p.m.**

#### **a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: - assisting and deputizing the Principal Legal Officer, undertaking research on assigned legal issues; analyzing research data and compiling reports; preparing preliminary legal documents/instruments; preparing legal opinions; undertaking law review; ensuring compliance with county, national, regional and international instrument; ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity; and organizing stakeholder consultations.

#### **b) Requirements for Appointment**

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

- i) Bachelor of Law (LL.B) degree from a recognized university;
- ii) Have been admitted as an advocate for the High Court of Kenya;
- iii) Be in possession of a current practicing license;
- iv) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- v) Two years post-admission experience; and,
- vi) Proficiency in computer applications.

**VACANCY: COMMUNICATION OFFICERS (JOB GROUP CPSB 09)**

**NUMBER: TWO (2)**

**TERMS OF SERVICE: CONTRACT**

**SALARY: KSH.37,070x1,470-38,540x1,520-40,060x1,710-41,770x1,910-43,680x2,000-45,680x2,100-47,780x2,170-49,950p.m.**

**(a) Duties and Responsibilities**

An officer at this level may be deployed at the County Headquarters or in a Departmental Communications Office. Duties and responsibilities at this level will entail: collecting information features and documentaries of on-going programmes and projects; gathering information on programmes and significant events, editing stories on topical issues in a specific sectoral area, liaising with media practitioners and the public on issues of mutual concern, scheduling interviews with Government officials and managing assigned projects and programmes under the guidance of the head of the Unit/Section.

**(b) Requirement for Appointment**

For appointment to this grade, an officer must have;

- (i) Degree in Mass Communication, Communication Studies, Public Relations, Journalism, International Relations, Corporate Communication; Media Studies/Science or its equivalent and relevant qualification from a recognized institution
- (ii) Post Graduate Diploma in any of the following disciplines: Mass Communication, Communication Studies, Public Relations, Journalism, International Relations, Corporate Communication, Media Studies/Science or its equivalent and relevant qualification from a recognized institution;
- (iii) Possess good oral and written communication skills in both English and Kiswahili;
- (iv) Be proficient in Information Communication Technology including use of internet and intranet services; and

**VACANCY: LEGAL CLERICAL OFFICER (JOB GROUP CPSB 10)**

**NUMBER: ONE (1)**

**TERMS OF SERVICE: CONTRACT**

**SALARY: KSH. 30,170 x 1,260 – 31,430 x 1,330 – 32,760 x1, 380 – 34, 140 x1, 460 – 35,600 x1, 470 – 37, 070 x 1,470 – 38,540 x 1,520 – 40,060 p.m.**

**a) Duties and Responsibilities**

Specific duties will include:-

- i) Oversee drafting and filing of legal documents in Registries
- ii) Coordinate the filing of service of legal documents in courts of Law
- iii) Undertake routine errands to public registries courts and other relevant offices
- iv) Undertake any other duties as may be assigned from time to time

**(b)For appointment to this grade, an officer must:-**

- (i)Have a Diploma in Law or its equivalent and relevant qualification from a recognized institution;
- (ii)Have relevant knowledge and experience of not less than two(2) years in the public sector, corporate sector or a reputable law firm;
- (iii)Be in possession of a current process server certificate; and,
- (iv)Be in possession of a certificate in computer applications

**Possession of a degree will be an added advantage**

**DEPARTMENT OF COUNTY ADMINISTRATION, PUBLIC SERVICE & ICT**

**VACANCY: SENIOR ASSISTANT DIRECTOR, ADMINISTRATION SERVICES/SUB-COUNTY ADMINISTRATOR,\_(JOB GROUP CPSB 05)**

**NUMBER: FIVE (5)**

**TERMS OF SERVICE: CONTRACT-THREE (3) YEAR**

**SALARY: KSH. 85,110 X 4,240 – 89,350 X 4,480 -93,830 X 4,670 -98, 500 X 4,940 – 103, 440 X 5,170 – 108,610 X 5,420 – 114,030 X 5,700 – 119,730**

**a)Duties and Responsibilities**

Duties and responsibilities will entail: assisting and deputizing the Deputy Director, Administration Services, ensuring service delivery in the area of jurisdiction; facilitating mobilization and ensuring prudent utilization of resources; developing programmes and projects to empower the community; facilitating citizen participation in the development of policies, plans and delivery of services in the area of jurisdiction; facilitating intra and inter-government relations and conflict resolutions; overseeing safe custody of government assets in the area of jurisdiction; ensuring compliance with legal, statutory and regulatory requirements in the area of jurisdiction; ensuring compliance with national values and principles of good governance; identifying development projects; disseminating information to the Public and providing linkage between the office and the community.

**b) Requirements for Appointment**

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

- i) Bachelors degree in any of the following disciplines: -Public Administration; Business Administration/Management, Community Development, Social Science or any other equivalent and relevant qualification from a recognized institution;
- ii) Certificate in computer application skills from a recognized institution.

**Possession of a Masters degree in the relevant discipline will be an added advantage**

**VACANCY: ADMINISTRATORS (JOB GROUP CPSB 09)**

**NUMBER: SEVENTEEN (17)**

**TERMS OF SERVICE: CONTRACT**

**SALARY: KSH.37,070x1,470-38,540x1,520-40,060x1,710-41,770x1,910-43,680x2,000-45,680x2,100-47,780x2,170-49,950p.m.**

**a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: - assisting and deputizing the senior administrative officer, overseeing transport management; planning and coordinating office accommodation; facilitating meetings, conferences and other special events; supervising provision of security and office services; supervising record management and messengerial services within various departments; handling public concerns and issues; managing utilities and office accommodation; managing of premises, assets and insurance policies; facilitating citizen participation in development activities; handling occupational health and safety issues; facilitating mobilization of resources at the local level; collecting and collating data on development activities and disseminating information to the public.

**b) 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 from a recognized institution;

**OR**

- ii. Post Graduate Diploma in any of the following disciplines:-Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized;
- iii. Certificate in computer applications from a recognized institution

**DEPARTMENT OF MEDICAL SERVICES & PUBLIC HEALTH**

**VACANCY: GENERAL MANAGER COUNTY LEVEL HOSPITAL  
(JOB GROUP CPSB 04)**

**NUMBER: TWO (2)**

**TERMS OF SERVICE: CONTRACT**

**SALARY: KSH.98, 500 x 4,940 – 103,440 x 5,170 – 108,610 x 5,420- 114,030 x 5,700 – 119,730 x 5,990 – 125,720 x 6,280 – 132,000 p.m.**

**a)Duties and Responsibilities**

Reporting to the Board of Directors or the Chief Executive Officer where applicable, the General Manager will assist and deputize the Chief Executive Officer including being the Accounting Officer and Secretary to the Board, and will be responsible for the following: Ensure that the

Hospital's Strategic Plans are implemented timely, the Performance Contract objectives and targets are negotiated, achieved and reported in time and the Annual Operational Plans and budgets prepared and submitted in compliance with statutory requirements; oversee and direct the development and implementation of the Hospital's strategic initiatives and capacity building in line with goals and aspirations of Kenya's Vision 2030 and the National Health Sector Strategic Plans; provide the needed transformational leadership of the hospital to cope with citizens expectations in line with the new constitution of Kenya; initiate, establish, strengthen and oversee inter-institutional collaborations and Strategic partnerships for the realization of the Hospital's mandate and strategic objectives; ensure that Hospital's staff remains motivated to discharge their responsibilities effectively and efficiently, and in compliance with human resource management policies and practices; establish and sustain effective relationships with the Board of Directors, the Government, parent Ministry, and other stakeholders; promote a culture of compliance with regulations, statutory requirements, good corporate governance principles and best practices in the Hospital

#### **b) Requirement for appointment**

##### **For appointment to this grade, an officer must:**

- (i) Be a holder of a Bachelor Degree in Entrepreneurship, Business Administration, Social Science, Commerce, Statistics, Economics, Engineering or any other relevant and equivalent qualification from a recognized Institution;
- (ii) Have relevant knowledge and experience of not less than five (5) years in a related area two (2) of which should be at supervisory or managerial level;
- (iii) Have a certificate in computer application from a recognized institution
- (iv) Have demonstrated thorough understanding of National Goals, Policies and Development Objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- (v) Have thorough understanding and respect of the diversity within the County; and,
- (vi) Satisfy the requirements of Chapter Six of the Constitution of Kenya.

**Possession of a Masters degree in the relevant discipline will be an added advantage.**

Applications complete with a detailed resume, a copy of the National Identity card, copies of academic/professional certificates, s and other testimonials should be emailed to:

[careers@laikipia.go.ke](mailto:careers@laikipia.go.ke)

Applicants are further advised that the applications that will be considered will be those prepared and submitted in accordance with the following instructions:

- a. An applicant shall send only **one** email for a position. Any subsequent email will be discarded.
- b. The application letter, curriculum vitae/resumé, certificates, testimonials and other documents shall be scanned/saved in **one PDF attachment** whose size shall not exceed **5 mbs** and forwarded to the above address.
- c. The subject line of the email shall be the title of the position applied for correctly typed in **BLOCK CAPITALS** e.g: REGISTERED CLINICAL OFFICER.
- d. Applications shall be sent so as to reach the above address not later than 15<sup>th</sup> June, 2020