

REPUBLIC OF KENYA



**TANA RIVER COUNTY GOVERNMENT
OFFICE OF THE COUNTY PUBLIC SERVICE BOARD**

**P.O.BOX 181-70101, HOLA
Email: trcpsb@tanariver.go.ke**

VACANCY ANNOUNCEMENT

The County Government of Tana River pursuant to Section 59(1) (a), (b) and 66 of the County Government Act 2012 as read together with article 235 of the Constitution of Kenya 2010, wishes to recruit competent and qualified persons to fill the following vacant positions:

**01/2020: CHIEF OFFICER - ENFORCEMENT & PROTECTION, JOB GROUP 'S'
(1POST) - CONTRACT**

Duties and Responsibilities

General

- a) Administration of a County Department;
- b) Performing duties of Accounting Officer;
- c) Performing duties of Authorized Officer;
- d) Implementing County Executive Committee resolutions as guided by the Executive Committee Member;
- e) Implementing Policies and Development Plans;
- f) Developing and implement Strategic Plans in consultation with the Executive Committee Member;
- g) Formulating and implementing effective programmes to attain Vision 2030 and sector goals;
- h) Promotion of national values and principles of governance and values and principles of public service;
- i) Updating/reporting to the Executive Committee Member on strategic trends and critical operational issues;
- j) Devising and implementing measures to conform operations and service delivery to relevant provisions of the Constitution;
- k) Taking initiative to mainstream principles of executive authority and values of Public Service;
- l) Defining and interpret the mission and strategic direction of the County Department on the basis of its mandate and relevant provisions of the Constitution;
- m) Cooperating with County governments as stipulated in Article 189 and the Fourth Schedule of the Constitution;
- n) Promoting the principle of citizen focus in service delivery;
- o) Building rapport and effective linkages with other county organs;
- p) Building rapport between public servants and the citizens, including private sector stakeholders and the civil society fraternity;

- q) Devising and implement measures to attain optimal and productive use of public resources;
- r) Prioritizing and coordinate activities to ensure operational efficiency and effectiveness in achieving results and goals;
- s) Formulating and implement effective programmes to attain vision 2030 and sector goals;
- t) Implementing measures and action for enhancing cooperation, consultation and collaboration with County organs at both levels of government;
- u) Rolling out policies as guided by the Executive Committee Member;
- v) Implementing measures to build capacity, motivate staff, enhance skills and application of modern technology, concepts and systems to work; and
- w) Taking initiative to ensure a safe and conducive work environment for staff.

As an Accounting Officer:

Chief Officer, as Accounting Officer, is expected to ensure prudent management of all financial and capital resources under them through the powers bestowed on him/her by the Public Financial Management Act. In doing so, he/she will be expected to ensure:

- a) Lawful and authorized expenditures;
- b) Effective, efficient, economical and transparent use of public resources;
- c) Safe custody of Financial and accounting records;
- d) That all financial and accounting records preserved in electronic form are adequately Protected and backed up
- e) All contracts entered into with a County Department are lawful and complied with
- f) All applicable accounting procedures are followed in acquiring and disposing off public goods and services
- g) Public goods are well maintained, safely kept and protected.
- h) The Executive Committee Member in charge is informed in case funds are to be spent in other ways other than stipulated.
- i) A strategic Plan is prepared to conform with Medium Term Fiscal framework and fiscal policy as well as Vision 2030
- j) Estimates of expenditure are prepared in conformity with the Strategic Plan
- k) Estimates of Expenditure are submitted to the Executive Committee Member in charge of Treasury
- l) Estimates of expenditure are prepared and submitted to Executive Committee Member in charge of the Department.
- m) Annual financial statements of an ended year are prepared within three months after its end and submitted to Kenya National Audit Office with a copy to the National Treasury
- n) Any outstanding matters pertaining to the audit are resolved
- o) National Treasury is kept informed for purposes of the Public Financial management.
- p) Issues concerning expenditure of public monies contrary to existing regulations and which were not addressed properly by the Executive Committee Member are brought to the attention of the Auditor General, Controller of Budget and National Treasury.
- q) A report is Prepared on actions taken on matters highlighted by the Auditor General within three months after adoption of the entity's report.
- r) Submit the report to National Assembly with a Copy to National Treasury.
- s) Losses are written off but not exceeding the prescribed amounts by any law
- t) Losses exceeding the prescribed amounts are written off with approval of the County Executive Committee in any financial year.

- u) A record of written off losses is maintained and is included in the entity's annual financial statements
- v) Authorize payment or cash advances for facilitating entity's work.
- w) Entity's assets are well maintained
- x) Ensure value for money in acquiring and disposing off them and safeguard the disposal proceeds.
- y) Disciplinary action is taken against a Public Officers flouting financial regulations.
- z) As an Authorized Officer

Chief Officers, as Chief Executive Officers, are expected to manage staff working under them to attain the goals of the County Department. He/she will do this through the powers delegated by the County Public Service Board. These powers are applied in management, hiring, promotion and termination of services of public servants.

Requirements for Appointment

- a) Have at least (10) years relevant experience, five of which should have been at a management level in Public Service or Private Sector;
- b) A Bachelor Degree in Social Science from a recognized university
- c) A Master's degree or other related qualifications will be an added advantage;
- d) Senior Management Course from a recognized institution or its equivalent
- e) Have thorough knowledge of the functions/operations of Government
- f) Demonstrate thorough understanding of Tana River County Government policies;
- g) Meet requirements of Chapter Six of the Constitution on Leadership and Integrity
- h) Membership to a Professional Association/Body will also be an added advantage
- i) Proven merit and ability in administration/management and leadership
- j) Computer literate

Personal Qualities

- a) Ability to articulate and implement mandates
- b) Organizational, analytical, managerial and decisional skills
- c) Interpersonal and communication skills.
- d) Integrity and commitment to producing results
- e) Leadership, advocacy, relationship and self-driven
- f) Initiative to achieve expected results.

02/2020: PRINCIPAL ADMINISTRATIVE SECRETARY, JOB GROUP 'R' (1 POST) - CONTRACT

Duties and responsibilities

The specific duties will include;

- a) Deputy to the county secretary;
- b) Co-ordination of the day to day administration duties and logistics;
- c) Implementation of organisation strategies and policies;
- d) Setting and overseeing internal operating rules and regulations;
- e) Provision of office to all county staffs;
- f) Supervision and management of all the office equipment;
- g) Promote high standards of professionalism in administrative services;

- h) Establish efficient records, filling and tracking system of all office inventories mails and monitor their movement and effective correspondence;
- i) Overseeing and ensuring security of County Office Buildings, furniture and equipment;
- j) Any other duties that may be assigned by County Secretary.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of;

- a) Be a Kenyan Citizen;
- b) Have at least ten (10) years relevant experience, five of which should have been at a management level in Public Service or Private Sector;
- c) A Bachelor Degree in Social Science from a recognized university;
- d) A Master's Degree or other related qualifications will be an added advantage;
- e) Senior Management Course from a recognized institution or its equivalent;
- f) Have thorough knowledge of the functions/operations of Government;
- g) Demonstrate thorough understanding of Tana River County Government Policies; HRM Policies and Procedures.
- h) Meet requirements of Chapter Six of the Constitution on Leadership and Integrity;
- i) Must be a registered member in good standing with the relevant professional body;
- j) Proven merit and ability in administration/management and leadership;
- k) Computer literate

03/2020: DIRECTOR SERVICE DELIVERY UNIT (SDU), JOB GROUP 'R' (1 POST) - CONTRACT

Duties and responsibilities

The specific duties will include;

- a) Provide advice and feedback to the Governor and the Deputy Governor on effectiveness and efficiency of programs and projects implementation;
- b) Together with the CBEF, support alignment of the County Strategic Planning Process, identification of Projects, budgeting and alignment to the vision of TRCG;
- c) On a monthly basis, track implementation of TRCG projects and programs and provide budget absorption report, quarterly Monitoring and evaluation Reports and any other report deemed necessary in line with your TOR/Job Description;
- d) Support the sun-county level administrations and M&E officers in monthly Sub-county project implementation review meetings;
- e) Monitor and evaluate program/project implementation processes and draw lessons to inform subsequent process of project implementation;
- f) Identify gaps and challenges in project implementation process and facilitate solutions towards meeting the challenges and bridging the gaps;
- g) Support departments in development of departmental strategies and where necessary, review the existing strategies;
- h) Identify areas of departmental collaboration and facilitate departments to collaborate in such projects;
- i) Support the TRCG in development of partner engagement process, identification and development of concepts for funding;
- j) Support the Tana River County Government in institutionalising governance practices, including ISO certification that enhance efficiency and effectiveness of project implementation, transparency, and prudence in resource mobilization;

- k) Support the development of action plans for identification and implementation of shared economic projects and programs;
- l) Any other assignment or function as may be prescribed by the appointing authority.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of;

- a) Be a Kenyan citizen;
- b) A Bachelor Degree in Social Sciences or its equivalent from a recognised institution;
- c) A Master's Degree from a recognized institution;
- d) Senior Management course from a recognised institution or its equivalent;
- e) Meet requirements of Chapter Six of the Constitution on Leadership and Integrity;
- f) Must be a registered member in good standing with the relevant professional body;
- g) Proven merit and ability in administration/management and leadership.

04/2020: WARD ADMINISTRATOR (Office of The Governor) J/G 'N' (1 POST) - PERMANENT AND PENSIONABLE

Duties and responsibilities:-

- a) Coordinating, managing and supervising the general administrative functions in the Ward unit;
- b) Developing policies and plans;
- c) Ensuring effective service delivery;
- d) Coordinating developmental activities to empower the community;
- e) Providing and maintaining infrastructure and facilities of public service;
- f) Managing the County Public Service;
- g) Facilitating and coordinating citizen participation in the development of policies and plans and delivery of services;
- h) Exercising any functions and powers delegated by the County Public Service Board
- i) The Ward Administrator shall be responsible to the Sub-County administrator.

Requirements for appointment:-

- a) Be a Kenyan citizen;
- b) Be a holder of at least a first degree from a university recognized in Kenya;
- c) Working experience of not less than five years;
- d) Have qualifications and knowledge in administration or management; and
- e) Satisfy the requirements of Chapter Six of the Constitution.
- f) Be in possession of computer proficiency certificate.

05/2020: SENIOR DRILLING INSPECTOR , JOB GROUP 'J' (1 POST) - PERMANENT AND PENSIONABLE

Duties and responsibilities

- a) Deputising for officer-in-charge of rig or test-pumping unit control and supervise the operations of a drilling rig, or Test-pumping Unit in the field;
- b) Provision of guidance to drilling Assistants and inspectors;
- c) Assisting in the planning of drilling inspection operations and compilation of borehole completion reports;
- d) Preparation of water samples for chemical and bacteriological analysis in liaison with the County water quality officer.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of;

- a) Be in possession of a Diploma in Drilling or Ground Water (Drilling Option) from the Kenya National Examination Council or its approved equivalent;
- b) Have served satisfactorily for a minimum period of at least three (3) years in the grade of Drilling Inspector;
- c) Skills in plumbing work; welding and similar works is an added advantage;
- d) ; and
- e) Must possess a valid driving license.

06/2020: DRILLING RIG OPERATOR/DRILLER, JOB GROUP 'J' (1 POST) - CONTRACT

Duties and responsibilities

- a) Keeping records and planning supplies of fuel and lubricants for drilling equipment;
- b) Operating drilling rig machines and pumps as well as recording and reporting the use of drilling bits;
- c) Assist the drilling inspector in inspection of the rigs, borehole pumps, welding and cementing operations and preparing detailed drilling inspection reports;
- d) Reporting any hitches or problems noticed while carrying out assigned duties to the Supervisor for appropriate action;
- e) Maintaining a safe working environment for self and others and ensures the work station is kept to the highest standards of cleanliness;
- f) Adhere to the county governments rules and regulations while maintaining a high sense of discipline;
- g) Assisting in the maintenance and repairs of drilling equipment, engines and gears;
- h) Recording all data required for both the drill hole and sampling; and
- i) Handing over all the works and assignments to the supervisor or any other person in charge while leaving for off or leave.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of;

- a) The candidate must be in possession of Diploma of Ground Water (Drilling Option) from a recognized institution, Kenya Water Institute, or any other approved equivalent qualifications;
- b) At least five (5) years relevant experience in a busy water drilling and installation work shop and working with drilling machines;
- c) Must be in possession of a valid driving license.
- d) Passed the Departmental Occupational Test III.
- e) Minimum 'Secondary' level education.
- f) Ability to work under minimum supervision with a high sense of personal initiative, keen & fast learner, good communicator, a good team player.

07/2020: INSPECTOR FIREMAN, JOB GROUP 'H' (1 POST) - PERMANENT AND PENSIONABLE

Duties and responsibilities

The specific duties will include;

- a) Inspection, repair and maintenance of fire installations in public buildings, hospitals and institutions.
- b) Performing any other relevant duties as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of;

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

08/2020: ELECTRO-MECHANICAL TECHNOLOGIST- J/G 'H' (1 POST) - PERMANENT AND PENSIONABLE

Job Summary

Participation reviews and controls work activities related to the installation, testing and commissioning and maintenance of various electrical and mechanical systems other electro-mechanical equipment and infrastructure as per County policies, procedures and quality standards.

a) Duties and Responsibilities;

- a) Carry out first and second line Routine and Preventive Maintenance of AC and DC power Plants in water supplies.
- b) Record all tasks carried out and maintain Records of Power Plant, meter readings etc.
- c) Be familiar and carry out fault finding in AC and D.C Plants and associated installation work;
- d) Participate in AC and D.C Power Plant associated installation work in water supplies.
- e) Be able to carry out routine and preventive maintenance of Generator sets including AMF Panel as when required.
- f) Ensure Power Plant Safety Procedures followed at all times.
- g) Attend to Emergency Call Outs as when required.
- h) Ensure all areas are kept clean and tidy;
- i) Highlight to his superiors any abnormalities associated with Power Plant or any other Cooperate equipment and Assets.
- j) Assist other Power Plant cadres in case of emergency maintenance or breakdown.
- k) Perform other duties as assigned by Superiors.

b) Requirement for Appointment

- a) Be a Kenyan citizen;
- b) Be a Holder of
- c) Diploma/Certificate/ Trade Test in Electrical Electronics Engineering;
- d) 3 years' experience in maintenance field;
- e) Experience in electronic/electrical servicing or maintenance of Water supplies equipment will be a distinct advantage.
- f) Skills;
- g) Good verbal and written communication skills;
- h) Good Time management skills. Abilities viii. Ability to work under pressure;
- i) Must be able to work alone (with little or no supervision);
- j) Resolving problems efficiently, quickly, in a timely manner;
- k) Adoptable and flexible;
- l) Quick learner;
- m) Well disciplined, honest and responsible;
- n) Has Eye for details.
- o) Proficiency in computer applications;
- p) Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010.

09/2020: FIREMAN II, JOB GROUP 'F' (2 POSTS) - PERMANENT AND PENSIONABLE

Duties and responsibilities

The specific duties of Fireman II will include;

- a) Inspection and maintenance of fire-fighting appliances;
- b) Assisting in rescue operations during emergency;
- c) Operating appliances and communication equipment and siting of fire appliances.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of;

- a) Served in the grade of Fireman III or a comparable grade in the Public Service for at least three (3) years;
- b) Fireman II Certificate from a recognized Fire Service Training School/Institution;
- c) First Aid Certificate course lasting not less than one (1) week from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution;
- d) Shown merit and ability as reflected in work performance and results.

10/2020: CLERICAL OFFICER II, JOB GROUP 'F' (12) POSTS) - PERMANENT AND PENSIONABLE

Duties and responsibilities

The specific duties of clerical officer II will include;

- a) Compiling statistical records;
- b) Sorting, filing and dispatching letters;
- c) Maintaining an efficient Filing system;
- d) Processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- e) Computation of financial or statistical records based on routine or special sources of information
- f) Preparing payment vouchers.
- g) Compiling Data, Drafting simple letters.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of;

- a) Kenya Certificate of Secondary Education KCSE C- or its approved equivalent; and
- b) Proficiency in computer application;

11/2020: ENFORCEMENT OFFICER, JOB GROUP 'E' (55 POSTS) - PERMANENT AND PENSIONABLE

Duties and responsibilities

The specific duties of Enforcement Officer will include;

- a) Recording statements;
- b) Drafting charge-sheets;
- c) Giving evidence in court;
- d) Marking and preserving exhibits;
- e) Performing customer care desk duties such as receiving and directing reportees to the relevant offices;
- f) Collecting, processing and disseminating information;
- g) Preliminary investigations;
- h) Effecting lawful arrests;
- i) Performing traffic duties such as traffic flow control, directing motor vehicles; undertaking report office duties;
- j) Hoisting and lowering of flags;
- k) Carrying out riot and crowd control;
- l) Performing guard duties;
- m) Responding to distress calls;
- n) Collecting intelligence;
- o) Undertaking patrols;
- p) Screening people entering public places;
- q) Performing band duties,
- r) Providing escort duties;
- s) Ensuring compliance with county laws in conjunction with other law enforcement agencies
- t) Performing various parade duties;
- u) Any other duties assigned.

Requirements for Appointment

For recruitment and appointment to the rank of Constable of the Directorate of Tana River County Enforcement, a candidate must:

- a) have Kenya Certificate of Secondary Education (KCSE) mean grade of D- (Minus) and above from Kenya National Examination Council or its equivalent qualification from a recognized examining body;

OR

Served in disciplined services at the rank of Constable, Private or Warden.

- b) Be a Kenyan citizen;
- c) Be physically and medically fit;
- d) Be certified medically fit by a Government doctor.
- e) Be between the age 18 and 30 years and below 45 years for retirees of disciplined services.
- f) Be in possession of a National Identity Card;
- g) Have no criminal record

12/2020: FIREMAN III, JOB GROUP 'E' (16 POSTS) - PERMANENT AND PENSIONABLE

Duties and responsibilities

The specific duties of Fireman III will include;

- a) Simple maintenance of fire-fighting appliances and assisting during emergency cases.
- b) Performing any other relevant duties as may be assigned from time to time by a senior officer.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of;

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

13/2020: DRILLING ASSISTANT III , JOB GROUP 'E' (2 POSTS) - PERMANENT AND PENSIONABLE

Duties and responsibilities

The specific duties of Drilling will include;

- a) Learn and assist in checking and maintaining the drill and water engines;

- b) Greasing drill rods and casings;
- c) Collecting and arranging samples and;
- d) Receiving, labelling and recording samples and test pumping data.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of;

- a) Must be in possession of the Kenya Certificate of Secondary Education (K.C.S.E.) Grade D+ or its approved equivalent with a minimum of grade C- Mathematics, English, Physics, Chemistry or Geography.

14/2020: SUPPORT STAFF JOB GROUP 'C' (12 POSTS) - PERMANENT AND PENSIONABLE

a) Duties and Responsibilities

- a) Carrying out office cleanliness;
- b) Maintaining an up to date filing system in the office;
- c) Attending to visitors and clients; and
- d) Ensuring security of office equipment.

b) Requirements for Appointment

- a) Kenya Certificate of Secondary Education (K.C.S.E) mean grade D- (Minus) or its approved equivalent.
- b) Must have attended Courses of not less than or in aggregate of at least one (1) month in various areas of deployment.

Terms of service: All positions on contract shall be three (3) years

Remuneration: As prescribed by salaries and Remuneration Commission (SRC)

How to apply

Qualified and interested candidates should download and duly fill a job application form provided on our website: www.tanariver.go.ke/vacancies attach and submit their applications with updated CV, a copy of National Identity Card, copies of academic and professional certificates, names and contacts of three (3) referees, and other relevant testimonials to:

**The Board Secretary/CEO
County Public Service Board of Tana River
P.O. Box 181 – 70101
HOLA**

All applications clearly specifying the position applied for on the top left side of the envelope should be received on or before **28th August, 2020**.

All applicants **MUST** comply with the requirements of Chapter Six (6) of the Constitution. Kindly note that only shortlisted and successful candidates will be contacted. Any canvassing will lead to automatic disqualification.

***The County Government of Tana River is an Equal Opportunity Employer.
Women, the marginalized and Persons With Disabilities (PWDs) are
encouraged to apply.***

