

## COUNTY GOVERNMENT OF TRANS-NZOIA

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P.O. BOX 4210-30200

KITALE

### COUNTY PUBLIC SERVICE BOARD

☎ Mob: (+254) 713 635 352

*Transforming the public service workforce*

### VACANCIES

Trans Nzoia County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions in the county public service.

#### 1. DEPUTY COUNTY SECRETARY – CPSB 02 – ONE (1) POST. | Advert N# 1/2023

**Salary Scale:** Kshs. 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 - 154,170 x 7,160 – 161,330 x 7,810 – 169,140 x 7,810 – 169,140 x 13,680 – 182,820 x 14,980 – 197,800 p.m.

*Allowances as prescribed by the Salaries and Remuneration Commission (SRC).*

The Deputy County Secretary shall report to the County Secretary.

#### ***Duties and responsibilities***

- (i) Initiating, interpreting, implementing and reviewing administrative policies, strategies, procedures and programmes;
- (ii) Coordinating, managing the general administrative functions in the County;
- (iii) Assisting the County Secretary in overseeing service delivery in the County;
- (iv) Liaising with the County Attorney on compliance with legal, statutory and regulatory regulations;
- (v) Liaising with the County Public Service Board on compliance with National Values and Principles of good governance;
- (vi) Assisting the County Secretary to respond to queries proceeding from the County Assembly in regard to County Government mandate;
- (vii) Assisting the County Secretary in communicating County Executive Committee decisions to respective departments or action areas as directed;
- (viii) Liaising County Chief Officers on maintenance of infrastructure and facilities in the county public service ensuring that environmental, health and security are as per operational requirements;
- (ix) Coordinating the management of the County departments by ensuring that monthly returns are made and action taken on matters arising thereof and general efficiency of the Public Service;
- (x) Assisting the County Secretary in planning and coordinating County meetings;
- (xi) Overseeing the management of records and correspondence in the County Public Service;

- (xii) Preparing and disseminating on regular basis reports relating to County Government mandate;
- (xiii) Preparing proposals on areas to be considered for legislation by the County Assembly or policy papers for consideration by the County Executive Committee.

### ***Requirements for Appointment***

**For an officer to be appointed at this grade, one must;**

- i. Be a Kenyan citizen;
- ii. Served in a large organization for at least ten (10) years, three (3) of which should have been at the level of Deputy Director of Administration or in a comparable and relevant position in the Public service or Private Sector;
- iii. Hold a Bachelor's degree in Public Administration, Business Administration/Management or any other relevant field from a recognized Institution, Master's degree in relevant field will be an added advantage;
- iv. Demonstrate understanding and commitment to the National Values and Principles of Governance in the Public Service and a thorough understanding of national goals, policies, objectives and ability to relate them to administrative function;
- v. Have good interpersonal and communication skills, and demonstrate capacity to work under pressure to meet deadlines;
- vi. Have knowledge and experience in financial management;
- vii. Be a strategic thinker and results oriented;
- viii. Have a certificate in computer application skills from a recognized institution;
- ix. Have a certificate in leadership and management lasting not less than six weeks from a recognized institution;

**Terms of Employment:** Contract of 3 years renewable.

## **2. YOUTH POLYTECHNIC INSTRUCTOR [3], CPSB 11/12 THIRTY TWO (32) POSTS | Advert N# 2/2023**

**Salary Scale:** Kshs 25,470 x 1,110-26,580 x 1,120 – 27,700 x 1,150- 28,850 x 1,170 – 30,020 x 1,250 -31,270 x 1,300- 32,570 x 1,380 – 33,950p.m.

*Allowances as prescribed by the Salaries and Remuneration Commission (SRC).*

- |   |                   |
|---|-------------------|
| i) Electrical and electronics             | Seven (7) Posts   |
| ii) Automotive technology                 | Two (2) Posts     |
| iii) Building Technology (Masonry)        | Eleven (11) Posts |
| iv) Hairdressing and beauty therapy       | Two (2) Posts     |
| v) Fashion design and garment making      | Four (4) Posts    |
| vi) Metal processing technology           | Three (3) Posts   |
| vii) Information Communication Technology | One (1) Post      |
| viii) Agri-Business                       | Two (2) Posts     |

### ***Duties and Responsibilities***

This is the entry and training grade for the youth polytechnic instructor's cadre. An officer at this level will work under the guidance of a senior youth polytechnic instructor. Work will entail:-

- (i) Theoretical and practical instruction in the area of specialization;
- (ii) Preparing and maintaining schemes of work, lesson notes;
- (iii) Trainee records, teaching and learning materials;
- (iv) Carrying out trainee's assessment;
- (v) Ensuring proper care and maintenance of tools and equipment;
- (vi) Conducting co-curricular activities, maintaining trainees 'discipline; and
- (vii) Guiding and counselling trainees.

### ***Requirements for Appointment***

For appointment to this grade, an officer must have:

- i. Diploma or Craft Module II in any of the following disciplines Electrical and electronics, Automotive technology, Building Technology (Masonry), Hairdressing and beauty therapy, Fashion design and garment making, Metal processing technology, Information Communication Technology, Agri-Business or any equivalent qualification from a recognized institution;
- ii. Diploma in Technical Education or Instructor training Certificate from KTTC
- iii. Experience lasting not less than two (2) years;
- iv. Certificate in computer applications from a recognized institution;

***Terms of Employment: Permanent & Pensionable***

### **3. SECURITY WARDENS [3], CPSB -15 (200 Posts) | Advert N# 3/2023**

Salary Scale: Ksh. 14,610 x 510 – 15,120 x 550 – 15,670 x 580 – 16,250 p.m.

*Allowances as prescribed by the Salaries and Remuneration Commission (SRC).*

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail:-

- (i) Patrol and/or guard of access points;
- (ii) Detention of unauthorized persons and vehicles from entering premises and/or protected areas; and
- (iii) Control crowds, collect information and report on matter of security interest.

### ***Requirements for Appointment***

For appointment to this grade, an officer must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade of D(plain) or its equivalent ; and
- (ii) Certificate of Good Conduct from the Directorate of Criminal Investigations (CID).

***Terms of Employment: Permanent & Pensionable***

### IMPORTANT INFORMATION TO ALL APPLICANTS

- A. A duly filled *CPSB. 1 (2020)* form, written application, CV, copies of certificates, testimonials and national Identity Card should be submitted in a sealed envelope clearly marked on the left side, the position being applied for.
- B. All applications **MUST** be received on or before 17<sup>th</sup> March 2023 by 5.00 p.m.
- C. Trans Nzoia County Public Service Board is an equal opportunity employer, persons with disability, marginalized and minorities are also encouraged to apply.
- D. Trans Nzoia County Public Service Board does not charge any fee at any stage of the recruitment and selection process.
- E. Our official communication channels are email address [cpsbtransnzoia@gmail.com](mailto:cpsbtransnzoia@gmail.com) and phone number: **0713635352** and **not any other**.
- F. **ONLY** applicants who meet ALL the requirements will be shortlisted and contacted.
- G. Shortlisted candidates MUST present their original Academic and Professional Certificates during the interview.
- H. **ONLY** successful candidates will be required to avail the following documents:
  - ✓ Clearance from Higher Education Loans Board (HELB);
  - ✓ Clearance from Criminal Investigations Department (C.I.D);
  - ✓ Clearance from the Ethics and Anti-Corruption Commission (EACC);
  - ✓ Clearance from Kenya Revenue Authority (Tax Compliance Certificate).
- I. **Canvassing in any form will lead to automatic disqualification.**
- J. Hand delivered applications can be submitted at the County Public Service Board Offices located next to Kenya Red Cross near St. Anthony Boys High School – Kitale and addressed to:

**THE SECRETARY**  
**TRANS NZOIA COUNTY PUBLIC SERVICE BOARD**  
**P.O. BOX 4210 - 30200**  
**KITALE**