

REPUBLIC OF KENYA  
COUNTY GOVERNMENT OF TURKANA



COUNTY PUBLIC SERVICE BOARD

Turkana County Public Service Board invites applications from competent and qualified persons to fill the following advertised positions:

REF: TUR/ CPSB/093/2024/2025: COUNTY CHIEF OFFICER -, JOB GROUP 'S', 1 POST

**Terms of Service: Contract**

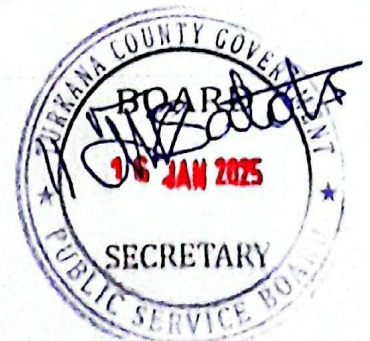
**Duties and Responsibilities:**

Reporting to the respective County Executive Committee Member, the Officer will be the Accounting and Authorized Officer for the Department and will also be responsible for the following:

- i) General administration and coordination of the respective County Department.
- ii) Development, implementation and review of policies, Sector Plans and Budgets.
- iii) Overseeing management of Departmental resources, preparation of budget estimates, annual work plans and Programmes.
- iv) Formulation and implementation of effective programs aligned to County visions and sector goals
- v) Implementation and monitoring of the Performance Management system.
- vi) Organizing and coordinating consultative forums with Stakeholders
- vii) Promotion of National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- viii) Ensure effective service delivery through implementation of laid out policies and regulations.
  - a. Knowledge and understanding of Public Procurement Regulations and Guidelines
  - b. Knowledge and understanding of Public Finance Management and controls
  - c. Knowledge and understanding of Human Resource Management in Public Sector
- ix) Any other duties as may be assigned from time to time.

**Requirements for Appointment: -**

- a) Be a Kenyan Citizen
- b) Be in possession of a first degree in a relevant field from a university recognized in Kenya and a Master's degree in a relevant field will be an added advantage.
- c) Have relevant knowledge and experience of not less than seven (7) years in a Senior Management position in Public Service or Private Sector.
- d) Demonstrate understanding of Devolved Governance.



- e) Be a strategic and result oriented individual and able to work under pressure to meet strict deadlines.
- f) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- g) Have knowledge and experience in Programme Based Budgeting, Planning and Financial analysis.
- h) Demonstrate thorough understanding of County development objectives and Kenya Vision 2030.
- i) Have Effective Communication Skills and a Master's degree in a relevant field will be an added advantage.

**REF: TUR/ CPSB/094/2024/2025: DEPUTY DIRECTOR PHYSICAL PLANNING -,  
JOB GROUP 'Q', 2 POST**

### **Terms of Service: Contract – 3 Years**

#### **Duties and responsibilities**

- i. Initiating, preparing and monitoring the implementation of county and local physical and land use development plans.
- ii. Providing advice on development application and development control matters.
- iii. Implementation and providing feedback on physical and land use planning guidelines and standards.
- iv. Managing physical and land use data.
- v. Preparing action plans for specific projects such as residential housing schemes, shopping centres, industrial estates and recreational facilities.
- vi. Undertaking thematic regional studies on matters relating to physical and land use planning.
- vii. Preparing annual state of physical planning reports on county and local physical and land use development plans.
- viii. Set agenda and convene physical planning liaison committee meeting.
- ix. Keeping records of deliberations and communicate decisions of the physical planning liaison committee.
- x. Any other duty that may be allocated by the supervisor.

#### **For appointment to this grade, an officer must:**

- i. Have bachelor's degree in any of the following disciplines: urban and regional planning, urban planning or town planning or equivalent from a university recognized in Kenya.
- ii. Be registered by the Kenya physical planner's registration Authority (KPPRA).
- iii. Be a cooperate member of the Kenya institute of planners or architectural association of Kenya (Town planning chapter).
- iv. Have relevant knowledge and experience of not less than six (6) years in the professional field.
- v. A senior management course lasting not less than less four (4) weeks from a recognized institution will be an added advantage.
- vi. Have a certificate in computer application skills from a recognized institution



- vii. Have demonstrated merit and shown ability as reflected in work performance and results.
- viii. Be proficient in computer skills.

**REF: TUR/ CPSB/095/2024/2025: DIRECTOR – INTERNAL TRADE -, JOB GROUP 'R', 1 POST**

**Terms of Service: Contract – 3 Years**

**Duties and Responsibilities:**

**For appointment to this grade, a candidate must have:-**

- (i) Served for a minimum period of five (5) years, one (1) of which should be in the grade of Assistant Director, Internal Trade, and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) A Bachelors Degree in any of the following disciplines; Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics, International Trade/Business/Business Relations or equivalent qualification from a university recognized in Kenya;
- (iii) A Master's degree in any of the following disciplines; Commerce, Marketing, Business Administration, Business Management, Business & Information Technology, Entrepreneurship, Trade Law, Economics or International Trade, Business/Relations or equivalent from a university recognized in Kenya will be an added advantage;
- (iv) Demonstrated a thorough understanding of national goals, policies and development objectives and the ability to translate them into trade development programmes and projects.

**Duties and Responsibilities:**

The Director, Internal Trade will be responsible to the County Chief Officer, for the overall, management and administration of the Internal Trade Department. Specific duties and responsibilities include: -

- (i) Formulating and overseeing implementation of domestic policies;
- (ii) Assessing the impact of regional and multi-lateral trade policies on trade and investment on the business environment;
- (iii) Analyzing trade policy and the impact of regulatory instruments on the business environment;
- (iv) Overseeing trade and investment promotion activities through trade fairs and exhibitions;
- (v) Facilitating the growth, development and graduation of Micro, Small and Medium Enterprises (MSMEs);
- (vi) Directing policies, strategies and programmes on e-commerce and overseeing the establishment of business information and solution centers;
- (vii) Coordinating activities of public private sector partnership for trade development
- (viii) Overseeing formulation of value chain to increase efficiency by promoting the development of wholesome hubs, wholesome markets and tier I retail markets and the management of joint Loan Board (JLB) Scheme;
- (ix) Coordinating research and markets intelligence for domestic trade development;



- (x) Overseeing training and extension services and providing consultancy services on internal trade issues; and
- (xi) Overseeing human resource, financial and asset management issues of the department and Institution operational accountability.

### HOW TO APPLY

Written applications, CV's, copies of Certificates, Testimonials and Identity Card should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**The Secretary,  
Turkana County Public Service Board,  
P.O. BOX 05, Lodwar, – 30500.**

### OR

Delivered by hand at the reception desk at Turkana County Public Service Board Offices located along Nawoitrong road opposite Lodwar Club located off Kitale –Lodwar highway so as to reach the undersigned on or before **Friday 24<sup>th</sup> January, 2025** by 5.00pm (East African Time).

#### **Important information to all candidates;**

- ❖ Only shortlisted candidates will be contacted
- ❖ Candidates with foreign certificates should seek for *equation certification* from Commission of University Education
- ❖ Any form of canvassing or lobbying will lead to automatic disqualification

**N/B Youth, Women and Persons Living with disability (PWDs) are encouraged to apply.**

