

# SAMBURU COUNTY GOVERNMENT



## COUNTY PUBLIC SERVICE BOARD

Next to IEBC Offices along Maralal-Baragoi road. P.O.Box 3-20600, Maralal-Kenya.

Email: cpsb@samburu.go.ke, website: www.samburu.go.ke

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### ADVERTISEMENT

The Samburu County Public Service Board invites applications from qualified Persons to fill the following vacant Positions in the County Government of Samburu:-

#### A. DEPARTMENT OF MEDICAL SERVICES, PUBLIC HEALTH AND SANITATION

##### 1. GENERAL SURGEON, JOB GROUP CPSB 04 (1 POST)

##### DUTIES AND RESPONSIBILITIES

- i. Undertaking general diagnosis, care, treatment, and rehabilitation of Patients.
- ii. Carrying out specialized Clinical care.
- iii. Providing Clinical services to Patients.
- iv. Training, consulting, and performing surgeries in various Health Facilities.

##### REQUIREMENTS FOR APPOINTMENT

- i. Bachelor of Medicine and Bachelor of Surgery (MB.ChB) Degree.
- ii. Master's Degree in the relevant field.
- iii. Certificate of Registration by the Medical Practitioners and Dentists Board.
- iv. Valid Practicing License.
- v. Certificate in Computer Application Skills.
- vi. Demonstrated professional competence and managerial capability.

**Terms of Service: Permanent and Pensionable**



## **2. PHYSICIAN, JOB GROUP CPSB 04 (1 POST)**

### **DUTIES AND RESPONSIBILITIES**

- i. Provide specialized medical services in internal medicine.
- ii. Offer mentorship and guidance to Junior Medical Staff.
- iii. Participate in the development and implementation of Health Policies and Programs.
- iv. Ensure adherence to Medical Protocols and Standards.

### **REQUIREMENTS FOR APPOINTMENT**

- i. Bachelor of Medicine and Bachelor of Surgery (MBChB) Degree from a recognized Institution.
- ii. Master's Degree in Internal Medicine or equivalent qualification from a recognized University.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
- iv. Valid Practicing License.
- v. At least three (3) years of relevant work experience.

**Terms of Service: Permanent and Pensionable**

## **3. MEDICAL SPECIALIST (I) (OBSTETRICS/GYNECOLOGY), JOB GROUP CPSB 04 (1 POST)**

### **DUTIES AND RESPONSIBILITIES**

- i. Reviewing Patients and instructing in writing all the recommendations.
- ii. Diagnosing, investigating, treating and Patient documentation.
- iii. Disseminating information for Health care.
- iv. Conducting weekly Clinics and Theatre days.
- v. Responding to Intern calls.
- vi. Training, supervising and mentoring (Family Physicians' Interns) and Students.
- vii. Performing emergency surgeries.
- viii. Undertaking medical legal duties.
- ix. Undertaking medical examinations.
- x. Preparing Medical Board Proceedings.
- xi. Carrying out Community diagnosis, care and treatment.





- xii. Ensuring data and information is collected, transmitted and utilized to benefit the Customer and Service Provider.
- xiii. Conducting disease surveillance, prevention and control and
- xiv. Carrying out Health Education and promotion and preparing Medical reports.

#### **REQUIREMENTS FOR APPOINTMENT**

- i. Be a Kenyan Citizen.
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B. Ch. B) Degree from an Institution recognized by Medical Practitioners and Dentists Board.  
Masters Degree in Obstetrics and Gynecology.
- iii. Valid Practicing License from Medical Practitioners and Dentists Board.
- iv. At least on year post specialization working experience.
- v. Registration Certificate by the Medical Practitioners and Dentist Board.
- vi. Have a Certificate in Computer proficiency from a recognized Institution.

**Terms of Service: Permanent and Pensionable**

#### **4. MEDICAL OFFICERS, JOB GROUP CPSB 07 (6 POSTS)**

##### **DUTIES AND RESPONSIBILITIES**

- i. Diagnosing, caring and treating diseases.
- ii. Performing Medical and Surgical Procedures.
- iii. Preparing and responding to emergencies and disasters.
- iv. Participating in Management of Medicines Medical instruments and equipment.
- v. Providing Health Education.
- vi. Maintaining medical records, Health Information and Data.
- vii. Teaching and Coaching Medical students, Nursing students and Clinical Officers Interns.

#### **REQUIREMENTS FOR APPOINTMENT**

- i. Must be a Kenyan Citizen.
- ii. Be a holder of Bachelor of Medicine and Bachelor of Surgery (MB. ChB. or MD) from a recognized University.
- iii. Have successfully completed one-year Internship from a recognized Institution.



- iv Be Registered with Medical Practitioners and Dentist Board.
- v Have a Certificate in Computer proficiency from a recognized Institution.

**Terms of Service: Permanent and Pensionable**

**5. REGISTERED CLINICAL OFFICER (ANESTHETISTS), JOB GROUP CPSB 09  
(3 POSTS)**

**DUTIES AND RESPONSIBILITIES**

- i. Taking Medical history.
- ii. Examining, diagnosing and treating patients' common ailments at an Outpatient or Inpatient Health Facility.
- iii. Guiding and Counseling Patients, Clients and Staff on Health issues.
- iv. Assessing, preparing and presenting Medical Legal Reports.
- v. Organizing Health Management Teams and convening Health Management Committee Meetings.
- vi. Carrying out minor surgical procedures as per Training Skills and collecting and compiling clinical data.
- vii. Pre-operative preparations of Patients for Surgery.
- viii. Administering general Anesthesia to Patients prior to medical procedures and reverse the situation.
- ix. Monitoring, evaluating, overseeing and providing continuous assessment of Patient before, during and after surgery.
- x. Participating in management of all Patients in ICU.
- xi. Preparing anesthetic plans and mentor and train Students and other Staff in the Hospital.
- xii. Performing any other duty that may be assigned by the Supervisor.

**REQUIREMENTS FOR APPOINTMENT**

- i. Diploma in Clinical Medicine from the Kenya Medical Training College.
- ii. Have Higher Diploma in Anesthesia from a recognized Institution.
- iii. Be registered by the Clinical Officers' Council of Kenya.
- iv. Valid Practicing License.





- v. Must be a Registered Member of National Association of Clinical Officers Anesthetists – Kenya (NACOA –K)
- vi. Computer skills will be added advantage.
- vii. At least one-year experience in a busy Hospital.

**Terms of Service: Permanent and Pensionable**

**6. KENYA REGISTERED COMMUNITY HEALTH NURSE, (KRCHN) DEGREE LEVEL, JOB GROUP CPSB 09 (1 POST)**

**DUTIES AND RESPONSIBILITIES**

- i. Providing holistic care by carrying out risk identification and assessment of an Individual throughout the lifespan.
- ii. Assessing, formulating, planning and implementing evidence-based nursing care for Client/Patient.
- iii. Provide exceptional nursing care to Patients in accordance with Hospital Policies and Protocols.
- iv. Administer medications and treatments as prescribed by Physicians.
- v. Monitor Patient progress and document observations accurately.
- vi. Educate Patients and families about Health conditions, treatments, and preventive measures.
- vii. Conducting Community Health Risk Assessment and providing outcome-based interventions.
- viii. Documenting interventions, nursing outcomes and report writing.
- ix. Maintain a safe and hygienic environment in Patient care areas.
- x. Collaborate with other healthcare Professionals to ensure comprehensive Patient care.
- xi. Handle emergency situations promptly and effectively.
- xii. Ensure compliance with Infection Prevention and Control Standards.
- xiii. Participate in continuous Professional Development and Training Sessions.
- xiv. Contribute to the improvement of nursing care services through feedback and innovation.

**REQUIREMENTS FOR APPOINTMENT**

- i. Bachelor of Science in Nursing (KRCHN) from a recognized Institution.
- ii. Registration Certificate issued by the Nursing Council of Kenya.





- iii. Valid Nursing Council of Kenya License.
- iv. At least 2 years of Clinical experience in a Hospital setting.
- v. Certificate in Computer application skills from a recognized Institution
- vi. Experience in specialized areas such as Maternity, Pediatrics, or Critical care will be an added advantage.

**Terms of Service: Permanent and Pensionable**

## **7. KENYA REGISTERED COMMUNITY HEALTH NURSE (KRCHN), DIPLOMA LEVEL JOB GROUP CPSB 11 (5 POSTS)**

### **DUTIES AND RESPONSIBILITIES**

- i. Provide exceptional nursing care to Patients in accordance with Hospital Policies and Protocols.
- ii. Administer medications and treatments as prescribed by Physicians.
- iii. Monitor Patient progress and document observations accurately.
- iv. Educate Patients and Families about Health conditions, treatments, and preventive measures.
- v. Maintain a safe and hygienic environment in Patient care areas.
- vi. Collaborate with other Healthcare Professionals to ensure comprehensive Patient care.
- vii. Handle emergency situations promptly and effectively.
- viii. Ensure compliance with infection prevention and control Standards.
- ix. Participate in continuous Professional Development and Training Sessions.
- x. Contribute to the improvement of nursing care services through feedback and innovation.

### **REQUIREMENTS FOR APPOINTMENT**

- i. Diploma in Nursing (KRCHN) or Bachelor of Science in Nursing from a recognized Institution.
- ii. Valid Nursing Council of Kenya License.
- iii. At least 2 years of clinical experience in a Hospital setting.
- iv. Experience in specialized areas such as Maternity, Pediatrics, or Critical care will be an added advantage.

**Terms of Service: Permanent and Pensionable**





**8. KENYA ENROLLED COMMUNITY HEALTH NURSE, JOB GROUP CPSB 12  
(3 POSTS)**

**DUTIES AND RESPONSIBILITIES**

- i. Assessing Patients and Clients and establishing Health Care needs
- ii. Planning and implementing nursing care interventions based on Patients'/Clients' Health needs; providing appropriate Healthcare Service, including immunization, ante-natal care, delivery, referring Patients and Clients appropriately.
- iii. Evaluating Healthcare outcomes on Patients/Clients preparing individualized reports.
- iv. Making appropriate discharge plan for Patients.
- v. Conducting an assessment of School Health needs.
- vi. Planning, implementing interventions, and preparing periodic reports.
- vii. Maintaining records on Patients/Clients Personal and Health condition/care.
- viii. Ensuring a tidy and safe clinical Environment.
- ix. Treating minor ailments.
- x. Performing any other duties that may be assigned by the Supervisor.

**REQUIREMENTS FOR APPOINTMENT**

- i. Certificate in any of the following Disciplines: Kenya Enrolled Nurse.
- ii. Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized Training Institution.
- iii. Enrolment Certificate issued by the Nursing Council of Kenya.
- iv. Valid Practicing License from Nursing Council of Kenya; and
- v. Certificate in Computer Application Skills from a recognized Institution.

**Terms of Service: Permanent and Pensionable**





## **B. WATER, ENVIRONMENT, NATURAL RESOURCES, CLIMATE CHANGE AND ENERGY**

### **1. INSPECTOR WATER ENGINEER, JOB GROUP CPSB 09 (2 POSTS)**

#### **DUTIES AND RESPONSIBILITIES**

- i) Planning and supervising construction works for water supplies and sewerage schemes and ensure that the works are carried out in accordance with the provisions of the contracts
- ii) Compiling operation and maintenance data;
- iii) Supervising water supply operators and artisans.
- iv) Day to day field implementation and Maintenance of water supply infrastructure
- v) Assist in Preparation and execution of annual work plans and activity specific schedules
- vi) Assist in the survey and design of water supply infrastructure, including Hydraulic
- vii) design of the water supply transmission and distribution pipe networks, dams and, irrigation schemes; Water treatment plant, operations buildings and other ancillary facilities; Pump stations; Storage tanks; and Modern water supply office buildings).
- viii) Assist the Water Engineer in the preparation of construction tender documents ( including drafting prequalification document, the conditions of contract, instructions to bidders, bills of quantities, drawings and specifications).
- ix) Assist in the tendering process of water infrastructure projects including but not limited to tender documents preparation, pre bid site visit, clarifications to bidders and bid evaluation.
- x) Capacity building of Communities in water supply project management and sustainability
- xi) Any other duties assigned to him by the Chief Officer, Water Engineer, County Director of Water Services

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment for this Grade, a Candidate must have:-

- i. Be a Kenyan Citizen.
- ii. Possess a Degree in Water/Civil Engineering from a recognized Institution.
- iii. At least five (5) years of experience in the same.
- iv. Good listening and communication skills.





- v. Strong critical thinking and troubleshooting skills.

**Terms of Service: Permanent and Pensionable**

## **2. GROUND WATER INSPECTOR, JOB GROUP CPSB 09 (1 POST)**

### **DUTIES AND RESPONSIBILITIES**

- i. Perform routine boreholes inspection and measurements to establish borehole performance and their efficiency and advice the directorate accordingly.
- ii. Assist the geologist during the hydro-geophysical survey.
- iii. Understand and be able to interpreter the hydro-geophysical survey report during borehole drilling.
- iv. Create daily report, and document the results of borehole performance and maintain organized detailed and update field files.
- v. Boreholes troubleshooting and resolving problems.
- vi. Preparing detailed boreholes works and cost estimates.
- vii. Perform any other duty assigned by the Supervisors.

### **REQUIREMENT FOR APPOINTMENT**

- i. Be a Kenyan Citizen.
- ii. Posse a Degree from a recognized Institution in Ground Water Engineering.
- iii. Have at least three (3) years' experience in Ground Water Activities.
- iv. Show merit and ability as reflected in work performance and results.
- v. Good listening and communication skills.
- vi. Strong records keeping ability.
- vii. Willing to work under pressure.

**Terms of Service: Permanent and Pensionable**

## **3. HYDROGEOLOGIST, JOB GROUP CPSB 09 (1 POST)**

### **DUTIES AND RESPOSIBILITIES**

For appointment post a Candidate must have:-

- i. To investigate ways to ensure that water is safe for Human consumption.
- ii. Help to locate wells/boreholes or inspecting them for safe water.





- iii. To inspect the functions and designs of boreholes/wells.
- iv. Checking the licenses of those who construct boreholes/wells.
- v. Training others to protect ground water.
- vi. Writing laws to protect ground water.
- vii. Oversee the cleanup of contamination and spills.
- viii. To solve challenging contamination problems.

#### **REQUIREMENT FOR APPOINTMENTS**

- i. Possess Bachelor Degree in Geology, Environmental Engineering, Earth Science, Geography or closely related field from a recognized Institution.
- ii. Be a Kenyan Citizen.
- iii. Have at least three (3) years' experience in Water Engineering activities.

**Terms of Service: Permanent and Pensionable**

#### **4. WATER OFFICERS (ASSISTANT WATER ENGINEERS) JOB GROUP CPSB 11 (2 POSTS)**

#### **DUTIES AND RESPOSIBILITIES**

For appointment post a Candidate must have:-

- i. Performance complex, evaluation and appropriate materials and construction process.
- ii. Construction plan, specification and special provision.
- iii. Review drawings and understand the design of the construction that will be used.
- iv. Annual work place.
- v. Monitoring and evaluation of activities and ensure timely reports.

#### **REQUIREMENTS FOR APPOINTMENT**

For appointment for the Grade Candidate must have:-

- i. Be a Kenyan Citizen.
- ii. Possess a Diploma in Water Engineering from Kenya Water Institute (KWI) or equivalent qualification from a recognized Institution.
- iii. Have at least three (3) years' experience in Water Engineering activities.





**Terms of Service: Permanent and Pensionable**

**C. DEPARTMENT OF LANDS, PHYSICAL PLANNING, HOUSING AND URBAN DEVELOPMENT**

**1. MUNICIPAL MANAGER, JOB GROUP CPSB 04 (1 POST)**

**DUTIES AND RESPONSIBILITIES**

The Municipal Manager shall report to the Municipal Board. The Municipal Manager shall be responsible for: -

- i. As provided in the Urban Areas and Cities Act, 2011 and Maralal Municipal Charter, the Municipal Manager shall implement, execute and be responsible to the Municipal Board for managing the affairs of the Municipality.
- ii. Shall be the Secretary of the Board and an Ex- Officio Member of the Board.
- iii. As the Authorized and Accounting Officer of the Board, prepare and present for approval of the Board of the Municipality an annual estimate of revenue and expenditure to fund and carry out the programmes and operations of the Board.
- iv. Ensuring provision of services to Municipality residents as may be delegated by the County Government of Samburu.
- v. Enter into contracts, Partnerships, or Joint Ventures that may facilitate the carrying out of powers and functions of the Municipality.
- vi. Developing and adopting Policies, Plans, Strategies and Programs for efficient running of the Municipality including an Integrated Development Plan.
- vii. On approval by the Board of the Municipality, liaise with the County Public Service Board for the staffing needs, appointment, and removal of Municipality employees in accordance with the County Governments Act.
- viii. Prepare a report on the activities and accomplishment of the Departments and agencies to be transmitted to the Municipal Board, and distributed to the Public annually.
- ix. With the approval of the Board of the Municipality, organize Municipality Departments and administrative structure, exercise supervision over all Departments and agencies of the Municipal Board and provide for the coordination of their activities.
- x. Establish, implement, and monitor performance management systems.





- xi. Be principally responsible for building and maintain strong alliances and effective working relationships between the Municipal Board and the Civil Society, Private Sector and Community Based Organizations among others.
- xii. Implement By-Laws, relevant County and National Policies and
- xiii. Administer Municipality Assets, utilities and Properties.
- xiv. Any other duties as assigned from time to time as directed by the Board.

#### **REQUIREMENT FOR APPOINTMENT**

- i. Be a Kenyan Citizen.
- ii. Holds a Degree from a University recognized in Kenya or its equivalent.
- iii. Possession of a relevant Master's Degree would be an added advantage.
- iv. Has proven experience of not less than ten (10) years in Administration or Management either in the Public or Private Sector, three (3) of which should be at the grade of Assistant Director and above or in comparable and relevant Positions in the wider Public service or in the Private Sector.
- v. Demonstrate high level of competence in Managerial, Leadership, Professional performance and results including supervising of Multi-Disciplinary Professionals and Technical Staff.
- vi. Possession of at least a Senior Management Course program lasting not less than four (4) weeks or its equivalent from a recognized Institution.
- vii. Must be Computer literate and have Certificate in Computer application from a recognized Institution.

**Terms of Service: Contract – Five (5) Years (Renewable Once)**





## 2. GEOSPATIAL DATA OFFICER II, JOB GROUP CPSB 09 (1POST)

### DUTIES AND RESPONSIBILITIES

- i. Receiving, checking, processing, documenting, registering, indexing and preserving of Geospatial Data.
- ii. Collect, process, and manage geospatial and attribute data from various sources such as satellite imagery, GPS, remote sensing, and field surveys.
- iii. Maintain and update geospatial databases and metadata in line with organizational standards.
- iv. Perform spatial analysis to extract meaningful insights and support strategic planning.
- v. Create thematic maps, charts, and visualization products using GIS software (e.g., ArcGIS, QGIS).
- vi. Analyze spatial patterns and relationships to support projects in sectors such as land use planning, infrastructure development, and environmental management.
- vii. Develop and maintain GIS systems and web mapping applications.
- viii. Support the integration of GIS with other information systems.
- ix. Ensure data accuracy, completeness, and integrity through validation and quality control procedures.
- x. Develop and enforce data standards, policies, and best practice
- xi. Prepare technical reports, documentation, and presentations based on geospatial analysis.
- xii. Communicate findings to stakeholders in clear and actionable formats.
- xiii. Train and support other staff in the use of geospatial tools and techniques.
- xiv. Provide technical support to departments or projects that require geospatial inputs.
- xv. Stay updated on emerging GIS technologies, tools, and best practices.
- xvi. Recommend and implement innovative solutions for geospatial data challenges.
- xvii. Work closely with internal departments, government agencies, NGOs, and external partners to share data and collaborate on geospatial initiatives.





## REQUIREMENTS FOR APPOINTMENT

For appointment to this Grade, a Candidate must have:-

- i. Bachelor's Degree in any of the following Disciplines: - Philosophy in Technology (Printing/Geoinformatics/ Geoinformatics and Information Technology), Technology in Geo-Informatics, Technology in Geomatics, Geo-Spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering from a recognized Institution.
- ii. Certificate in Computer Applications.
- iii. Member of the Institute of Surveyors of Kenya.

**Terms of Service: Permanent and Pensionable**

### 3. LAND SURVEY ASSISTANT II, JOB GROUP CPSB 10 (4 POSTS)

#### DUTIES AND RESPONSIBILITIES

This is the entry and Training Grade of this Cadre. An Officer at this level will work under the guidance of a Senior Officer.

- i) Assist in setting up, operating, and maintaining survey equipment (e.g., total stations, GPS/GNSS receivers, levels).
- ii) Collect field data under the supervision of a senior land surveyor or technician.
- iii) Mark physical features and boundaries on the ground based on survey plans.
- iv) Record field measurements and observations accurately.
- v) Assist in processing raw survey data and converting it into usable formats.
- vi) Prepare field notes, sketches, and diagrams as part of survey documentation.
- vii) Support the preparation of survey plans, reports, and maps using GIS or CAD software.
- viii) Support boundary demarcation, re-establishment of property lines, and beaconing exercises.
- ix) Assist in identifying and recording land parcel boundaries and ownership information for registration purposes.
- x) Participate in topographic surveys for infrastructure projects such as roads, drainage systems, and public utilities.
- xi) Help gather terrain data used in design and planning within the county government.
- xii) Maintain survey equipment in good working condition and report any malfunctions.





## REQUIREMENTS FOR APPOINTMENT

For appointment to this Grade a Candidate must have: -

- i. Diploma in Land Surveying from a recognized Institution; and
- ii. Certificate in Computer Applications.

**Terms of Service: Permanent and Pensionable**

## D. DEPARTMENT OF PUBLIC SERVICE MANAGEMENT AND ADMINISTRATION

### 1. PRINCIPAL ADMINISTRATION OFFICER (HEAD OF PROTOCOL), JOB GROUP CPSB 03- 1POST

#### DUTIES AND RESPONSIBILITIES

- i. Planning, managing, documenting and reporting on Government Protocol Services
- ii. Providing Protocol and Public Relations Services and ensure that they are carried out in accordance with National and International Practices.
- iii. Implementing activities and assignments relating to maintaining and enhancing the image of County Government.
- iv. Facilitating movement, accommodation and appointments for County Officials and Guests.
- v. Preparing itineraries and agendas for County Government Officials and Guests.
- vi. Planning Protocol Services during Official events, important meetings and receptions organized by the County Government; and ensure proper etiquette for Official engagements, and streamline interactions with dignitaries and other VIPs.
- vii. Organizing and coordinating all County Government official Events.
- viii. Preparing Guests lists and seating arrangements.
- ix. Coordinating arrangements for press coverage of all County Government Official functions.
- x. Facilitating linkages with other Institutions and Organizations.
- xi. Ensuring efficient and effective communication with Stakeholders and Visitors to the Office of the Governor and /or other County Government Departments.
- xii. Facilitating appointments.
- xiii. Ensuring proper etiquette for Official engagements.
- xiv. Any other duty as may be assigned from time to time





- xv. Performing any other functions as directed by the Director Protocol and or Chief of Staff.

## **REQUIREMENTS FOR APPOINTMENT**

- i. Bachelor's Degree in any of the following fields: - Business Administration, Education, Social sciences, Community Development, Political Science and Public Administration or any other equivalent qualification from a University recognized in Kenya.
- ii. Supervisory Management Course or equivalent.
- iii. Certificate in computer application from a recognized Institution.
- iv. Demonstrated Professional competence and managerial capability as reflected in work performance and results; and
- v. Demonstrated a clear understanding of National Development Policies, Goals and objectives, and ability to integrate them into the Public Service Performance Management Function.

**Terms of Service: Contract**

## **2. DIRECTOR ADMINISTRATION (GENDER ADVISOR) JOB GROUP CPSB 03 (1 POST)**

### **DUTIES AND RESPONSIBILITIES**

- i. Advice on promotion and coordination of gender equality, Women's Empowerment and social development as an integral part of County Development.
- ii. Monitoring trends in Gender affairs both in the County and at the National Level and advising the Governor accordingly.
- iii. Promotion of the role of Women and Youth in County Peace Building and Cohesion.
- iv. Advice in organizing the efforts and activities of vulnerable and marginalised Individuals/families and/or Communities to improve their quality of life through equitable access to resources and opportunities.
- v. Conducting socio-political research to advise on Gender Policy.
- vi. Monitoring and evaluating Gender mainstreaming trends in the County.
- vii. Providing linkage between the Office of the Governor, media and other Stakeholders on Gender matters.
- viii. Apprising the Governor on matters Gender.





- ix. Assisting to develop procedures and strategies for addressing issues of Gender.
- x. Participating in the preparation of Gender Policy Positions and papers as directed by the Governor.
- xi. Any other duties as delegated by the Governor and /or the Chief of Staff.

## **REQUIREMENTS FOR APPOINTMENT**

- i. Bachelor's Degree in any of the following fields: - Business Administration, Education, Social Sciences, Community Development, Public Administration or any other equivalent qualification from a University recognized in Kenya.
- ii. Supervisory Management Course or equivalent.
- iii. Certificate in Computer application from a recognized Institution.
- iv. Demonstrated professional competence and managerial capability as reflected in work performance and results; and
- v. Demonstrated a clear understanding of National Development Policies, Goals and Objectives, and ability to integrate them into the Public Service Performance Management Function.

**Terms of Service: Contract**

### **3. DIRECTOR LIAISON, JOB GROUP CPSB 03 (1 POST)**

#### **DUTIES AND RESPONSIBILITIES**

- i. Maintaining effective collaboration and Partnerships with relevant organs of the National Government, other County Governments, Development Partners, the Private Sector and other Stakeholders.
- ii. Forming and fostering relationships with development Partners, Agencies and External Investor Community.
- iii. Maintain contract list of Partners and Stakeholders.
- iv. Organizing and soliting for participation in National and International trade fairs, Investor conferences and market festivals to promote Samburu County's Cultural heritage, trade, tourism and investment opportunities.
- v. Strengthening Intergovernmental cooperation through meetings and collaborative work.





- vi. Assessing, facilitating and communicating County Development Strategies with External Groups.
- vii. Speaking up during County Government briefings and media conferences.
- viii. Drafting and examining incident reports to improve relationships and resolve communication issues within and outside the County.
- ix. Representing the County Government in a positive and Professional manner.
- x. Any other duties as may be assigned by the Governor from time to time.

#### **REQUIREMENTS FOR APPOINTMENT**

- i. Bachelor's Degree in any of the following fields:- Business Administration, Education, Social Sciences, Community Development, Public Administration or any other equivalent qualification from a University recognized in Kenya.
- ii. Supervisory Management Course or equivalent.
- iii. Certificate in Computer Application from a recognized Institution.
- iv. Demonstrated Professional competence and managerial capability as reflected in work performance and results.
- v. Demonstrated a clear understanding of National Development Policies, Goals and Objectives and ability to integrate them into the Public Service Performance Management Function.

**Terms of Service: Contract**

#### **4. DEPUTY DIRECTOR COMMUNICATION, JOB GROUP CPSB 04 (1 POST)**

##### **DUTIES AND RESPONSIBILITIES**

- i. Dissemination of information to the Public.
- ii. Coordinate Media coverage.
- iii. Undertake Public Communication Research.
- iv. Coordinate Public Engagements.
- v. Upload contents into the County Government Website.
- vi. Ensure proper projection of County Government Image.





## REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan Citizen.
- ii. Bachelor's Degree in any of the following, Mass Communications, Public Relations, Communications Studies, Media Studies, Corporate Communications from a recognized Institution.
- iii. Have relevant knowledge and experience of not less five (5) years in Public Service.
- iv. Demonstrate Professional competence, managerial and administrative capability.
- v. Certificate in Senior Management Programme lasting not less than four (4) weeks from a recognized Institution.
- vi. Certificate in Computer Application Skills.

**Terms of Service: Permanent and Pensionable**

### **5. DEPUTY DIRECTOR PERFORMANCE MANAGEMENT, JOB GROUP CPSB 04 (1 POST)**

#### **DUTIES AND RESPONSIBILITIES**

- i. Developing, implementing and reviewing Policies, Regulations, Statutes, Frameworks and operational guidelines on Performance Management in the Public Service.
- ii. Providing technical support on Performance Management to Departments.
- iii. Developing and reviewing Performance Management tools.
- iv. Undertaking capacity building on Performance Management for Departments.
- v. Developing Norms and Standards in Performance Management for quality control.
- vi. Vetting Performance Contracts for Departments to ensure they are in line with the Performance Contracting Guidelines.
- vii. Identifying thematic areas of research and consultancy on Performance Management.
- viii. Monitoring, evaluating and reporting on implementation of Performance Contracts by Departments.
- ix. Coordinating dissemination of information on Performance Management.
- x. Validating bi-annual and annual reports on implementation of Performance Contracts in the Public Service.
- xi. Any other duty assigned by the Director.





## REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan Citizen.
- ii. Served for a minimum period of three (3) years in the relevant Position in the wider Public Service.
- iii. Bachelor's Degree in any of the following fields: - Economics, Statistics, Mathematics, Economics and Finance, Human Resource Management, Business Administration,
- iv. Education, Sociology, Community Development, Political Science, Law, Public Administration or any other equivalent/relevant qualification from a University recognized in Kenya.
- v. Demonstrated Professional competence, merit, ability and administrative capability as reflected in work performance and results.

**Terms of Service: Permanent and Pensionable**

### **6. DEPUTY DIRECTOR GOVERNOR'S PRESS SERVICE, JOB GROUP CPSB 04 (1 POST)**

#### **DUTIES AND RESPONSIBILITIES**

- i. Development and distribution of press releases and other materials to the Media.
- ii. Coordinating and organizing press teams for prompt and effective coverage of the Governor's functions.
- iii. Drafting speeches and talking notes for the Governor.
- iv. Ensuring delivery of Public Communications services.
- v. Uploading of content onto Government Portal.
- vi. Initiating development of Departmental /Individual Work Plans.
- vii. Any other duties that may be assigned by the Chief of Staff.





## **REQUIREMENTS FOR APPOINTMENT**

- i. Served for a minimum of three (3) years, in a relevant Position in the Wider Public Service.
- ii. Bachelor's Degree in Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies/Science, Photojournalism or equivalent qualifications from a university recognized in Kenya.
- iii. Demonstrated Professional competence and managerial capability as reflected in work performance and results.

**Terms of Office: Contract**

## **7. SENIOR ADMINISTRATIVE OFFICER (PROTOCOL OFFICER II) JOB GROUP CPSB 10 (3 POSTS)**

### **DUTIES AND RESPONSIBILITIES**

- i. Organizing and coordinating Official Events.
- ii. Preparing Guest lists and seating arrangements.
- iii. Coordinating arrangements for press coverage of Official functions.
- iv. Facilitating linkages with other Institutions and Organizations.
- v. Ensuring efficient and effective communication with Stakeholders and Visitors to the Office of the Governor and/or County Government.
- vi. Facilitating appointments.
- vii. Ensuring proper etiquette for official engagements; and
- viii. Perform other duties that may be assigned from time to time by the Director, Governance, Liaison and Communication.

## **REQUIREMENTS FOR APPOINTMENT**

- i. Diploma in any of the following fields: - Business Administration, Education, Social Sciences, Community Development, Public Administration or any other equivalent qualification from a University recognized in Kenya.
- ii. Supervisory Management Course or equivalent.
- iii. Certificate in Computer application from a recognized Institution.
- iv. Demonstrated a clear understanding of National Development Policies.





**Terms of Office: Contract**

**8. SENIOR ADMINISTRATIVE OFFICER (INFORMATION OFFICER) JOB GROUP  
CPSB 10 (2 POSTS)**

**DUTIES AND RESPONSIBILITIES**

- i. Development and distribution of press releases and other materials to the media.
- ii. Coordinating and organizing press teams for prompt and effective coverage of the Governor's functions.
- iii. Drafting speeches and talking notes for the Governor; and
- iv. Any other duties as may be assigned.

**REQUIREMENTS FOR APPOINTMENT**

- i. Diploma in any of the following fields: - Business Administration, Education, Social sciences, Community Development, Public Administration or any other equivalent qualification from a University recognized in Kenya.
- ii. Supervisory Management Course or equivalent.
- iii. Certificate in Computer Application from a recognized Institution.
- iv. Demonstrated a clear understanding of National Development Policies.

**Terms of Office: Contract**

**9. ADMINISTRATION OFFICER III (PROTOCOL OFFICER III) JOB GROUP CPSB  
11 (6 POSTS)**

**DUTIES AND RESPONSIBILITIES**

- i. Organizing and coordinating Official events.
- ii. Preparing Guest lists and seating arrangements.
- iii. Coordinating arrangements for press coverage of Official functions.
- iv. Facilitating linkages with other Institutions and Organizations.
- v. Ensuring efficient and effective communication with Stakeholders and Visitors to the Office of the Governor and/or County Government.
- vi. Ensuring proper etiquette for Official engagements;
- vii. Identify security risks and create safety plans.





- viii. Make and send invitations.
- ix. Perform other duties that may be assigned from time to time by the Head of Protocol.

#### **REQUIREMENTS FOR APPOINTMENT**

- i. Certificate in any of the following fields: - Business Administration, Education, Social Sciences, Community Development, Public Administration or any other equivalent qualification from a University recognized in Kenya.
- ii. Certificate in Computer application from a recognized Institution.

#### **Terms of Office: Contract**

#### **10. FIELD OFFICER, JOB GROUP CPSB 10 (3POSTS)**

#### **DUTIES AND RESPONSIBILITIES**

- i. Monitor key development projects and programmes at the Sub County Level.
- ii. Write progress reports, which include pictorial evidence from the ground and forward to the Head of Governor's Delivery Unit.
- iii. Verification of procedures for quality assurance in line with standards tendered.
- iv. Advise the Head of Governor's Delivery Unit on matters pertaining the Sub-County.
- v. Any other duties that may be assigned by the Director, GSDU.

#### **REQUIREMENTS FOR APPOINTMENT**

- i. Be a Kenyan Citizen.
- ii. Relevant Diploma from a recognized Institution.
- iii. Have relevant knowledge and experience of not less than five (5) years in the Profession.
- iv. Demonstrate Professional competence, managerial and administrative capability and initiative on the General Functions.





## 11. DIRECTOR PERFORMANCE MANAGEMENT, JOB GROUP CPSB 03 (1 POST)

### DUTIES AND RESPONSIBILITIES

- i. Coordinating the development, implementation and review of Policies, Regulations, statutes, frameworks and operational guidelines on Performance Management in the Public Service.
- ii. Providing technical support Performance Management to Departments.
- iii. Coordinating the development, validation and review of Performance Management tools.
- iv. Coordinating capacity building on Performance Management for Departments.
- v. Coordinate development and vetting of Performance Management.
- vi. Overseeing the dissemination of information on Performance Management.
- vii. Coordinating compilation of bi-annual reports on implementation of Performance Contracts.

### REQUIREMENTS FOR APPOINTMENT

- i. Served for a minimum period of three (3) years in a Senior Position or in a comparable and relevant Position in the wider Public Service or Private Sector.
- ii. A Bachelor's Degree in any of the following fields: - Economics, Statistics, Mathematics, Economics and Finance, Human Resource Management, Human Resource Development, Business Administration, Education, Sociology, Community Development, Political Science, Law, Public Administration or any other equivalent qualification from a University recognized in Kenya.
- iii. A Masters Degree in any of the following fields: - Economics, Statistics, Economic Policy Management, Mathematics, Monitoring and Evaluation, Human Resource Management, Human Resource Development, Education, Business Administration, Sociology, Public Administration, Public Policy, Law or any other equivalent/relevant qualification from a University recognized in Kenya ( **Added Advantage**)
- iv. Membership to a relevant Professional Body and in good standing (where applicable);
- v. Demonstrated Professional competence and managerial capability as reflected in work performance and results; and
- vi. Demonstrated a clear understanding of National Development Policies, goals and objectives, and ability to integrate them into the Public Service Performance Management Function.





**Terms of Service: Permanent and Pensionable**

**E. DEPARTMENT OF ROADS, TRANSPORT AND PUBLIC WORKS**

**1. QUANTITY SURVEYOR ASSISTANT II, JOB GROUP CPSB 10 (1 POST)**

**DUTIES AND RESPONSIBILITIES**

The Assistant Quantity Surveyor will be answerable directly to the Director Public Works.

- i. Prepare cost analysis based on the architectural drawings, Engineering estimates, materials required, and labor involved.
- ii. Prepare cost plans to enable design teams to produce practical designs for construction projects, which involves liaising with architects, Engineers, and Subcontractors.
- iii. Prepare tender and contract documents, including bills of quantities.
- iv. Evaluate tenders from Contractors and Subcontractors and, where appropriate, negotiate with the Contractors.
- v. Control all stages of projects within predetermined budget and expenditure.
- vi. Monitor and keep track of project progress and are responsible for the measurement and valuation of variation in the work during the contract, for agreement of interim payment and the final account.
- vii. Commercial vetting of Subcontractor tenders and contract.
- viii. Manage and produce accurate formal reports in accordance with Contractor's timelines; and
- ix. Monitor all information in relation to project including Labor, material and Subcontractors cost forecasting thus ensuring budgets are adhered to.
- x. Any other duties as may be assigned by the Director or Chief Officer.

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this Grade, a Candidate must have:-

- i. Be a Kenyan Citizen.
- ii. Diploma in Quantity Surveying or any equivalent and relevant qualifications from a recognized Institution.
- iii. Have served satisfactorily for at least five years in the field.





- iv. Have the ability and knowledge to carry out building works.
- v. A Candidate **MUST** be registered as a Member of a relevant Professional Body.

**Terms of Service: Permanent and Pensionable**

## **F. DEPARTMENT OF ECONOMIC PLANNING AND ICT**

### **1. DIRECTOR PUBLIC PARTICIPATION AND CIVIC EDUCATION, JOB GROUP CPSB 03 (1 POST)**

#### **DUTIES AND RESPONSIBILITIES**

- i. Coordination, management and documentation of Public Participation across the County.
- ii. Ensure Citizens continually access timely information in a language and format that is easy to understand.
- iii. Promote effective participation of minorities and marginalized groups at all levels within the County.
- iv. Promote well-resourced, updated and effectively implemented monitoring, evaluation and learning systems for effective Public Participation.
- v. Engage Citizens in County Planning, Legislative process and Project Implementation.

#### **REQUIREMENTS FOR APPOINTMENT**

- i. Served for a minimum period of ten (10) years in a Senior Position or in a comparable and relevant position in the wider Public Service or Private Sector.
- ii. A Bachelor's Degree in any of the following fields: - Economics, Statistics, Mathematics, Economics and Finance, Human Resource Management, Human Resource Development, Business Administration, Education, Sociology, Community Development, Political Science, Law, Public Administration or any other equivalent qualification from a University recognized in Kenya.
- iii. Certificate in Senior Management Course from a recognized Institution.
- iv. Membership to a relevant Professional Body and in good standing (where applicable);
- v. Demonstrated Professional competence and managerial capability as reflected in work performance and results.
- vi. Demonstrated a clear understanding of National development Policies, Goals and objectives, and ability to integrate them into the Public Service.





**Terms of Service: Permanent and Pensionable**

**2. DEPUTY DIRECTOR PUBLIC PARTICIPATION AND CIVIC EDUCATION**  
**JOB GROUP CPSB 04 (1 POST)**

**DUTIES AND RESPONSIBILITIES**

- i. Providing Leadership and Managing the Public Participation.
- ii. Lead in the development and implementation of Public Participation Programmes.
- iii. Identify Training needs and take appropriate Training for CSOs and CBOs to ensure efficient and effective delivery of Civic Education and Civic engagement activities.
- iv. Liaise with Implementing Partners to ensure the implementation of Public Participation and Civic engagement Programmes in line with the agreed Work Plans and Strategic objectives.
- v. Prepare the quarterly Programme Progress Reports for Public Participation for presentation to the Programme Management Committee.
- vi. Participate in the effective and efficient implementation of Capacity-Building Initiatives to support Public Participation.
- vii. Use technology innovatively and effectively to support Civic Education activities.
- viii. Lead in the Development of the Public Participation Budget and monitor costs in liaison with the Finance Unit.

**REQUIREMENTS FOR APPOINTMENT**

- i. Be a Kenyan Citizen.
- ii. Served in the Public Service for a minimum period of three (3) years or in a comparable and equivalent Position in the wider Public Service or Private Sector.
- iii. Degree in Sociology, Education, Political Science, Public Administration, Communication or its equivalent from a University recognized in Kenya.
- iv. A Master's Degree/Postgraduate Diploma in Social Sciences, Development Studies, Project Management is an added advantage.

**Terms of Service: Permanent and Pensionable**





**3. DEPUTY DIRECTOR MONITORING AND EVALUATION, JOB GROUP CPSB 04  
(1 POST)**

- i. Review of periodic reports on all project activities.
- ii. Facilitate building capacity for monitoring and evaluation at the Authority.
- iii. Facilitate establishment of linkages with consultants and other Stakeholders on Monitoring and Evaluation for the Authority's mutual benefit.
- iv. Develop and review monitoring, inspection and evaluation procedures and impact indicators for the project success.
- v. Coordinate the preparation of Annual Work Plans, Programmes and budgets for road planning and development as well as realigning the plans to the budget.
- vi. Monitor all project activities, expenditures and progress towards achieving the project output.
- vii. Coordinate the preparation of terms of reference for monitoring and evaluation and facilitating implementation of related recommendations.
- viii. Facilitate carrying out of economic feasibility studies to determine project viability for future investment.
- ix. Coordinate post project implementation appraisals of completed projects and preparing management reports thereof.
- x. Prepare and ensure quarterly and Annual Strategic Plan reports are submitted and presented to the Deputy Director; and
- xi. Perform any other lawful duties as may be assigned from time to time.

**REQUIREMENTS FOR APPOINTMENT**

- i. Must be a Kenyan Citizen.
- ii. Must have a minimum of five (5) years' experience in designing and implementing Monitoring and Evaluation in development projects implemented in the Public Service or in the Private Sector.
- iii. Must have experience in designing tools and Strategies for data collection, analysis and production of reports.





- iv. Have a Bachelor's Degree in any of the following Disciplines: - Monitoring & Evaluation/ Project Management/ Economics/Finance or its equivalent qualification from a recognized Institution.
- v. Have a Postgraduate Diploma in Monitoring and Evaluation, Project Planning and Management.
- vi. Have proven ICT Skills, especially in the Development of Data Collection Tools.
- vii. Must have proven expertise in analyzing data using statistical software e.g. Excel.
- viii. Good knowledge of financial monitoring for value-for-money Audits and

**Terms of Service: Permanent and Pensionable**

#### **4. PUBLIC PARTICIPATION AND CIVIC EDUCATION OFFICER, JOB GROUP CPSB 10 (1 POST)**

##### **DUTIES AND RESPONSIBILITIES**

- i. Coordinating Public Participation activities of the County Government.
- ii. Mobilize and organize the Public, Stakeholders and Local Communities to Participate in County Governance and decision-making Processes.
- iii. Sensitize the Public on County Structures and opportunities for Public Participation.
- iv. Collaborate with relevant Institutions in the County to promote access to information and Civic Education Programmes.
- v. Establish an appropriate feedback mechanism to the Public.
- vi. Ensure that the Citizen Participation Processes adhere to the relevant Legislation, Regulations, Policies or Guidelines affecting the Rights and Responsibilities of the Public Officers and Participants.
- vii. Facilitate Public Education and Training Programmes relating to Citizen Participation.
- viii. Receiving and coordinating Citizen Petitions within the County Executive.
- ix. Assessing the Public responsiveness to Public Participation and making recommendation to the immediate Supervisor.
- x. Advise generally on the appropriate Policies, Plans and Strategies for enhancing Public Participation in the County; and
- xi. Any other duty that may be assigned by the Supervisor from time to time.





## **REQUIREMENTS FOR APPOINTMENT**

- i. Be a Kenyan Citizen.
- ii. Must have a Diploma in Sociology, Education, Political Science, Public/Business Administration.
- iii. Have atleast Three (3) years experience in the Public or Private Service.

**Terms of Service: Permanent and Pensionable**

## **G. DEPARTMENT OF SPECIAL PROGRAMS**

### **1. DIRECTOR PEACE AND COHESION JOB GROUP CPSB 03 (1 POST)**

#### **DUTIES AND RESPONSIBILITIES**

- i. Assisting in the development and implementation of the peace building & reconciliation programmes and projects.
- ii. Collecting information on thematic issues particularly on peace building and conflict resolution.
- iii. Taking part in organizing peace dialogue meetings, workshops and forums.
- iv. Collecting information on the causes of conflict, actors and other related issues.
- v. Collecting and collating information for development of Information Education, communication materials on peace building and reconciliation control in Liaison with other Stakeholders.
- vi. Taking part in implementation of peace building activities
- vii. Provide support and coordination of the Department strategic plans, annual work plans
- viii. Provide support in formulation and implementation of policies and Institutional framework for peace and cohesion building.
- ix. Provide support in coordination of the documentation, production and dissemination of conflict early warning and early response related emergency.
- x. Provide support in coordination and preparation of quarterly and monthly reports for peace and conflict trends.
- xi. Provide support in monitoring and evaluation of the conflict management programmes
- xii. Promotion of National Values and Principles of Governance.
- xiii. Provide support in coordinating cross cutting Departmental Peace and Cohesion issues and project and





- xiv. Any other responsibilities assigned by Chief Officer Special Programmes.

## **REQUIREMENTS FOR APPOINTMENT**

- i. Be a Kenyan Citizen
- ii. A Bachelor's Degree in Peace Studies, Conflict Resolution, International Relations, Social Sciences, Community Development, or a related field.
- iii. A Master's Degree in a relevant discipline will be an added advantage.
- iv. At least 10 years of experience in peacebuilding, conflict resolution, or related roles.
- v. Strong Leadership, Policy Development, and Stakeholder Engagement Skills.
- vi. Proven ability in Leadership and Management
- vii. Proven communication, computer and report writing skills
- viii. Fluency in Local Languages is an added advantage

## **Terms of Service Contract**

## **H. DEPARTMENT OF SPORTS AND YOUTHS AFFAIRS**

### **1. DEPUTY DIRECTOR SPORTS AND YOUTH AFFAIRS JOB GROUP CPSB 04 (1 POST)**

An Officer at this level will be responsible to the Director of Sports and Youth Affairs.

## **DUTIES AND RESPONSIBILITIES**

- i. Assist the Director of Sports and Youth Affairs in the design, planning and implementing Sports and Youth Policies.
- ii. Support in the Development of appropriate Sectoral Policies, Legal and Institutional frameworks.
- iii. Monitoring and evaluation of Sports and Youth Programs in the County.
- iv. Liaising with relevant Stakeholders in mobilizing resources for Sports and Youth Programs.
- v. Coordinating research and innovations in Sports.
- vi. Identify local talent and give recommendations to Sports Organizations /Institutions
- vii. Prepare Departmental budgets, Annual Plans and Reports.
- viii. Oversee the improvement and maintenance of Sports Facilities.
- ix. Organizing coaching Clinics for varied range of Sports





## **REQUIREMENTS FOR APPOINTMENT**

- i. Served for a minimum of five (5) years in the relevant Position of a Sports Officer in the Public Service or the Private Sector.
- ii. A Bachelor's Degree in any of the following disciplines Physical Education, Sports Sciences or Leisure and Recreation Management from a recognized Institution.

**OR**

A Bachelor's Degree in any of the following Disciplines Physical Education, Sports Sciences or Leisure and Recreation Management from a recognized Institution.

- iii. Possession of a relevant Master's Degree will be an added advantage.
- iv. Have attended coaching and officiating Training in varied Sports Disciplines.
- v. Demonstrate a high Degree of Professional and technical competence in work performance and results.
- vi. Be conversant with the legal framework Governing Sports management.

## **I. OFFICE OF THE COUNTY SECRETARY**

### **1. DEPUTY COUNTY SECRETARY, JOB GROUP CPSB 02 (1 POST)**

The Job Holder will report to the County Secretary and will be responsible for the following:-

#### **DUTIES AND RESPONSIBILITIES**

- i. Deputizing the County Secretary during his absence.
- ii. Receiving Official County Government correspondence.
- iii. Planning and coordination of meetings.
- iv. Liaison activities between the County Secretary's Office and other Departments.
- v. Coordinating Logistics for County Forums.
- vi. Any other duty as may be assigned by the County Secretary from time to time.

## **REQUIREMENTS FOR APPOINTMENT**

- i. Be a Holder of a First Degree Social Science /Management from a recognized University in Kenya.
- ii. Have relevant knowledge and experience of not less than ten (10) years in Public or Private Sector.





- iii. Demonstrate a High Degree of Professional and technical competence as reflected in work performance and results.
- iv. Have a thorough understanding of Devolution, the County Development objectives and Vision 2030.
- v. Be a strategic thinker and result oriented.

**Terms of Service: Contract**

**J. OFFICE OF THE COUNTY ATTORNEY**

**1. DIRECTOR LEGAL SERVICES, JOB GROUP CPSB 03 (1 POST)**

**DUTIES AND RESPONSIBILITIES**

- i. Ensuring development and implementation of strategic objectives in respect of the Legal function.
- ii. Provide legal advice and legislative support to the County.
- iii. Representing the County in all legal matters.
- iv. Drafting and enforcing contracts, agreements, memorandum of understandings, leases and related legal documents
- v. Identifying and implementing strategic priority areas on legal reforms
- vi. Initiating policy research, formulation, development and reform
- vii. Overseeing the finances and assets management and Instituting operational accountability in the Department
- viii. Overall supervision and control of the Legal Staff.
- ix. He/she reports to the County Attorney and/or County Solicitor.
- x. Any other duty assigned by the County Attorney.

**REQUIREMENTS FOR APPOINTMENT**

- i. Be a Kenyan Citizen.
- ii. Bachelor's degree in law from a recognized Institution.
- iii. Holds Post Graduate Diploma from the Kenya School of Law.
- iv. Must be/have been admitted as an advocate of the High Court of Kenya with a valid practicing license.
- v. Have relevant knowledge and experience of not less than five (5) years in the legal Profession.

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- vi. Membership in good standing with the Law Society of Kenya.
- vii. Demonstrate Professional competence, managerial and Administrative capability and initiative on the general functions of the legal field.and

**Terms of Service: Permanent and Pensionable**

**2. PRINCIPAL LEGAL COUNSEL, JOB GROUP CPSB 06 (1 POST)**

**DUTIES AND RESPONSIBILITIES**

- i. Shall assist in drafting and publication of legislative proposals for the County Government and its agencies on legislative and other Legal matters;
- ii. Shall assist in negotiating, drafting, vetting and interpreting local and international treaties for and on behalf of the County Government and its Agencies;
- iii. Shall assist in representing the county government in Court in all legal proceedings arising from County legislation or any other legislation to which the County Government is party or has interest, other than criminal proceedings;
- iv. Shall assist in handling Public interest in litigation and represent any member of the Public in matters as defined by the Office of the County Attorney Act, Act No. 4 of 2020
- v. Shall assist in conjunction with the Director of Public Prosecutions, prosecute offences resulting from the county legislations in any court (other than Court Martials)
- vi. Shall assist in advising the County Government on all matters relating to the Constitution, National Legislation, County Legislations, International Law, Human Rights, Consumer Protection And Legal Aid.
- vii. Any other function as delegated by the Assistant Director Legal Services.

**REQUIREMENTS FOR APPOINTMENT**

- i. Be a Kenyan Citizen.
- ii. Hold a bachelor's degree in law from a recognized Institution.
- iii. Holds a Post Graduate Diploma from the Kenya School of Law.
- iv. Must be/have been admitted as an advocate of the High Court of Kenya with a valid practicing License.
- v. Membership in good standing of the Law Society of Kenya.
- vi. At least three(3) years of relevant Professional experience and





**Terms of Service: Permanent and Pensionable**

**3. LEGAL OFFICER I, JOB GROUP CPSB 07 (1 POST)**

**DUTIES AND RESPONSIBILITIES**

- i. The Legal Officer shall be responsible for the day to day running of the Office of the County Attorney.
- ii. Assisting in conducting legal research on matters relating to functions of the Office and other Legal matters as may be assigned.
- iii. Compiling reports and collating data for preparation of briefs
- iv. Any other duty as may be assigned.

**REQUIREMENTS FOR APPOINTMENT**

- i. Be a Kenyan Citizen;
- ii. Holds a Bachelor's Degree in law from a recognized Institution.
- iii. Proficiency in computer applications.
- iv. At least two (2) years of professional working experience.

**Terms of Service: Permanent and Pensionable**

**K. DEPARTMENT OF FINANCE**

**1. CHAIRPERSON, SAMBURU COUNTY AUDIT COMMITTEE**

**DUTIES AND RESPONSIBILITIES**

- i. Chair and provide leadership to the Audit Committee.
- ii. Oversee the preparation and implementation of the Audit Plan.
- iii. Ensure compliance with internal and external audit requirements.
- iv. Provide strategic advice on Financial Governance and Risk Management.
- v. Report audit findings to the County Assembly and other Stakeholders.





## REQUIREMENT FOR APPOINTMENT

- i. Degree in Accounting, Finance, Business Administration, or a related field from a recognized Institution.
- ii. A Professional Qualification such as CPA (K), ACCA, or CIA will be an added advantage.
- iii. At least 7 years of experience in Audit, Financial Management, or a related field, with at least 3 years in a Senior Management Position.
- iv. Strong knowledge of Public Sector Auditing and Financial Regulations.
- v. Excellent Leadership, Communication, and Interpersonal Skills.

## OTHER REQUIREMENTS

- i. Demonstrate integrity and commitment to upholding Public Accountability.
- ii. Experience working in the Public Sector or with Government Agencies is preferred.

## REMUNERATION:

**Sitting Allowances:** The chairperson will receive allowances for attending Audit Committee meetings as per the **Salaries and Remuneration Commission (SRC) Circulars**. These allowances typically depend on the number of meetings held.

**Travel Allowances:** If the Chairperson needs to travel within the County or beyond to attend Audit-related meetings, Workshops, or Conferences, they may be entitled to **per diem** allowances to cover travel, accommodation, and other related expenses.

## TRAINING AND CAPACITY BUILDING

The Chairperson may receive Professional development opportunities, such as Training Programs, seminars, and workshops related to auditing, governance, financial management, and Public Sector accountability. These programs are essential for keeping the Chairperson updated on the latest best practices and Standards in Public Sector Auditing.

The County Government may also offer or Sponsor attendance at relevant National and International conferences related to Governance and Audit practices, which helps improve the Chairperson's Leadership and Technical Skills.





### **Non-Monetary Benefits:**

**Personal and Professional Growth:** Serving as the Chairperson of the County Government of Samburu Audit Committee, can significantly enhance the individual's **professional reputation** and experience. The role provides the opportunity to gain expertise in Public Financial Management, Governance, Auditing, and compliance, all of which are valuable skills in both the Public and Private Sectors.

## **2. INVESTMENT AND PARTNERSHIPS COORDINATOR, JOB GROUP 03 (1 POST)**

### **DUTIES AND RESPONSIBILITIES**

- i. Creating linkages and engagement with the National Government, Private Sector and economic blocs with a view to determine viability of investment ideas and areas of Partnership engagements with the County Government.
- ii. Maintaining Investors And Partners' Portfolio and propose areas the County Government leverage on mobilization of resources.
- iii. Support resource mobilization, maintaining effective collaboration and Partnerships with other organs of the County, the National Government, Private Sector and other Stakeholders on Investment and Partnership engagements;
- iv. Evaluate both internal and external investments and Partnership collaborations across the different Sectors of the County in order to identify gaps for further engagements;
- v. Develop and conduct market research and marketing initiatives to assess donor priorities and identify opportunities for resource mobilization and idea development. Coordinate the planning and facilitation of investment promotion activities.
- vi. Facilitate and contribute to the vetting procedures and the Development of the various types of Partnership agreements with Partners and Investors.
- vii. Develop and maintain an effective tracking system and ensure all donor funding requirements are met.
- viii. Prepare reports concerning the viability of investment projects.
- ix. Assess proposals by Partners and Investors to the extent they address the desired results of the County Government.
- x. Coordinating Local and Overseas investment contacts and visits in liaison with the relevant Government Departments.





- xi. Proactively managing risks and issues on projects, programs and investment decisions and escalate for action as necessary.
- xii. Provide oversight on monitoring and evaluating impact of County Government and Intergovernmental programs and projects.
- xiii. Undertaking any other business as may be assigned by the Governor.

## **REQUIREMENTS FOR APPOINTMENT**

- i. Must be a Kenyan Citizen.
- ii. Bachelor's Degree in a relevant field such as: Business Administration, International Relations, Public Administration, and Social Sciences.
- iii. A Master's Degree in a related field (e.g., Investment Management, Strategic Management, Public Policy, or Development Economics) is an added advantage.
- iv. 7-10 years of progressive experience in investment promotion, Partnership Management, or resource mobilization.
- v. Experience working with Government Agencies, International development Partners, or Private Sector Organizations is desirable.
- vi. Ability to identify and package investment opportunities for promotion.
- vii. Experience in building and managing partnerships with Stakeholders such as Investors, NGOs, development Agencies, and Private Sector Organizations.
- viii. Strong negotiation skills for developing agreements and memoranda of understanding (MOUs).
- ix. Strong written and verbal communication skills for preparing proposals, investment briefs, and reports.
- x. Ability to market the County's investment potential to local and International Audiences.
- xi. Understanding of County Government Policies, Legislation, and Frameworks related to Investment and Partnerships.
- xii. Knowledge of Kenya's Vision 2030, Big 4 Agenda, and other National or Regional Development Priorities.

### **Terms of Service: Contract**





### **3. INTER-DEPARTMENTAL COORDINATOR, JOB GROUP CPSB 03 (1POST)**

#### **DUTIES AND RESPONSIBILITIES**

- i. Advice Departments on the Governor's Development Priorities.
- ii. Ensure Departments have shared vision and strategic direction.
- iii. Continuously update Departments on emerging needs and priorities.
- iv. Liaise with other relevant Officers on the Monitoring and Evaluation of Project.
- v. Consolidate Departmental reports on status of projects.
- vi. Establish and maintain inter-Departmental Liaison team.
- vii. Identify and advise on bottle necks to efficient implementation of Projects.
- viii. Maintain an overall view of the status of County Development projects.
- ix. Liaise with all departments to ensure timely advertisement of projects.
- x. Keep close tabs on implementation progress of projects.
- xi. Organize Inter-Departmental reporting Forums.
- xii. Undertaking any other business as may be assigned by the Governor.

#### **REQUIREMENTS FOR APPOINTMENT**

- i. A Bachelor's Degree in a relevant field such as; Public Administration, Business Administration, Management, Social Sciences, Political Science.
- ii. A Master's Degree in a related field may be an added advantage.
- iii. At least 5 years of relevant experience in coordination, management, or Interdepartmental roles, preferably within Government or Public Sector Organizations.
- iv. Experience in facilitating Interdepartmental collaboration and communication.
- v. Proven ability to handle complex administrative and logistical responsibilities.
- vi. Proficiency in report writing and presentation skills.
- vii. Strategic thinking and leadership skills.
- viii. Excellent oral and written communication skills.
- ix. Excellent Stakeholder engagement skills.
- x. Be a Kenyan Citizen.
- xi. Ability to work under pressure and strict timelines.

#### **Terms of Service: Contract**





#### **4. DIRECTOR TECHNICAL ADVISORY SERVICES, JOB GROUP CPSB 03 (1 POST)**

##### **DUTIES AND RESPONSIBILITIES**

- i. Provide technical Leadership and expertise in the Unit.
- ii. Advise the Governor on areas of long-term strategic focus in services provision and short-Term priority areas.
- iii. Review all reports on Flagship Projects and Programs for technical accuracy and advise the Governor accordingly.
- iv. Support GSDU team in programming their activities and research.
- v. Create strategic management, operational and financial plans for the Unit.
- vi. Identify technical assistance needs and training resources for GSDU team and coordinate technical assistance Provisions.
- vii. Present information on Governor's manifesto and flagship projects at technical meetings and coordination forums.
- viii. Support the drafting and editing of all GSDU reports and press releases.
- ix. Coordinate the development and implementation of GSDU technical strategies.
- x. Undertake any other business as may be assigned by the Governor.

##### **REQUIREMENTS FOR APPOINTMENT**

- i. A Bachelor's Degree in a relevant field such as; Public Administration, Business Administration, Management, Social Sciences, Political Science
- ii. Master's Degree in a related field or in Public Administration, Management, or Policy Studies is often an added advantage.
- iii. At least 5–7 years of Professional experience in the relevant technical field.
- iv. Proven expertise in providing technical advice and recommendations for projects or initiatives.
- v. Experience in Policy Development, Strategic Planning, or Project Implementation at the Government or Organizational Level.
- vi. Previous experience working with County Governments, Public Institutions, or donor-funded projects is an advantage.
- vii. Deep understanding of the specific technical area relevant to the advisory role.
- viii. Ability to conduct needs assessments, feasibility studies, and technical evaluations.





- ix. Knowledge of regulatory frameworks, standards, and best practices in the relevant technical field.
- x. Proficiency in the use of technical tools, software, and methodologies specific to the role.
- xi. Strong analytical skills for problem-solving and decision-making.

**Terms of Service: Contract**

**5. DIRECTOR RESEARCH AND POLICY COORDINATION, JOB GROUP CPSB 03 (1POST)**

**DUTIES AND RESPONSIBILITIES**

- i. Provide strategic guidelines on quality and impactful Community Programs.
- ii. Ensure Governor's manifesto is well aligned with the relevant Departments.
- iii. Coordinate launching of all Flagship Projects/Programs with the Unit and the relevant Department.
- iv. Ensure all deadlines on flagship projects and programs are met within the stipulated time.
- v. Create strategic management and operational plans for the Unit
- vi. Advise on how to ensure Community Development initiatives operate at optimal efficiency
- vii. Ensure alignment between National and County priorities
- viii. Provide recommendations to county teams on effective services delivery strategies.
- ix. Liaise with Policy and Research team on long term needs assessment exercises and other similar analytical work
- x. Work with other sections in defining long and short- term strategies and common priorities
- xi. Working with other Departments, support strategic linkages with other Development actors
- xii. Advise on the annual strategic planning processes and sustainable strategies
- xiii. Undertake any other role as may be assigned by the Governor.

**REQUIREMENTS FOR APPOINTMENT**

- i. Bachelor's Degree in a relevant field, such as: Public Administration, Economics, Political Science, Social Sciences, Development Studies, Statistics
- ii. A Master's Degree in Public Policy, Economics, Public Administration, or related fields is highly desirable.





- iii. Additional Training in research, data analysis, or Policy development is an advantage.
- iv. 7–10 years of experience in research, policy analysis, or a related field.
- v. Proven experience in designing, conducting, and presenting research findings.
- vi. Demonstrated ability to draft and implement policies or strategic plans.
- vii. Experience working in government, public institutions, or non-governmental organizations is an advantage.
- viii. Proficiency in both qualitative and quantitative research methodologies.
- ix. Ability to design surveys, collect data, and conduct statistical analysis.
- x. Knowledge of Public Policy Frameworks And Legislative Processes.
- xi. Ability to conduct impact assessments and evaluate policy outcomes.
- xii. Proficiency in data analysis software such as SPSS, STATA, R, or other tools.
- xiii. Ability to interpret data and present it in actionable formats.
- xiv. Excellent written and verbal communication skills for drafting reports, Policies, and presentations.
- xv. Ability to communicate complex research findings to non-technical audiences.
- xvi. Strong organizational and time-management Skills for Coordinating Research and Policy projects.
- xvii. Strategic thinking and problem-solving abilities.
- xviii. Strong interpersonal skills for collaboration with Internal and External Stakeholders.
- xix. Ability to work under pressure and meet tight deadlines.
- xx. High levels of integrity and professionalism.
- xxi. Capacity to align research and policy initiatives with the county's strategic objectives.

**Terms of Service: Contract**





## **6. DIRECTOR STRATEGY AND PROGRAMMES COORDINATION, JOB GROUP CPSB 03 (1 POST)**

### **DUTIES AND RESPONSIBILITIES**

- i. Provide strategic guidelines on quality and impactful Community Programs.
- ii. Ensure Governor's manifesto is well aligned with the relevant Departments.
- iii. Coordinate launching of all flagship projects/programs with the unit and the relevant Department.
- iv. Ensure all deadlines on flagship projects and programs are met within the stipulated time.
- v. Create strategic management and operational plans for the Unit.
- vi. Advise on how to ensure Community Development initiatives operate at optimal efficiency.
- vii. Ensure alignment between national and County priorities.
- viii. Provide recommendations to County teams on effective services delivery strategies.
- ix. Liaise with Policy and Research team on long term needs assessment exercises and other similar analytical work.
- x. Work with other Sections in defining long and short- term strategies and common priorities.
- xi. Working with other Departments, support strategic linkages with other Development Actors.
- xii. Advise on the Annual Strategic Planning Processes And Sustainable Strategies
- xiii. Undertake any other role as may be assigned by the Governor.

### **REQUIREMENTS FOR APPOINTMENT**

- i. Bachelor's Degree in a relevant field such as: Public Administration, Business Administration, Social Science, Strategic Management, Development Studies, Project Management
- ii. A Master's Degree in a related field (e.g., Strategic Management, Public Policy, Project Management, or Monitoring and Evaluation) is highly desirable.
- iii. 7-10 years of progressive experience in Strategic Planning, Program Coordination, or Project Management.





- iv. Demonstrated experience in developing and implementing strategies or programs within Government or Public Institutions.
- v. Proven track record of working with multiple Stakeholders, including Government Agencies, Development Partners, and Civil Society Organizations.
- vi. Experience in resource mobilization, monitoring, and evaluating programs is an added advantage.
- vii. Familiarity with M&E frameworks, performance indicators, and impact assessment tools.
- viii. Understanding of the county's socio-economic environment, policies, and legal frameworks.
- ix. Familiarity with National and Regional Development priorities, such as Vision 2030 or Sustainable Development Goals (SDGs).
- x. High levels of integrity, accountability, and Professionalism.
- xi. Excellent interpersonal skills for Stakeholder Engagement.
- xii. Strong leadership and teamwork abilities.
- xiii. Ability to work under pressure, meet deadlines, and manage competing priorities.

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

#### **7. ACCOUNTANT II JOB GROUP CPSB 10-2Posts**

Below are the details of the position for your consideration:

**Reporting To:** Senior Accountant / Accountant I

#### **JOB PURPOSE:**

The Accountant II will be responsible for assisting in the preparation and maintenance of financial records, budget implementation, expenditure control, and financial reporting in accordance with public sector accounting principles and regulations.

#### **DUTIES AND RESPONSIBILITIES:**

As outlined in the Scheme of Service for Accountants, the specific duties and responsibilities at this level will include:

- i) Preparing payment vouchers and financial statements.
- ii) Verifying supporting documents for payments and other accounting entries.
- iii) Preparing bank reconciliation statements.
- iv) Maintaining ledger accounts and balancing financial records.





- v) Assisting in the implementation of approved budgets and monitoring expenditure.
- vi) Ensuring compliance with government financial regulations and reporting requirements.
- vii) Compiling data for financial analysis and internal audits.
- viii) Maintaining an up-to-date inventory of assets and liabilities.

## REQUIREMENTS FOR APPOINTMENT:

For direct appointment to the position of Accountant II, a candidate must:

- i) Be a Kenyan citizen;
- ii) Have a Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option), or any other relevant equivalent qualification from a recognized institution;

OR

Have passed Part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent;

- iii) Be proficient in computer applications;
- iv) Membership in a recognized professional accounting body such as ICPAK is an added advantage.

## TERMS OF SERVICE:

- **Employment Type:** Permanent and Pensionable
- **Remuneration:** As per the guidelines set by the Salaries and Remuneration Commission (SRC)

## 8. INTERNAL AUDITOR II JOB GROUP CPSB 10-2Posts

Below are the details of the position for your action:

**Reporting To:** Internal Auditor 1

## JOB PURPOSE:

The Internal Auditor II will be responsible for assisting in carrying out independent and objective assurance and consulting activities aimed at adding value and improving the County Government's operations. The officer will support the department in evaluating the effectiveness of risk management, control, and governance processes.





## DUTIES AND RESPONSIBILITIES:

As outlined in the Scheme of Service for Internal Auditors, specific duties at this level will include:

- i) Participating in audit reviews of systems, operations, and internal controls.
- ii) Verifying the accuracy and reliability of financial and operational information.
- iii) Assisting in the preparation of audit plans and programs.
- iv) Carrying out risk-based audits and compliance checks.
- v) Verifying and analyzing audit evidence and preparing audit working papers.
- vi) Preparing audit queries and participating in exit meetings.
- vii) Drafting audit reports and following up on audit recommendations.

## REQUIREMENTS FOR APPOINTMENT:

For appointment to this position, a candidate must:

- i) Be a Kenyan citizen;
- ii) Have a Bachelor's degree in any of the following disciplines: **Commerce (Accounting or Finance option), Business Administration (Accounting option), or equivalent qualification from a recognized institution;**

OR

Have passed Part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent;

- iii) Be proficient in computer applications;
- iv) Membership in a recognized professional body such as ICPAK or IIA, will be an added advantage.

## Terms of Service:

- **Employment Type:** Permanent and Pensionable
- **Remuneration:** As per the Salaries and Remuneration Commission (SRC) guidelines





## **9. DEPUTY DIRECTOR FLEET MANAGEMENT JG CPSB 04 (1POST)**

### **REQUIREMENTS FOR APPOINTMENT:**

- i) Must be a Kenyan
- ii) Three (3) year relevant tertiary qualification in Transport Management / Economics, Public Management / Administration, Financial Management and Logistics.
- iii) Two (2) years management experience.
- iv) Valid driver's license.

### **HAVE KNOWLEDGE OF:**

- i) Government Fleet Operation.
- ii) Methods, tools and equipment used in the maintenance and repair of vehicles.
- iii) Applicable laws, codes, regulations, policies and procedures
- iv) Public Service Financial Management
- v) Government Fleet and Travel Policies and Procedures
- vi) Public Finance Management Act
- vii) Public Service Regulations

### **DUTIES AND RESPONSIBILITIES**

- i) Manage the implementation of accidents and losses processes in line with relevant prescripts
- ii) Ensure effective and efficient utilization of the Departmental Fleet
- iii) Manage administration of subsidized vehicles to ensure compliance with Subsidised Motor Transport Scheme policies and directives
- iv) Manage the Department's travel services and account in line with the signed SLA and directives
- v) Manage the procurement of vehicles and Fleet and Travel Management Contracts
- vi) Manage the resource of the sub – directorate and reporting.





**L. DEPARTMENT OF TRADE COOPERATIVES AND ENTERPRISE  
DEVELOPMENT**

**1. CO-OPERATIVE AUDITOR, JOB GROUP CPSB 09 (1POST)**

**DUTIES AND RESPONSIBILITIES**

- i. Examining all books of Accounts of Cooperatives Societies in accordance with the Law, Rules and Regulation.
- ii. Preparing detailed Audit observation and verifying statements of Accounts and reporting the finding to immediate Supervisors.

**REQUIREMENTS FOR APPOINTMENT**

- i. Bachelor's Degree in any of the following Disciplines; Commerce (Accounting /Finance Option) Economics, Mathematics Statistics or Cooperative Management from a recognized Institution
- ii. Certified Public Accountant (CPA) Kenya part III or Certified Internal Auditors (CIA) Part III from a recognized Institution.
- iii. Certificate in Computer Applications from a recognized Institution.
- iv. Relevant Professional Experience of not less than three (3) years.
- v. A registered member and in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK).
- vi. Should be a Kenyan Citizen.
- vii. Have demonstrated Managerial, Administrative and Professional competence.
- viii. Have demonstrated Leadership skills.







## HOW TO APPLY:

All applications should be submitted in a sealed envelope clearly marked on the left side and submitted in any of the following ways:-

- i) Posted applications should be addressed to:  
**Secretary/CEO,  
Samburu County Public Service Board,  
P.O Box 3-20600,  
MARALAL.**
- ii) Hand Delivery applications should be delivered to the Secretary, Samburu County Public Service Board Offices during working hours (8.00am -5.00pm)
- iii) Applications should be submitted to the undersigned by the close of business on or **before 4<sup>th</sup> June, 2025.**
- iv) Only shortlisted and successful Candidates will be contacted.

**Samburu County Government is an equal opportunity Employer committed to values of inclusion and seeks diverse workforce. Women, Persons with disabilities and the Youth are encouraged to apply.**



**CS. Daniel Moss Lentiyo,  
Secretary/CEO,  
SAMBURU COUNTY PUBLIC SERVICE BOARD.**

