



LAMU COUNTY GOVERNMENT

County Public Service Board



JOB VACANCIES

The Lamu County Public Service Board wishes to recruit competent and qualified persons to fill the below positions as per Section 59 of the County Government Act.

**COUNTY CHIEF OFFICER FOR
FISHERIES, BLUE ECONOMY, LIVESTOCK
AND CO-OPERATIVES DEVELOPMENT**
'CPSB 02' (1 Post)
REF: LCPSB/ADV/2023-2024/65
Terms of Service: Two (2) Years Contract
(Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidates MUST:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have Bachelor's Degree in a relevant field from a University recognized in Kenya;
- iii. Have ten (10) years' general experience out of which five (5) years' experience should be in a managerial position in Public or Private Sector;
- iv. Be conversant with the provision of the Constitution of Kenya and all the devolution laws;
- v. Be a strategic thinker and result oriented;
- vi. Demonstrate understanding of County Development objectives and Vision 2030;
- vii. Have good communication, organizational and interpersonal skills;
- viii. Have capacity to work under pressure and to meet timelines;

- ix. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- x. Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya;
- xi. Be computer literate.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. The Chief Officer shall be the Accounting and Authorized Officer in a specific County Department in respect of exercise of delegated power.
- ii. The Chief Officer shall be the Authorized Officer in the County Department and shall be responsible to the respective County Executive Committee Member for the administration of the County Department as provided under Section 46 of the County Governments Act, 2012.
- iii. Formulation and implementation of effective programs to attain Vision 2030 and Sector Goals;



- iv. Development and implementation of Strategic Plans and Sector Development Plans;
- v. Implementation of Policies and Regulations;
- vi. Providing strategic policy direction for effective service delivery;
- vii. Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- viii. Performing any other duties as may be assigned.

**DIRECTOR OF HUMAN RESOURCE
MANAGEMENT AND DEVELOPMENT**
 'CPSB 03' (1 Post)
 REF: LCPSB/ADV/2023-2024/66
 Terms of Service: Three (3) Years Contract
 (Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidates MUST:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have relevant working experience of not less than eight (8) years in Human Resource or its equivalent and relevant position in the Public Service;
- iii. Have Bachelors degree in Social Sciences such as Sociology, Public/Business Administration, Human Resource Management, or any other relevant and equivalent qualification from a recognized Institution;
- iv. Have Master's degree in the relevant field from a recognized Institution;
- v. Have attended a Strategic Leadership Development course lasting not less than six (6) weeks from a recognized Institution;
- vi. Have a certificate of Certified Human Resource (CHRP-K)

- vii. Be a registered member with the Institute of Human Resource Management (IHRM);
- viii. Demonstrate a thorough understanding of National goals, policies and development objectives and ability to transform them into Human Resource Management and Development policies and programmes;
- ix. Demonstrate a thorough understanding of relevant legislation, best practices and emerging issues in Human Resource Management and Development;
- x. Have Certificate in Computer Applications; and
- xi. Have Shown merit and ability as reflected in work performance and results.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to articulate, interpret and implement National and International Policies and Development Goals.
- ii. Organizational, conceptual and analytical, managerial and decisive skills.
- iii. Creativity and innovation.
- iv. Technical problem solving.
- v. Resource management skills.
- vi. Interpersonal and communication skills.
- vii. Integrity and commitment to producing results.
- viii. Leadership, advocacy, relationship building and collaboration, self-drive and initiative to achieve expected results.

Core Skills

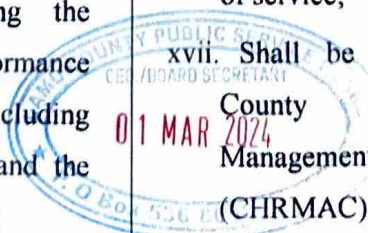
- i. People management
- ii. Financial management

- iii. Policy formulation and implementation
- iv. Planning
- v. Organizing
- vi. Directing
- vii. Controlling
- viii. Coordinating
- ix. Strategy formulation

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Formulating, Implementing and Reviewing Human Resource Management;
- ii. Development of policies, rules and regulations in relation to Human Resource Management;
- iii. Carrying out staff audit, identifying gaps and proposing optimal staffing levels in the County;
- iv. Ensuring correct Interpretation and Implementation of Human Resource Management policies, rules, regulations, labor laws and other relevant statutes;
- v. Establishing and operationalizing of the Human Resource function;
- vi. Ensuring compliance with the Public Service values and principles in the County;
- vii. Setting performance standards and analyzing staffing levels for cadres managed by the County;
- viii. Establishing and Coordinating the implementation of Performance Management Systems, including Performance Appraisal System and the rewards and sanctions framework;
- ix. Identifying the training needs and in liaison with Human Resource Management and Development, designing, planning and ensuring implementation of training that will enhance and broaden skills of Human Resource practitioners in the County;
- x. Planning, organization, co-ordination and administration of all human resource activities within the County;
- xi. Advising the Authorized Officer on the delegated powers and ensuring proper implementation;
- xii. Advising the Authorized Officer on the Professional Human Management standards and ensuring that the standards are maintained in the County Departments;
- xiii. Advising on Succession Management /Human Resource Planning and optimal utilization of Human Resources;
- xiv. Overseeing the development and maintenance of an up-to-date Human Resource Development Database;
- xv. Overseeing the budgeting, fair allocation and optimal utilization of training resources and opportunities
- xvi. Advising the County on career development and initiating development and review of schemes of service;
- xvii. Shall be the Secretary of the County Human Resource Management Advisory Committee (CHRMAC) and adviser on all



Human Resource Technical matters.

xviii. Performing any other relevant duties as may be assigned from time to time.

ASSISTANT DIRECTOR OF ADMINISTRATION

CPSB 05 (1 Post)

REF: LCPSB/ADV/2023-2024/67

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate MUST:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have relevant working experience of not less than eight (8) years or its equivalent and relevant position in the public service;
- iii. Have Bachelor's degree in any of the following disciplines: Public Administration, Business Administration / Management, Community Development or any other Social Science from a recognized institution;
- iv. Have Master's degree in any of the following disciplines: Public Administration, Business Administration / Management, Community Development or any other Social Science from a recognized institution;
- v. Have Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- vii. Have Certificate in computer applications; and
- viii. Have Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Implementing, reviewing and interpreting administrative policies, strategies, procedures and programmes;

- ii. Supervising the general administrative services;
- iii. Implementing public service reforms;
- iv. Facilitating maintenance of infrastructure and facilities;
- v. Coordinating office accommodation; and
- vi. Managing county government assets.

ASSISTANT OFFICE ADMINISTRATOR II

CPSB 10 (1 Post)

REF: LCPSB/ADV/23-24/68

Terms of service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate MUST:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Served in the grade of Assistant Office Administrator III for a minimum period of three (3) years;
- iii. Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education single and group Certificate (BES & GC) from Kenya National Examination Council in the following subjects:

- Shorthand III (minimum 80 w.p.m.);
- Typewriting III (minimum 50 w.p.m) / Computerized Document Processing III;
- Business English III/ Communications II;
- Secretarial Duties II;
- Office Practice II;
- Commerce II;

Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya

- School of Government or any other government training institution; and
- v. Certificate in computer applications skills from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Taking oral dictation
- ii. Word and data processing
- iii. Managing e-office
- iv. Operating office equipment
- v. Handling telephone calls and appointments
- vi. Attending to visitors / clients
- vii. Maintaining an up to date filing system in the office.
- viii. Undertaking any other office administrative services duties that may be assigned.

PLUMBING INSTRUCTOR III (Re-Advertisement)

CPSB 11 (3 Posts)

REF: LCPSB/ADV/23-24/69

Terms of service: Two (2) years contract
(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate MUST have:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent
- iii. Diploma in plumbing or any other relevant qualification from a recognised institution;
- iv. Training of Trainers certificate Course from a recognised institution; and
- v. Certificate in computer applications from a recognised institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approved examining body curriculum in delivering teaching and instituting students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations outlined in curriculum;
- iv. Set assignment regularly and mark them promptly, follow up with student's suggestions for further appropriate improvement in learning;
- v. Ensuring proper care and maintenance of tools and equipment
- vi. Conducting co-curricular activities;
- vii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline and
- viii. Provide guidance and counselling to students to nurture development including spiritual care and make referrals where considered necessary.

FASHION AND DESIGN INSTRUCTOR III

(Re- Advertisement)

CPSB 11 (2 Posts)

REF: LCPSB/ADV/23-24/70

Terms of service: Two (2) years contract
(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate MUST have :

- i. Be a Kenyan citizen (National Identity Card/ Passport);

- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent
- iii. Diploma in Hair Dressing, Clothing, Fashion Design and Textile Technology or relevant qualification from a recognized institution;
- iv. Training of Trainers certificate course from a recognized institution; and
- v. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approved examining body curriculum in delivering teaching and instituting students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations outlined in curriculum;
- iv. Set assignment regularly and mark them promptly, follow - up with student's suggestions for further appropriate improvement in learning;
- v. Ensuring proper care and maintenance of tools and equipment
- vi. Conducting co-curricular activities;
- vii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline and
- viii. Provide guidance and counselling to students to nurture development

including spiritual care and make referrals were considered necessary.

BEAUTY THERAPY INSTRUCTOR III
 (Re- Advertisement)
 CPSB II (1 Post)
 REF: LCPSB/ADV/23-24/71
 Terms of service: Two (2) years contract
 (Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate MUST have:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent
- iii. Diploma in Beauty Therapy equivalent qualification or relevant qualification from a recognized institution;
- iv. Training of Trainers certificate course from a recognized institution; and
- v. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approved examining body curriculum in delivering teaching and instituting students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations outlined in curriculum;
- iv. Set assignment regularly and mark them promptly, follow - up with student's suggestions for further appropriate improvement in learning;

- v. Ensuring proper care and maintenance of tools and equipment
- vi. Conducting co-curricular activities;
- vii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline and
- viii. Provide guidance and counselling to students to nurture development including spiritual care and make referrals were considered necessary.

CARPENTRY & JOINERY INSTRUCTOR III

(Re- Advertisement)

CPSB 11 (1 Post)

REF: LCPSB/ADV/23-24/72

Terms of service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate MUST have:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Diploma in Carpentry and Joinery or equivalent qualification or from a recognized institution;
- iv. Training of Trainers certificate course from a recognized institution; and
- v. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approves examining body curriculum in delivering teaching and instituting students and carrying out trainee assessments;

- iii. Prepare materials to facilitate creative learning and complete demonstrations outlined in curriculum;
- iv. Set assignment regularly and mark them promptly, follow - up with student's suggestions for further appropriate improvement in learning;
- v. Ensuring proper care and maintenance of tools and equipment
- vi. Conducting co-curricular activities;
- vii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline and
- viii. Provide guidance and counselling to students to nurture development including spiritual care and make referrals were considered necessary.

VESSEL REPAIR AND MAINTENANCE INSTRUCTOR III (Re – Advertisement)

CPSB 11 (1 Post)

REF: LCPSB/ADV/23-24/73

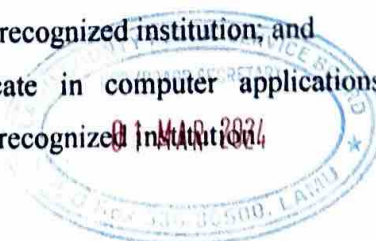
Terms of service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate MUST have:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent
- iii. Diploma in Vessel repair and maintenance or relevant qualification from a recognized institution;
- iv. Training of Trainers certificate course from a recognized institution; and
- v. Certificate in computer applications from a recognized institution.



DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approved examining body curriculum in delivering teaching and instituting students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations outlined in curriculum;
- iv. Set assignment regularly and mark them promptly, follow - up with student's suggestions for further appropriate improvement in learning;
- v. Ensuring proper care and maintenance of tools and equipment
- vi. Conducting co-curricular activities;
- vii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline and
- viii. Provide guidance and counselling to students to nurture development including spiritual care and make referrals where considered necessary.

HOW TO APPLY

Qualified and interested candidates should download and dully fill job application form provided on our website www.lamu.go.ke /www.lamu-cpsb.org together with required documents and send to;

The Secretary
Lamu County Public Service Board
P.O.Box 536-80500
Lamu.

Applicants must attach photocopies of the following documents:

1. National Identity Card
2. Academic: Professional Certificates and Testimonials.
3. Any other relevant supporting documents

Important information

- The applications should reach the County Public Service Board on or before **25th March, 2024**
- Those with Degrees from foreign Universities should attach proof of accreditation from the Commission for University Education
- Only shortlisted candidates will be contacted
- Canvassing in any form will lead to automatic disqualification.
- Youth, Women and persons with special needs are encouraged to apply.

