

# COUNTY GOVERNMENT OF VIHIGA



## COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Email: [Cpsb@vihiga.go.ke](mailto:Cpsb@vihiga.go.ke)

***"Transforming Public Service"***

### CAREER OPPORTUNITIES

Vihiga County Public Service Board is a Body corporate established under section 57 of the County Government Act 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Government Act 2012 outlines the functions of the Board. Pursuant to Constitutional and Legal provisions, Vihiga County Public Service Board invites applications from qualified persons for the following positions.

#### **DEPARTMENT OF PUBLIC SERVICE MANAGEMENT AND ICT**

##### **1. DEPUTY COUNTY SECRETARY JOB GROUP "S" ONE (1) POST**

The Deputy County Secretary will deputize the County Secretary in taking charge of the County Public Service functions.

##### **Duties and responsibilities**

- i. Arranging the business and keeping the minutes of the County Executive Committee;
- ii. Conveying decisions of the County Executive Committee to the appropriate persons or authorities;
- iii. Ensuring efficient management and co-ordination of County Government resources;
- iv. Providing strategic policy direction for improved service delivery and implementing strategic plans;
- v. Developing and implementing an effective performance management system;
- vi. Maintaining effective collaboration and partnerships with other organs of the County Government, the National Government, the private sector and other stakeholders;
- vii. Providing leadership in mainstreaming Information Communication Technology in the operations of the County;



- viii. Promoting principles and values spelt out in Articles 10 and 232 of the Constitution of Kenya in the operations of the County;
- ix. Ensuring achievement of the goals and objectives of Kenya Vision 2030 and of other County and Inter- Governmental programmes and projects;
- x. Receiving official County Government correspondences and maintaining structures for accountability of all communication to and from the County Government;
- xi. Coordinating administrative activities between the County Secretary's Office across departments and other established entities within the County Executive;
- xii. Coordinating and managing logistics for County forums, including matters relating to Assumption of Office of the Governor Act, 2019;
- xiii. Performing any relevant other functions as directed by the County Secretary.

### **Requirements for appointment**

- i. Be a Kenyan citizen;
- ii. Hold a degree from a University recognized in Kenya, preferably in any of the following Social Sciences: Public Administration, Business Management, Human Resource Management, Strategic Management, Finance Management, Science Law, System Analysis or equivalent qualification from a recognized institution;
- iii. Has at least ten years relevant professional experience, at least five of which should be in a leadership position at senior management level in a Public Service or Private Sector organization;
- iv. Have vast knowledge and relevant work experience of not less than ten(10) years, five years of which should have been in a leadership position or at a management level in the Public Service or Private Sector;
- v. Meet the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution;
- vi. Possess knowledge of organization and functions of Governments in Kenya at both levels by demonstrating thorough understanding of Devolution, the County Development objectives/ National Goals Policies and Vision 2030;
- vii. Demonstrate proficiency in computer applications, communication and report writing;





- viii. Have thorough knowledge of structural, legislative and regulatory framework of the Public Service and Administration;
- ix. Demonstrated understanding and commitment to the National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya 2010;
- x. Have demonstrated leadership and management capacity including knowledge of Financial Management and strategic people management; and
- xi. Demonstrated high degree of professional and technical competence as reflected in work performance and results.

**Salary scale:** The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

**Terms of Service: 5 Years Contract**

**2. ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT JOB GROUP  
“ P” ONE (1) POST**

Assistant Director Human Resource Management will report to the Director Human Resource Management and Development and will be responsible for the following functions;

**Duties and responsibilities**

- i. Researching and formulating Human Resource Development policies, strategies and programmes, rules and regulations for the County Public Service;
- ii. Providing leadership and direction in the development, implementation and review of Human Resource Development Programmes for the County Service;
- iii. Collaborating with relevant National and Development Partners to mobilize training and capacity building resources;
- iv. Formulating innovative capacity building practices through research, information and knowledge sharing and shaping;
- v. Coordinating Performance Management (Performance Contracting and Staff Appraisal System including Rewards and Sanctions);
- vi. Coordinating Human Resource Planning and collating human resource plans for departments and entities under the County Executive;
- vii. Provision of Human Resource Development advisory services to stakeholders;
- viii. Developing and reviewing capacity building initiatives;



- ix. Coordinating matters of diaspora training, internships, attachments, mentoring and volunteerism;
- x. Developing and managing Staff Welfare Schemes including Medical Scheme, Group Life and Personal Accident;
- xi. Promoting cordial employee relations, values and work ethics in the County;
- xii. Managing and developing assigned staff.

### **Requirements for appointment**

- i. Have a Bachelors' degree in Human Resource Management, Business Administration/Management with a bias in Human Resource Management from a recognized institution;
- ii. Be a member of the Institute of Human Resource Management (IHRM);
- iii. Have served as a Principal Human Resource Management Officer or in a similar position for a minimum period of three (3) years;
- iv. Master's degree in relevant field will be an added advantage;
- v. Possess a certificate in leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Possess a Higher Diploma in Human Resource Management or Certified Human Resource Practitioner (CHRP) status;
- vii. Demonstrate a high degree of professional competence, administrative capabilities and initiative in the general organization and management of human resources and a thorough understanding of the human resources management policies, regulations and employee relations, labour laws and other statutes that impact on the human resource;
- viii. Be proficient in MS-Windows packages;
- ix. Meet the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution.

**Salary scale:** The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

**Terms of Service: Permanent and Pensionable**





**1. DIRECTOR ACCOUNTING SERVICES JOB GROUP “R” ONE (1) POST**

**Duties and responsibilities**

- i. Provide advisory services to the departmental heads and other stakeholders on all financial and accounting matters;
- ii. Interpretation and implementation of Treasury circulars, letters and instructions;
- iii. Development of supplementary financial regulations and procedures to enhance internal controls;
- iv. Maintenance of appropriate and up to date accounting records;
- v. Preparation of management financial reports which include monthly expenditure returns, monthly bank reconciliations, revenue appropriation in aid (AIA) returns, cash flow statements and analysis of deposits;
- vi. Submission of monthly checklists confirming compliance with the requirements for preparation and submission of management and statutory reports to the Chief Officer;
- vii. Monitor implementation of Accounting Standards and systems for compliance including Integrated Financial Management Information System (IFMIS) operations;
- viii. Following up on Audit matters including compilation of Treasury memorandum in respect of all departments;
- ix. Implementation of the internal audit and external auditors' recommendations;
- x. Implementation of the Senate and County Assembly Public Accounts and Investment Committee recommendations;
- xi. Consolidate cash flow projections and expenditure returns submitted by departments;
- xii. Maintain a check- list of returns and reports received from departments to ensure compliance with the Law and Treasury circulars;
- xiii. Oversee and direct the activities of the treasury cash office, document examination section, financial and non-financial reporting unit, IFMIS payment unit, asset management and treasury registry



- xiv. Advise Chief Officers in the department and other stakeholders on financial and accounting matters including prudent utilization of financial resources;
- xv. Responsible for the service delivery of staff assigned including capacity building, performance contracting and appraisals;
- xvi. Coordinate authorization of payment vouchers and approval of payments in the IFMIS system.

### **Requirements for appointment**

- i. Be a Kenyan Citizen;
- ii. Have a Bachelors' degree in Commerce (Accounting or Finance option), Business Management/Administration (Accounting or Finance option);
- iii. Possess a Master's degree in any of the following disciplines; Accounting, Finance, Business Administration, Commerce or their relevant equivalent qualification from a recognized institution;
- iv. Have relevant working experience of at least ten(10) years in the Accounting, Audit or Financial field, or served in the grade of Deputy/Assistant Director Accounting Services, or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- v. Be a Certified Public Accountant (CPA-K) and in good standing with Institute of Certified Public Accountants of Kenya (ICPAK);
- vi. Be proficient in MS-Windows packages;
- vii. Have demonstrated professional competence in the field of accounting services and shown merit and ability as reflected in work performance and results;
- viii. Meet the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution.

### **Core Competencies**

- a. Make confident, fact- based decisions and acts on decisions with a sense of calculated risk- taking;
- b. Approach problems from different perspectives in order to suggest and implement solutions;





- c. Forecast issues in order to prevent potential impacts both internally and externally;
- d. Create and manage budgets effectively;
- e. Facilitate communication between team members to ensure efforts are aligned;
- f. Take accountability for delivering on commitments, own mistakes and use them as opportunities for learning and development;
- g. Ability to work with IFMIS.

**Salary scale:** The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

**Terms of Service: 3 Years Contract**

## **DEPARTMENT OF MEDICAL SERVICES**

### **1. PRINCIPAL MEDICAL ENGINEERING OFFICER JOB GROUP “N” ONE (1) POST**

#### **Duties and responsibilities**

Duties and responsibilities at this level will include: -

- i. Providing technical advice /specifications on procurement of appropriate medical equipment;
- ii. Installing, maintaining and repairing medium technology medical equipment/plant and furniture;
- iii. Supervising installations and commissioning of medium technology medical equipment and plants;
- iv. Supervising medical engineering works in a health facility;
- v. Analyzing information for research;
- vi. Preparing Planned Preventive Maintenance Schedule (PPM);
- vii. Ensuring quality of medical equipment in terms of performance and safety;
- viii. Maintaining information on medical engineering services for input into the Health Information Management System;
- ix. Training users on use and maintenance of medical equipment;
- x. Coaching and mentoring of staff;
- xi. Perform such other functions that may be delegated from time to time



## **Requirements for appointment**

- i. Bachelor's degree in Biomedical Engineering, Higher National Diploma, or Diploma in medical engineering or any other equivalent qualification from a recognized institution;
- ii. Competency in handling radiology, oncology, laboratory and theatre, ICU equipment and dental units, well conversant with Ophthalmic and optical equipment and Paediatric Imaging equipment;
- iii. Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution;
- v. Must have knowledge or understand turnkey hospital projects;
- vi. Must be registered with AMEK;
- vii. Must meet Chapter Six of the Kenyan Constitution on leadership and integrity;
- viii. Must have good understanding on public hospitals set up;
- ix. Extensive experience above nine years in the installations, diagnosis, repair and maintenance of medical equipment;
- x. Strong knowledge of medical equipment standards and regulations;
- xi. Excellent communication and interpersonal skills;
- xii. Ability to work independently and as part of a team.

**Salary scale:** The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission.

**Terms of Service: Permanent and Pensionable**

## **COUNTY PUBLIC SERVICE BOARD**

### **1. ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT JOB GROUP " P" ONE (1) POST**

Assistant Director Human Resource Management will report to the Chief Executive Officer (C.E.O) /Secretary and will be responsible for the following functions;





## **Duties and responsibilities**

- i. Facilitating, coordinating and ensuring execution of the Board's mandate and overseeing follow up of implementation of the Board's decisions ;
- ii. Monitoring implementation of the County Public Service Board's training and development, discipline, promotions, deployment and staff performance and appraisal;
- iii. Make proposals on Human Resource Planning and Succession Management;
- iv. Analysing staff performance and career progression and make appropriate recommendations;
- v. Ensuring correct interpretation and implementation of human resource management policies, rules and regulations including those relating to pensions, salary administration, labour laws and other statutes relating to human resource management;
- vi. Investigating and reporting on Human Resource Management complaints and carrying out ad hoc investigations on issues that require urgent attention from the Board;
- vii. Promotion of values and principles of public service;
- viii. Preparing regular, quarterly and annual reports as may be required;
- ix. Offering guidance and supervision to the officers below him/her;
- x. Developing or receiving capacity building initiatives;
- xi. Any other duty as may be assigned from time to time.

## **Requirements for appointment**

- i. Have a Bachelors' degree in Human Resource Management, Business Administration/Management with a bias in Human Resource Management from a recognized institution;
- ii. Be a member of the Institute of Human Resource Management (IHRM);
- iii. Have served as a Principal Human Resource Management Officer or in a similar position for a minimum period of three (3) years;
- iv. Master's degree in relevant field will be an added advantage;
- v. Possess a certificate in leadership course lasting not less than four (4) weeks from a recognized institution;



- vi. Possess a Higher Diploma in Human Resource Management or Certified Human Resource Practitioner (CHRP) status;
- vii. Demonstrate a high degree of professional competence, administrative capabilities and initiative in the general organization and management of human resources and a thorough understanding of the human resources management policies, regulations and employee relations, labour laws and other statutes that impact on the human resource;
- viii. Be proficient in MS-Windows packages;
- ix. Meet the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution.

**Salary scale:** The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

**Terms of Service: Permanent and Pensionable**

**How to Apply**

Interested and qualified candidates should submit their filled job application forms with copies of their National Identity/passport, Academic and Professional certificates and current Chapter Six compliance certificates to the undersigned on or before **29<sup>th</sup> day of August, 2025**.

**SECRETARY/CEO VIHIGA COUNTY PUBLIC SERVICE BOARD  
P.O BOX 880-50300  
MARAGOLI.**

**Please Note**

- County Government of Vihiga is an equal opportunity employer and encourages People Living with Disabilities, Youth and Women to apply.
- County Public Service Board does not charge any recruitment fee whatsoever. **Do Not Pay Money to Fraudsters because Our services are absolutely free**
- Canvassing will lead to automatic disqualification
- Only shortlisted candidates will be invited for interview.
- Those with certificates from foreign institutions must have them certified by the relevant authority.

