

COUNTY GOVERNMENT OF TRANS-NZOIA

Email:
cpsbtransnzoia@gmail.com



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 № 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).

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|---|-------------------|
| 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 17th 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 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



**TRANS NZOIA COUNTY
COUNTY PUBLIC SERVICE BOARD**

APPLICATION FOR EMPLOYMENT FORM

Please complete all sections of this form as appropriate in **BLOCK** letters and submit to the Secretary, County Public Service Board, P.O.BOX 4210, 30200 KITALE, Kenya (attach copies of certificates and testimonials).

1. Vacancy Applied For

Vacancy/Post:..... Vacancy No:.....

Department..... Work Station:

2. Personal Details of the Applicant

Name: Title:.....

(Surname)

First Name

Other Name(s):

(Prof/Dr/Mr/Mrs/Miss/Ms/Rev)

Date of Birth..... ID No:..... PIN.NO. Gender: Male Female

(dd-mm-yyyy)

Nationality:..... Ethnicity Home County:.....

Sub County Ward:.....

Postal Address:..... Code:..... Town/City:

Telephone No:..... Mobile No:..... E-mail address:.....

Name of alternative contact person:..... Telephone No:.....

Are you living with a disability? Yes No

If yes, give;

(i) Details/Nature of Disability:.....

(ii) Details of Registration with the National Council for People with Disabilities (Registration No. and date)

3. Applicants in the Public Service only

Ministry/State Department/ County/Other Public Institutions:..... Station:.....

Personal/Employment No:..... Present Substantive Post:.....

Job group/Scale/Grade:..... Date of Current Appointment (dd-mm-yyyy).....

Upgraded post (where applicable):..... effective date of previous appointment:.....

(dd-mm-yyyy)

On Secondment (where applicable): Organisation:..... Designation:..... Job Group/Grade:.....

Terms of Service: Permanent & Pensionable Contract Other, Please specify:.....

4. All other Applicants

Current employer (where applicable):..... Position held:.....

Effective date: Gross Salary (monthly) Ksh.....

(dd-mm-yyyy)

5. Other Personal Details

Have you ever been convicted of any criminal offence or a subject of probation order? Yes No

If Yes, state nature of offence, the year and duration of conviction:

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Have you ever been dismissed or otherwise removed from employment? Yes No

If Yes, State reason (s) for dismissal/removal.....effective date.....
(dd-mm-yyyy)

(Declaring the above information will not necessarily debar an applicant from employment in the County Public Service. Each case will be considered on its own merit)

6. Academic Qualifications. (Starting with the Highest)

Year		University/ High School	Award/Attainment (e.g. Masters, Bachelors, Degree, KCSE)	Course/Programme (e.g. PhD, MSc, BA, O'Level)	Specialization/Subject (e. g Econ, Maths, Sociology e.t.c)	Class/Grade
From	To					

7. Professional/Technical Qualifications/Certifications Relevant to the post. (Starting with the Highest)

Year		Institution	Award/Attainment (e.g. Higher Diploma, Diploma, Certificate)	Specialization/Subject (e. g Human Resource, Engineering, Counselling e.t.c)	Class/Grade
From	To				

8. Relevant Courses and Training attended Lasting not Less than One (1) Week

Year	University/College/Institution	Name of Course	Details and duration

9. Current Registration/Membership to Professional Bodies

Professional Body	Membership/Registration No.	Membership type (e.g. Associate, Full etc)	Date of Renewal

10. Employment Details - where applicable (starting with the current or most recent)

Year		Designation/ Position	Job Group/Grade /Scale Gross Monthly Salary (Ksh.)	Ministry/State Department/ Institution/ Organization
From (dd-mm-yyyy)	To (dd-mm-yyyy)			

11. Briefly state your current duties, responsibilities and assignments (if any)

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12. Please give details of your abilities, skills and experience which you consider relevant to the position applied for. This information may include an outline of your most recent achievements and your reasons for applying for this post.

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13. Referees (people who have interacted with you professionally)

1. Full Name:.....

Occupation:.....

Address:.....Post Code:.....City/Town:

Mobile No:..... E-mail address:.....

Period for which the referee has known you:.....

2. Full Name:.....

Occupation:.....

Address:..... Post Code:.....City/Town:

Mobile No:..... E-mail address:.....

Period for which the referee has known you:.....

13. Declaration

I certify that the particulars given on this form are correct and understand that any incorrect /misleading information may lead to disqualification and/or legal action.

Date:

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(dd-mm-yyyy)

Signature of the Applicant