

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KISUMU  
KISUMU COUNTY PUBLIC SERVICE BOARD

VACANCIES

The Kisumu County Public Service Board is pleased to invite applications from suitably qualified, motivated and pro-active individuals to fill vacancies in the following department:-

1. CITY OF KISUMU.

S/NO	DESIGNATION	JOB GROUP	VACANCY REFERENCE NO	NUMBER OF VACANCIES
1.	City Head of Engineering	Q	KSM/CPSB/02/10/2023	1
2.	City Head of Lands & Physical Planner	Q	KSM/CPSB/03/10/2023	1
3.	City Land Surveyor	M	KSM/CPSB/04/10/2023	1
4.	City Land Valuer	M	KSM/CPSB/05/10/2023	1
5.	City Architect	M	KSM/CPSB/06/10/2023	1
6.	City Head of Environment & Public Health	Q	KSM/CPSB/07/10/2023	1
7.	City Head of Internal Audit	R	KSM/CPSB/08/10/2023	1
8.	City Internal Auditor II	M	KSM/CPSB/09/10/2023	1
9.	City Project Accountant	K	KSM/CPSB/10/10/2023	1
10.	City Head of Legal Services	Q	KSM/CPSB/11/10/2023	1
11.	City Head of Information, Communication & Technology (ICT)	Q	KSM/CPSB/12/10/2023	1
12.	City Head of Inspectorate	Q	KSM/CPSB/13/10/2023	1
13.	City Head of Risk Management, Monitoring & Evaluation	P	KSM/CPSB/14/10/2023	1
14.	City Head of Project & Disaster Management	F	KSM/CPSB/15/10/2023	1

For details on the above advertised positions and how to apply, applicants are asked to visit our website [www.kisumu.go.ke](http://www.kisumu.go.ke)

**HOW TO APPLY**

The candidates should apply by downloading and filling application for employment form available on our website: [www.kisumu.go.ke](http://www.kisumu.go.ke), or [www.cpsb.kisumu.go.ke](http://www.cpsb.kisumu.go.ke), fill and submit together with copies of academic and professional certificates in pdf format as a continuous document quoting the job title on the email subject to: [hrps-jobs10@kisumu.go.ke](mailto:hrps-jobs10@kisumu.go.ke) or before 3<sup>rd</sup> November 2023 by 5.00p.m. Please indicate the vacancy reference number and the position applied for on the employment form. **NOTE: No manual applications will be accepted.**

Applicants holding foreign Degrees should have them authenticated by Commission for Higher Education (CHE) or Kenya Qualifications Authority (KNQA). In addition, during the interview, they will be required to submit their academic certificates authenticated by Issuing Institutions to the Board.

Chapter 6 requirements will only be required from successful candidates upon offer of job and not at the application stage.

**DISCLAIMER:**

- Any form of canvassing will lead to automatic disqualification.
- The Kisumu County Public Service Board is an Equal Opportunity Employer, the minority, marginalized



## JOB INDENTS FOR VACANCIES IN CITY DEPARTMENT

### 1. CITY HEAD OF ENGINEERING – Job Group “Q” – 1 post

#### **Terms of Service**

3 years' contract – Renewable

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

- Providing strategic policy direction for effective service delivery within the engineering directorate at City.
- Overall delivery and supervision of capital and flagship projects within City
- Implementation of strategic plans, sector development goals,
- Lead in the design, development and delivery of the roads and infrastructure strategy and operational plans at the city,
- Implementation and reporting on performance management goals,
- Liaising with strategic partners to increase policy implementation priority areas within specific timelines.
- Maintaining effective collaboration and partnerships with other organs of the County, other county departments, the private sector and other stakeholders.
- Prepare and control the directorate's budget and recommend needed improvements in Capital Projects in line with vision 2030,
- Plan and prepare annual budget estimates for the engineering directorate, expenditure reports and financial objectives.
- Direct the preparation, review and implementation of policies, procedures and standards relating city roads and Infrastructure,
- Review, approve, and sign plans and specifications for most County work including street, sanitary sewer, storm drains, traffic signals etc.,
- Review and advice on all aspects of traffic: parking, traffic signals, speed zones, signings, parking, etc.,
- Supervise Consultants and review their outputs against their project proposals and terms of reference including bill of quantities,
- Implement the procedures and systems for irrationalizing and institutionalizing integrity issues,
- Cascading of Performance appraisal systems (PAS) and monitoring performance including preparation of quarterly and annual PAS reports for the directorate,
- Ensuring that there are no gaps in response to fire/emergency calls in order to ensure loss of life, property or injury as a result of fire is prevented and/or minimized,
- Conduct awareness, and organize training for Plant operators of plant, equipment and vehicles,

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- Oversee the routine and ad hoc maintenance and ensure scheduled fleet management.
- Manage construction works under various contractors to ensure and manage they adhere to specifications.
- Co-ordinate activities from various consultants involved in projects and ensuring that their designs are within expected standards
- Manage projects to ensure works are executed within set budgets and timelines.
- Co-ordinate project implementation programs.

**Requirements and skills:**

- Must be a Kenyan Citizen,
- Must be registered with Engineers Registration Board of Kenya (ERB- K),
- Be a holder of a bachelor's degree in Civil and Structural engineering or any other relevant or equivalent qualification from a university which is recognized in Kenya,
- Master's degree in the relevant field will be an additional advantage,
- Have knowledge, experience, and distinguished service in the same field for a minimum of seven (7) years, and three (3) of which must have been in managerial positions in the Public Sector,
- Must be a strategic thinker, proactive and result oriented,
- Have capacity to work under pressure, with minimum supervision and meet tight deadlines,
- Have the ability to work in a multi-ethnic and multi-cultural environment and have respect to diversity,
- Demonstrate good knowledge of the Urban Areas and Cities Act (2011),
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Article 10 and 232 of the constitution of Kenya (2010),
- Must satisfy the requirements of Chapter six of the constitution of Kenya (2010).

**2. CITY HEAD OF LANDS & PHYSICAL PLANNING - Job Group "Q" - 1 post**

***Terms of Service***

3 years' contract - Renewable

***Duties and Responsibilities:***

- Performing such duties as delegated by the department of Lands, housing, physical planning and urban development within the County,
- Advising the Management on physical and land use planning matters that impact operations at the city,
- Advisory to the City Board on implementation of planning policies, guidelines and frameworks,

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- Preparation of quarterly and annual reports to the City Board and the relevant department on matters of physical and land use plans within the city
- General knowledge and coordination with the relevant department at the County level,
- Undertake research on matters relating to physical and land use plan at the city and give recommendations,
- Develop and update land use information/data that should be regularly used for decision making in the city,
- Initiating and maintaining effective collaboration and partnerships with other organs of the County, other county departments, the private sector and other stakeholders,
- Cascading of Performance appraisal systems (PAS) and monitoring performance including preparation of quarterly and annual PAS reports for the directorate.

**Requirements and skills:**

- Must be a Kenyan Citizen
- Must be registered as a physical planner under the Physical Planners Registration Act (1996) and in good standing with the relevant professional body
- Be a holder of a bachelor's degree in urban and regional planning from a university which is recognized in Kenya
- Master's degree in the relevant field will be an additional advantage
- Demonstrate good knowledge of the Urban Areas and Cities Act (2011)
- Must have five (5) years **post qualification professional** and experience in matters of physical and land use planning,
- Must be a strategic thinker, proactive and result oriented,
- Have capacity to work under pressure, with minimum supervision and meet tight deadlines,
- Have the ability to work in a multi-ethnic and multi-cultural environment and have respect to diversity,
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Article 10 and 232 of the constitution of Kenya (2010),
- Must satisfy the requirements of Chapter six of the constitution of Kenya (2010)

**3. CITY LAND SURVEYOR - Job Group "M" - 1 post**

***Terms of Service***

3 years' contract – Renewable

***Duties and Responsibilities:***

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- Undertaking land survey management for the Authority for purposes of planning and control.
- Land managing and cadastral and engineering surveying;
- Liaising with the responsible department and County Governments on land matters;
- Conducting regular field surveys for purposes of development works, title surveys, airport planning and land acquisition as provided for in the legislation;
- Executing surveys for sub-leases, conveyancing and securing titles to minimize litigation;
- Planning, developing, coordinating and implementing programs and policies;
- Liaising with the department of Lands, housing, physical planning and urban development at county level and other agencies to ensure proper survey of County land;
- Beckoning of City land to prevent encroachment;
- Ensuring that the City complies with relevant legislations and policies; and
- Maintaining all the City's land survey records and related equipment.
- Preparing and maintaining sketches, maps, and reports of legal descriptions of surveys,
- Calculating the measurements of various sites, verifying data and calculations in regard to surveys undertaken within city,
- Recording results of surveys and preparing routine reports to guide proper decision making,
- Writing descriptions of property boundaries for the parcels of land that have been surveyed,
- Researching legal documents, survey records, and land titles to clarify information about property boundaries and giving recommendations to the City Manager
- Maintaining effective collaboration and partnerships with the private sector and other stakeholders,
- Coordinating with the department in charge of lands and physical planning at County level,

**Requirements and skills:**

- Must be a Kenyan Citizen
- Must be registered with Land Surveyor's Board (LSB)
- Full membership of the Institution of Surveyors of Kenya, with a Certificate of participation and in good standing,
- Be a holder of a bachelor's degree in any of the following: - Land surveying and mapping, Geo-spatial Engineering, Geomatics Engineering, drafting and design Geographical Information Systems or related field from a recognized institution
- Master's degree in the relevant field will be an additional advantage

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- Good numeracy skills and the ability to make mathematical calculations.
- Logical thinking and problem solving and analytical skills with a keen eye for detail.
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Article 10 and 232 of the constitution of Kenya (2010),
- Have capacity to work under pressure, with minimum supervision and meet tight deadlines,
- Have the ability to work in a multi-ethnic and multi-cultural environment and have respect to diversity,
- Must satisfy the requirements of Chapter six of the constitution of Kenya (2010)

#### **4. CITY LAND VALUER - Job Group "M" - 1 post**

##### ***Terms of Service***

3 years' contract – Renewable

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

- Conducting research on market trends to inform review of land valuation policy and formulation of other regulations,
- Preparing routine and upon request reports in valuation and property matters.
- Reporting on all land property belonging to the County, including leases.
- Preparing land compensation reports for the City that shall be adopted by the County
- Participating in maintaining the valuation roll in coordination with the relevant department.
- Keeping an asset register of values of all properties owned by government,
- Attending court and tribunals on matters relating to land valuation
- Receive valuation requisitions and undertake valuation of ground rents and stand premium payable for new land allocations;
- Valuation for stamp-duty payable on land transactions;
- Review enhanced rents for development applications on land;
- Undertake valuations for compulsory acquisition and lease;
- Undertake valuations for taxation and establish valuation rolls for ratable property within city;
- Preparing routine reports on valuation and property management matters;
- Participate in preparation of yearly fieldwork programs and implementation,
- Participate in land Conflict resolutions and participate in arbitration of land related issues

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- Working under the spirit of teamwork and under minimum supervision
- Maintaining effective collaboration and partnerships with other organs of the County, other county departments, the private sector and other stakeholders

**Requirements and skills:**

- Must be a Kenyan Citizen
- Be a holder of a bachelor's degree in Land Economics or Real Estate or any other relevant qualification from a recognized institution,
- Master's degree in the relevant field will be an additional advantage
- Must be registered with Valuers Registration Board (VRB) and be a member of ISK (Valuation & Estate Management Surveyors)
- Have capacity to work under pressure, with minimum supervision and meet tight deadlines,
- Have the ability to work in a multi-ethnic and multi-cultural environment and have respect to diversity,
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Article 10 and 232 of the constitution of Kenya (2010),
- Must satisfy the requirements of Chapter six of the constitution of Kenya (2010)

**5 CITY ARCHITECT - Job Group "M" - 1 post**

***Terms of Service***

3 years' contract - Renewable

***Duties and Responsibilities:***

- Analyze and advise on the planning, design, construction and maintenance of major systems and facilities such as building superstructures, major interior spaces, horizontal and vertical circulation paths, roads, landscape architecture, and related structures,
- Evaluate, review and revise project documents, and analyze design specifications included in project proposals for accuracy, soundness, feasibility and proper costing,
- Review and approve weekly and monthly project reports from project design consultants and contractors,
- Recommend solutions to unusual architectural problems that may occur during implementation of projects within city,
- Provides technical inputs regarding architectural design issues affecting proposed structures, taking into account such factors as functional and end user requirements, architectural precedents and nature of building materials to be used,

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- Collecting and analyzing data to identify trends or patterns and provide insights to enable data-driven planning, decision-making, presentation and reporting.
- Develop material and construction specifications, and oversee safety aspects of projects, and maintain and update materials, equipment, and construction plans
- Perform quality control inspections for adherence to designs and approved plans,
- Manage construction projects in compliance with established codes, standards, and regulations,
- Perform inspections to ensure compliance with project specifications
- Maintaining effective collaboration and partnerships with other organs of the County, other county departments, the private sector and other stakeholders

**Requirements and skills:**

- Must be a Kenyan Citizen
- Must be registered with the Board of Registration of Architects & Quality Surveyors (BORAQS)
- Be a holder of a bachelor's degree in Architecture or other relevant field from a university which is recognized in Kenya
- Master's degree in the relevant field will be an additional advantage
- Excellent knowledge of AutoCAD
- Ability to collaborate with clients, contractors, and subcontractors
- Knowledge in building and construction works with ability to analyze technical/construction build-ability issues and provide drawings and specifications coordinated with building engineers and other disciplines
- Demonstrate good knowledge of the Urban Areas and Cities Act (2011)
- Have knowledge, four (4) years' experience as an architectural designer or architectural engineer, and distinguished service in the same field
- Must be a strategic thinker, proactive and result oriented,
- Have capacity to work under pressure, with minimum supervision and meet tight deadlines,
- Have the ability to work in a multi-ethnic and multi-cultural environment and have respect to diversity,
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Article 10 and 232 of the constitution of Kenya (2010),
- Must satisfy the requirements of Chapter six of the constitution of Kenya (2010)

**6. CITY HEAD OF ENVIRONMENT AND PUBLIC HEALTH - Job Group "Q"**  
**- 1 post**

***Terms of Service***

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3 years' contract - Renewable

***Duties and Responsibilities:***

- To oversee the management and implementation of policies on: Urban afforestation, Parks and open spaces, Environmental pedagogic center, urban aesthetics.
- Guiding the process of implementation environmental and climate change policies, regulation and related statues in Cities,
- Ensuring efficient and timely use of resources from partners and other stakeholders on environmental and climate change matters,
- Assist in disseminating, implementing and ensuring compliance of the existing natural resources policies, guidelines, laws and regulations in liaison with the City Director of Environment.
- Initiate development of new environmental city by-laws and policies relating to natural resources,
- Formulation and implementation of programs aligned to vision 2030, and the County Integrated Development Plan (CIDP) for city operations,
- Preparation of project concept notes to partners and donors for purpose of enhancing partnership programs,
- Supervising and monitoring environmental programs and projects that is being undertaken by different sector groups within the city,
- Maintaining effective collaboration and partnerships with other organs of the County, other county departments,
- Oversee the storage, transportation, recycling and disposal of solid waste
- Developing an operation manual on solid waste management indicating alternative waste transfer locations, recycling centers, skip locations/primary disposal sites,
- Promoting waste separation and source and recycling initiatives together with relevant stakeholders,
- Ensure city's compliance with solid waste management regulations
- To promote environmental education and awareness creation on ISWM
- To develop and implement Public Private Partnerships (PPP) under solid waste management
- To oversee reduction of environment pollution on matters of noise, water, air, and land,
- Monitoring and evaluating the implementation of statutory provisions and other relevant legislations on public health.
- Providing technical support for the organization's recycling program by managing the collection of recyclables from buildings, businesses, and residences.
- Implementing public health policies, guidelines, standards procedures, and programs.
- To promote environmental education and awareness creation on environmental, laws policies and regulations.
- Ensure compliance to EIA/EA regulations in development control

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- Cascading of Performance appraisal systems (PAS) and monitoring performance including preparation of quarterly and annual PAS reports for the directorate,
- Overseeing enforcement of international health regulations and rules
- Promotion of national values, principles of governance, values & principles of public service as outlined in the Constitution of Kenya (2010)

**Requirements and skills:**

- Must be a Kenyan Citizen
- Must be registered with Registered by Environment Institute of Kenya (EIK) and in good standing
- Be a holder of a bachelor's degree in any of the following fields: - environmental science, environmental conservation and natural resource management, environmental education, environmental health, public health, environmental law, environmental studies and community development, environmental studies and community resource conservation, forestry, geo-spatial information and resource sensing
- Master's Degree in any of the following: Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution will be an added advantage,
- Demonstrate good knowledge of the Urban Areas and Cities Act (2011)
- Have capacity to work under pressure, with minimum supervision and meet tight deadlines,
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Article 10 and 232 of the constitution of Kenya (2010),
- Must satisfy the requirements of Chapter six of the constitution of Kenya (2010),

**7. CITY HEAD OF INTERNAL AUDIT - Job Group "R" - 1 post**

***Terms of Service***

3 years' contract - Renewable

***Duties and Responsibilities:***

- Drive operational improvements of the Internal Audit Unit to improve overall efficiencies and enhance internal controls at City department.
- Prepare annual plans and audit programs to guide the operations of the Audit directorate
- Preparation and implementation of strategic objectives and carry out independent assessment of operational risks to ensure efficient and effective use of resources,

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- Institute operational accountability across all functional areas in City department and detect fraud,
- Lead in the development or updating of the Internal Audit Charter and Internal Audit Procedures Manual.
- Lead the development and implementation of the Internal Audit Strategic Plan and the Annual Risk-Based Internal Audit Plan.
- Plan, organize, staff, coordinate and control the Internal Audit directorate to ensure implementation of the Internal Audit Charter and the Manual; and achievement of the Internal Audit Strategic Plan and the Annual Risk-Based Internal Audit Plan.
- Determining the most appropriate audit approach that will meet the specific needs of City department as determined by risk assessment, overall status of the control environment and consultation with the City Board
- Developing comprehensive annual work plans, programmes, and audit techniques to be applied.
- Liaise with City Board when developing the annual risk-based audit plan and engagement plan to ensure availability of internal stakeholders,
- Preparing and issuing reports to the City Board in a timely manner, and in the format stipulated in the Audit Manual.
- Following up to verify closure of audit recommendations by the City Board.
- Ensuring the highest level of confidentiality is maintained by the Internal Auditor office.
- Ensuring Internal Audit directorate operates within its approved plans, budgets, and schedules.
- Liaise with the City Board and the City Manager to ensure the Internal Audit unit has adequate resources to achieve its mandate, roles and responsibilities.
- Ensuring the independence of the Internal Audit unit and objectivity of the Internal Auditors and reporting any events that may impair independence and objectivity.
- Support management and the Audit Committee in ensuring the OAG achieves its mandate of undertaking external audit within the city department.
- Cascading of Performance appraisal systems (PAS) and monitoring performance including preparation of quarterly and annual PAS reports for the directorate.

**Requirements and skills:**

- Must be a Kenyan Citizen
- Must have served in the grade of Principal Internal Audit or in a comparable and relevant position in the Public Service or Private Sector for a minimum period of three (3) years.
- Bachelor's Degree in Commerce, Accounting, Economics, ICT, Engineering, Finance or other recognized equivalent qualifications.

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- Be in possession of CIA and any of the following: CPA (K), ACCA, CMA, CISA, CFE or its equivalent relevant professional qualification.
- Certificate in the relevant Computer applications from a recognized institution.
- Master's Degree in any of the following: Business Administration, Finance or their equivalent qualification from a recognized Institution will be an added advantage.
- Attended an auditing/risk management course or its equivalent from a recognized Institution.
- Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution.
- Member of IIA, ICFIAK, ACCA, ACFE, ISACA or other relevant professional body.
- Shown merit and ability as reflected in work performance and results.
- Have the ability to work promptly using IFMIS
- Demonstrate good knowledge of the Urban Areas and Cities Act (2011)
- Knowledge of the Public Finance Management Act (PFMA)
- Have capacity to work under pressure, with minimum supervision and meet tight deadlines,
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Article 10 and 232 of the constitution of Kenya (2010),
- Must satisfy the requirements of Chapter six of the constitution of Kenya (2010),

**Other Relevant skills**

- Extensive knowledge of and skill in applying internal auditing and accounting principles and practices, and management principles and preferred business practices. County Government Internal Audit Manual, Kenya
- Considerable knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by The Institute of Internal Auditors.
- Knowledge of management information systems terminology, concepts, and practices.
- Considerable knowledge of industry program policies, procedures, regulations, and laws.
- Skill in conducting quality control reviews of audit work products.
- Skill in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions.
- Extensive skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines.
- Considerable skill in negotiating issues and resolving problems.
- Skill in using a computer with word processing, spreadsheet, and other business software to prepare reports, memos, summaries, and analyses.

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## **8. CITY INTERNAL AUDITOR II - Job Group "M" - 1 post**

### **Terms of Service**

3 years' contract - Renewable

### **Duties and Responsibilities:**

- Ensuring effective and efficient utilization of the departments financial and non-financial resources,
- Preparing draft audit test procedures, draft notifications and request for information memos.
- Carrying out audit tests on internal controls in accounting, administration and operational procedures.
- Ensuring that the audit working paper files are complete and well referenced.
- Ensuring statutory compliance in accordance to the prevailing laws and regulations
- Implement strategies for creating high performing organizational culture based on transparency, integrity, accountability and performance measurement
- Coordinate of audit efforts with external auditors
- Facilitate timely and accurate production of audit reports to management
- Prepare the audit work plan and budgets for all directorates within city as directed,
- Give advisory on the risk aversion measures and cost saving measures
- In charge of follow up audits to monitor management intervention
- Implement best practice audit planning and techniques
- Ensure objective assurance on the effectiveness and adequacy of the risk management strategies and processes.
- Ensure all identified internal control concerns is addressed.
- Conducts regular and continuous audit of financial transactions of the county and reports on any diversion from the set financial regulations.
- Establishment risk-based audit plans consistent with county objective
- Conduct forensic audit where necessary.
- Prepare audit report to management and make a follow up on action taken
- Involved in determining adequacy and effectiveness of internal control system
- Carry out investigations in the irregularities identified or reported in audit reports and safeguarding of county assets
- Cascading of Performance appraisal systems (PAS) and monitoring performance including preparation of quarterly and annual PAS reports for the directorate.

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**Requirements and skills:**

- Must be a Kenyan Citizen
- Bachelor's Degree in Commerce, Accounting, Economics, ICT, Engineering, Finance or other relevant and equivalent qualifications from a recognized institution.
- Certified Internal Auditor Part 2, Certified Public Accountant (CPA) Part II or equivalent professional qualification.
- Certificate in the relevant computer applications from a recognized institution.
- Be a holder of a bachelor's degree in Business Administration with Finance, Accounting or Commerce and or any other relevant field from a university which is recognized in Kenya
- Have the ability to work promptly using IFMIS
- Knowledge of the Public Finance Management Act (PFMA)
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Article 10 and 232 of the constitution of Kenya (2010),
- Must satisfy the requirements of Chapter six of the constitution of Kenya (2010),

**9. CITY PROJECT ACCOUNTANT - Job Group "K" - 1 post**

**Terms of Service**

3 years' contract - Renewable

**Duties and Responsibilities:**

- Promoting the preparation and realization of the County Integrated Development Plan (CIDP), Annual Development plan (ADP), CBROP, CFSP, and other County planning documents,
- Monitor Balance sheet and Income Statement account movements and ensuring that they reflect the correct balances and all relevant account reconciliations are performed and corrective actions taken in time,
- Preparation of books of accounts,
- Preparation of project reports,
- Compilation of monthly statutory and compliance reports,
- Prepare the management accounting reports for the accounting functions responsible for to assist in decision making for the section,
- Certify and verify returns, documents, vouchers and authorize the payments as required by the county accounting policies and procedures
- Prepare requisite schedules for the annual audit,
- Ensure major supplier reconciliations and payment of duties on time to ensure the county is compliant to the relevant legislations
- Monitor expenditure against the budget and processing vouchers including project files,

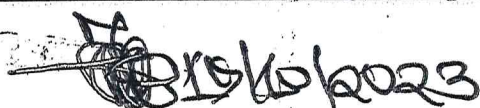


- Advise project leads on possibilities and constraints to save on costs overruns by ensuring projects are delivered on time as agreed,
- Preparation of cash transactions and monitor bank balances and reconciliations to ensure resources are utilized according to the county plans,
- Preparation of financial reports to ensure the county is compliant to the financial reporting standards as required by the legislations,
- Liaise with external auditors to facilitate audit of final accounts and ensure that any audit queries/recommendations are adequately addressed.
- Ensure monthly/quarterly financial reports are prepared including on the status of project activities.
- Reviewing budget proposals in line with adopted budget policy statement and recommended appropriate amendments,
- Undertaking project financial risk assessment and recommend appropriate measures,
- Preparation of responses to financial queries from to internal and external authorities and other oversight agencies including the County and National Assembly.
- Ensuring effective and efficient utilization of the departments financial and non-financial resources,
- Cascading of Performance appraisal systems (PAS) and monitoring performance including preparation of quarterly and annual PAS reports for the directorate,

**Requirements and skills:**

- Must be a Kenyan Citizen
- Must have membership to professional bodies (e.g., ICPAK, ACCA etc.)
- Be a holder of a bachelor's degree in Business Administration with Finance, Accounting or Commerce and or any other relevant field from a university which is recognized in Kenya
- Have the ability to work promptly using IFMIS
- Knowledge of the Public Finance Management Act (PFMA)
- Have capacity to work under pressure, with minimum supervision and meet tight deadlines,
- Have the ability to work in a multi-ethnic and multi-cultural environment and have respect to diversity,
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Article 10 and 232 of the constitution of Kenya (2010),
- Must satisfy the requirements of Chapter six of the constitution of Kenya (2010),

**10. CITY HEAD OF LEGAL SERVICES - Job Group "Q" - 1 post**

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**Terms of Service**     3 years' contract

***Duties and Responsibilities:***

- Organize, coordinate and manage administrative and legal functions of the Office;
- Conduct all cases, including appeals or petitions on behalf of the City department;
- Advise the County Government on all matters relating to the Human Resource matters, Constitution, National Legislations, County Legislations, international law and human rights;
- Liaison between the County Attorney's office and other Government agencies on legal matters for proper resolutions on litigations arising;
- Representing City department in court or in any other legal proceedings to which the City is a party, other than criminal proceedings;
- Shall advise City on legislative and other legal matters;
- Preparing legal opinions and reports to the City Board
- Ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity.
- Organizing stakeholder consultations and engagement.
- Developing proposals for reform on emerging legal issues and ensuring proper advisory to the City Management.
- Preparing gazette documents and ensuring approval is done by the relevant authorities and following up on timely gazettements.
- Implementation and realization of strategic plans and objectives with respect to the legal function.
- Cascading of Performance appraisal systems (PAS) and monitoring performance including preparation of quarterly and annual PAS reports for the directorate,

**Requirements and skills:**

- Must be a Kenyan Citizen
- Bachelor of Laws (L.L.B) degree from a recognized university.
- Postgraduate Diploma in Legal Studies from the Kenya School of Law.
- Master's degree in Law or any other relevant social science from a recognized university will be an added advantage.
- Skills in Policy drafting and development, Legal analysis, Dispute resolution and arbitration, Judicial processes and litigation
- Shown merit and ability as reflected in work performance and results.
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Article 10 and 232 of the constitution of Kenya (2010),
- Must satisfy the requirements of Chapter six of the constitution of Kenya (2010),

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**11. CITY HEAD OF INFORMATION, COMMUNICATION & TECHNOLOGY  
(ICT) - Job Group "Q" - 1 post**

***Terms of Service***

3 years' contract – Renewable

***Duties and Responsibilities:***

- Advise and guide the City department on ICT policy, strategy and implementation of ICT projects in compliance with national and county legal and regulatory requirements;
- Implement county and national ICT policy and E-Government master plan;
- Oversee the implementation and maintenance of ICT infrastructure in line with ICT growth, plans and changing business requirement or technology advancement;
- Implementation of recommendation contained in the ICT transformative road map that is anchored in the county Integrated Development Plan (CIDP);
- Development and maintenance of the computerized information system and IT infrastructure
- Provide effective technical support in the maintenance of ICT systems and equipment and ensure they are always in good working conditions;
- Oversee Installation and configuration of Local Area Network and Wide Area network
- Provide consulting services on automation of internal processes for city services in liaison with users in order to provide enhanced operational efficiency and effectiveness in service delivery;
- Ensure verification, validation and certification of ICT equipment before commissioning;
- Manage and provide oversight for implementation of any ICT strategy and disaster recovery plans that minimize the risk of data loss and breach of privacy of county information data base;
- Support the management of GIS infrastructure in the county and the satellite equipment at City department,
- Cascading of Performance appraisal systems (PAS) and monitoring performance including preparation of quarterly and annual PAS reports for the directorate;
- Overseeing the process of configuration repair and maintenance of information Communication Technology equipment and associated peripherals;
- Manage ICT centers, innovation hubs and other related installations throughout the county.

***Requirements and skills:***

- Must be a Kenyan Citizen
- Must have served in senior management position for a minimum period of three (3) years in the Public Service or Public Sector;



- Bachelor's degree in Computer Science, Information Communication Technology or related field from a recognized institution;
- Master's degree in Computer Science, Information Communication Technology or related field from a recognized institution will be added advantage;
- Professional certification such as Certified Computer Network Professional (CCNP), CCNA, MCSE, MCSA, MCSD, Oracle Certified Database administrator OCDBA, Microsoft Certified Database Administrator MCDBA or their equivalent qualification from a recognized institution;
- Member of the ICT professional body;
- Profession certification such as Certified Computer Network
- Demonstrated merit and ability as reflected in work performance and results.
- Demonstrate a thorough understanding for national goals, policies, objectives and the ability to relate them to the ICT & E-Government function.
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Article 10 and 232 of the constitution of Kenya (2010),
- Must satisfy the requirements of Chapter six of the constitution of Kenya (2010),

## **12. CITY HEAD OF INSPECTORATE - Job Group "Q" - 1 post**

### ***Terms of Service***

3 years' contract – Renewable

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

- Coordinating the implementation of policies, guidelines plan, and strategies on enforcement of law and order within City jurisdiction.
- Enforcing of County laws and other relevant Acts relating to city management.
- Giving evidence in court on behalf of the City Department on enforcement matters.
- Coordinating training and development of enforcement officers.
- Coordinating the implementation of enforcement budget preparation.
- Coordinating performance management and preparation of annual work plans for the Directorate.
- Liaising with other law enforcement agencies on matters pertaining to security in the city.
- Making recommendations to the City Manager on intelligence reports.
- Conducting internal investigations, preparing investigation reports, and liaising with external investigation agencies (where applicable).

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- Providing leadership for effective operations and management of the Enforcement Directorate.
- Cascading of Performance appraisal systems (PAS) and monitoring performance including preparation of quarterly and annual PAS reports for the directorate.

**Requirements and skills:**

- Must be a Kenyan Citizen
- Bachelor's Degree in any of the following disciplines: Computer science, Information Communication Technology (ICT), Information technology, or its equivalent from a recognized Institution.
- Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution.
- Certificate in specialized training in Investigation Skills from a recognized institution is an added advantage.
- Demonstrated merit and ability as reflected in work performance and results.
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Article 10 and 232 of the constitution of Kenya (2010),
- Must satisfy the requirements of Chapter six of the constitution of Kenya (2010),

**13. CITY HEAD OF RISK MANAGEMENT, MONITORING & EVALUATION  
- Job Group "P" 1 post**

***Terms of Service***

3 years' contract - Renewable

***Duties and Responsibilities:***

- Develop and manage the implementation of a sound program M&E Plan.
- Adopt and Implement the County's Monitoring and Evaluation system and use it daily for effective reporting and resource utilization
- Coordinate routine monitoring and annual monitoring survey processes, leading the contracting of external support (consultants, firms) when required,
- Coordinate with donor processes for program baseline and final evaluations, routine monitoring, and ad hoc assessments or evaluations as needed.
- Lead, or contribute to, data quality assurance mechanisms throughout the life of the award.
- Promote evidence-based decision-making among the program's senior management team, ensuring that evidence from the program's M&E system is used in collaborating, learning and adapting processes.

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- Supervise the program's M&E team, providing training, mentoring and coaching to team members as required while ensuring high performance.
- Participate in annual project planning, review and reporting, and ad hoc program reports.
- Participate in different Monitoring, Evaluation, Accountability and Learning related forums bringing together similar governmental organizations,
- Organize a Community of Practices and/or other learning platforms to enhance cross-project and organizational experience sharing and learning.
- Cascading of Performance appraisal systems (PAS) and monitoring performance including preparation of quarterly and annual PAS reports for the directorate,

**Requirements and skills:**

- Must be a Kenyan Citizen
- A bachelor's degree preferably in Business Administration, Economics, Project management, Monitoring and evaluation or a related field.
- Master's degree in a quantitative field (economics, statistics, public health, applied sociology, etc.) with significant training in quantitative methods plus five plus years of relevant work experience.
- Specific technical expertise in monitoring, evaluation, and learning as it pertains to Disaster Risk Management, climate change, and resilience programming. Knowledge of County Government M&E requirements is an added advantage
- Excellent written communication and presentation skills.
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Article 10 and 232 of the constitution of Kenya (2010),
- Must satisfy the requirements of Chapter six of the constitution of Kenya (2010),

**14. CITY HEAD OF PROJECTS AND DISASTER MANAGEMENT - Job Group "P" 1 post**

**Terms of Service -** 3 years' contract – Renewable

**Duties and Responsibilities:**

- Provides strategic leadership and technical, operational, financial and managerial leadership for successful implementation of projects
- Oversees all project implementation related to project management, including monitoring and reporting, financials transactions, execution of project plans and performance



- Ensure quality output of the City Projects by maintaining oversight on implementation of program activities and promote positive donor relations
- Collaborate with relevant County government ministries and communities to ensure winning stakeholders' commitment to project implementation and completion
- Ensure the building of strong linkages and partnerships with participating communities within city.
- Participate and co-organize meetings, advocacy forums and workshops with participants, communities, and key stakeholders at all levels
- Prepare timely reports and communication products in liaison with the technical project team.
- Ensures projects deliver specified results and meet quality expectations
- Participate in annual project planning, review and reporting, and ensures projects are delivered specified results and meet quality expectations
- Cascading of Performance appraisal systems (PAS) and monitoring performance including preparation of quarterly and annual PAS reports for the directorate.
- Makes sure projects are aligned with overall strategic goals and objectives of the organization and, if not, revises plan to make them so
- Supervise the implementation of projects within project budgets
- Regularly updates clients, stakeholders and executives with reports on the progress and performance of projects
- Identify and mitigate project risk to avoid delays, cost overruns or project liabilities
- Ensure compliance to internal processes such as annual planning, mid-term reviews, annual reporting, strategic planning and reviewing and other organization wide initiatives through the effective leadership and coordination with country teams and regional management teams.
- Project appraisal, assessment, monitoring and evaluation

**Requirements and skills:**

- Must be a Kenyan Citizen
- A Bachelor's degree in Social Sciences, Community Development, Public Health, Project Management, Monitoring & Evaluation
- Certification on Project management or Monitoring and evaluation will be an added advantage
- Experience managing, designing, implementing and evaluating multiple projects
- Demonstrate experience in preparing funding proposals for a range of donors
- Commitment and ability to foster and support capacity building in own staff and of national partners, including experience of managing teams across different sites

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- Strong interpersonal skills with the ability to influence, communicate and negotiate with a wide range of people and organizations at all levels with tact, diplomacy and sensitivity to cultural differences
- Ability to prepare and monitor budgets and accounts
- Specific technical expertise in monitoring, evaluation, and learning as it pertains to Disaster Risk Management, climate change, and resilience programming. Knowledge of County Government M&E requirements is an added advantage
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Article 10 and 232 of the constitution of Kenya (2010),
- Must satisfy the requirements of Chapter six of the constitution of Kenya (2010)

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