



## COUNTY GOVERNMENT OF TAITA TAVETA

### COUNTY PUBLIC SERVICE BOARD

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P.O. Box Private Bag  
VOI

#### **VACANT POSITIONS IN THE COUNTY PUBLIC SERVICE**

The Taita Taveta County Public Service Board invites applications from suitable and qualified Kenyan citizens to fill the following positions in the County Government of Taita Taveta.

Vacancies in the Office of the Governor				
No.	Position	Job Group	Terms of Service	No. of Posts
1.	Assistant Director Liaison, Partnership and Intergovernmental Relations	CPSB 05	Permanent	One (1)
2.	ICT Officer(Software Developer)	CPSB 08	Permanent	One (1)
3.	ICT Officer III	CPSB 11	Permanent	Three (3)
Vacancies in the Department of Finance and Economic Planning				
No.	Position	Job Group	Terms of Service	No. of Posts
1.	County Chief Officer – Financial Services	CPSB 02	Three (3)Years Contract	One (1)
2.	Director of Internal Auditor	CPSB 03	Five (5) Years Contract	One (1)
Vacancies in the Department of Education Libraries and VTC'S				
No.	Position	Job Group	Terms of Service	No. of Posts
1.	Assistant Director ECDE	CPSB 05	Permanent	One (1)
Vacancies in the Department of Devolution Public Service and Administration				
No.	Position	Job Group	Terms of Service	No. of Posts
1.	Principal Human Resource Officer	CPSB 06	Permanent	One (1)
2.	Human Resource Assistant III	CPSB 11	Permanent	Four (4)
3.	Assistant Enforcement Officer III	CPSB 10	Permanent	One (1)
4.	Enforcement Assistant III	CPSB 13	Permanent	One (1)
Vacancies in the Department of Public Works, Infrastructure, Housing and Energy				
No.	Position	Job Group	Terms of Service	No. of Posts
1.	Senior Superintendent Architect	CPSB 06	Permanent	One (1)
2.	Architectural Assistant Officer II	CPSB 10	Permanent	One (1)

Vacancies in the Department of Agriculture, Livestock, Irrigation cooperative Development and Blue Economy				
No.	Position	Job Group	Terms of Service	No. of Posts
1.	Agricultural Assistant	CPSB 12	Permanent	Five (5)
<b>Total</b>				<b>Twenty-two (22)</b>

## HOW TO APPLY

All applications should be addressed and delivered to:

**The Secretary/CEO  
County Public Service Board  
Private Bag  
VOI**

**OR**

Hand delivered at the at the County Public Service Board offices in Voi; located opposite Voi Prison.

## IMPORTANT INFORMATION REGARDING APPLICATION DEADLINES

Applications, including copies of academic and professional certificates and other relevant testimonials, should reach the County Public Service Board on or before **15<sup>th</sup> August 2025** for the following positions:

- County Chief Officer – Financial Services, Job Group CPSB 02, Ref No. CPSB/TTC/18/2025
- Director, Internal Audit, Job Group CPSB 03, Ref No. CPSB/TTC/18/2025

For all other positions, the applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **Monday, 25th August 2025**.

**Warning: Beware of fraudsters! The Taita Taveta County Public Service Board does not charge any fees for purposes of processing applications or facilitating interviews. In case of people soliciting for bribes, the same should be reported to the nearest police station.**

**The Board's official telephone number remains 0710988455.**

**Dated Monday, 4<sup>th</sup> August 2025.**

## **VACANCIES IN THE OFFICE OF THE GOVERNOR**

1. Ref No. CPSB/TTC/15/2025

**POSITION: ASSISTANT DIRECTOR LIAISON, PARTNERSHIP AND INTERGOVERNMENTAL RELATIONS JOB GROUP CPSB 05**

**Number of Posts: One (1) Post**

**Terms of Service: Permanent and Pensionable**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

### **Duties and Responsibilities**

1. **Coordinating Collaboration:** Foster Collaboration between various stakeholders by organizing meetings, conferences, or workshops. Facilitate discussions, brainstorming sessions, or problem-solving meetings to encourage effective teamwork and achieve common goals.
2. **Relationship Management:** Build and maintain strong relationships with internal and external stakeholders. Develop an understanding of their requirements, expectations, and concerns and cascade the same respective departments.
3. **Conflict Resolution:** Identify and report any conflicts or issues that arise among an external stakeholder and different County departments to the County Secretary.
4. **Information Management:** manage the flow of information among different collaborators. Keep collaborating entities informed about relevant updates, changes or decisions. Ensure all the necessary documentation is properly organized and accessible.
5. **Strategic Planning:** Contribute to the development and implementation of strategic plans by providing valuable insights and recommendations based on the understanding of stakeholders needs and interest.
6. **Stay Updated:** Stay informed about industries trends, regulations and best practices. Proactively identify opportunities for improvement and innovation. Share relevant knowledge and insights with stakeholders to enhance their understanding and decision-making processes.
7. **Support and coordinate the representation of the County Government in international events, delegations, or learning missions abroad.**
8. **Any other duties that may be assigned from time to time.**

## **Requirements for Appointment**

1. Be a Kenyan citizen with a National ID.
2. Have a minimum of three (3) years' relevant experience in intergovernmental relations or a comparable position in the Public Service or Private sector.
3. Be a holder of a Bachelor's degree in Social Sciences or International Relations from a recognized Institution.
4. Strong understanding of Intergovernmental frameworks and Public Sector governance in Kenya.
5. Familiarity with regional economic blocs, particularly Jumuiya ya Kaunti ya Pwani, and related policy frameworks.
6. Have excellent communication and interpersonal skills.
7. Demonstrate merit and ability as reflected in work performance and results.
8. Be proficient in computer applications.
9. High-level interpersonal and communication skills, capable of dealing with senior officials, foreign dignitaries, and diplomatic representatives.
10. Analytical and report-writing skills, with the ability to synthesize complex information and present it to diverse audiences.
11. Proven ability to manage partnerships and network across sectors and government levels.
12. Ability to work under pressure and multicultural environments.
13. Demonstrate understanding of and commitment to the values and principles outlined in Article 10 and 232 of the Constitution and satisfy the requirements of Chapter 6 of the Constitution.
14. Values and embodies a teamwork spirit.

## **2. Ref No. CPSB/TTC/16/2025**

**POSITION: ICT OFFICER (SOFTWARE DEVELOPER) JOB GROUP CPSB 08**

**Number of Posts: One (1) Post**

**Terms of Service: Permanent and Pensionable**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

## **Duties and Responsibilities**

1. Research, Design, Develop and test software and applications for computers
2. Testing and evaluating new programs

3. Identifying areas of modification in existing programs and subsequently developing these modifications
4. Writing and implementing efficient code
5. Maintain all software and create updates regularly for effective service delivery

#### **Requirements for Appointment**

1. Be a Kenyan citizen;
2. Minimum Kenya Certificate of Secondary Education Mean Grade C+ or its approved equivalent;
3. Bachelor's Degree in any of the following fields: Computer science, Electronic & Computer Engineering, Information Technology or its equivalent qualification from a recognized institution;
4. Knowledge of the software development life-cycle; and,
5. Experience working on a variety of software development projects.

**3. Ref No. CPSB/TTC/17/2025**

**POSITION: ICT OFFICER III JOB GROUP CPSB 11**

**Number of Posts: Three (3) Posts**

**Terms of Service: Permanent and Pensionable**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

#### **Duties and Responsibilities**

1. Writing and testing simple computer programs according to instructions and specifications;
2. Assisting in the implementation of the computer systems;
3. Providing user support and training of users;
4. Repairs and maintenance of ICT equipment and associated peripherals;
5. Monitoring the performance of ICT equipment's;
6. Reporting any faults for further action and;
7. Any other duties as may be assigned

#### **Requirements for Appointment**

1. Be a Kenyan citizen;
2. Diploma in any of the following fields: Computer science, Information Technology or its equivalent qualification from a recognized institution;

# **VACANCIES IN THE DEPARTMENT OF FINANCE ECONOMIC PLANNING**

1. Ref No. CPSB/TTC/18/2025

**POSITION: COUNTY CHIEF OFFICER- FINANCIAL SERVICES JOB GROUP CPSB 02**

**Number of Posts: One (1) Post**

**Terms of Service: Three (3) Years Contract**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

## **Duties and Responsibilities**

The County Chief Officer shall be the authorized officer in respect of exercising delegation of powers and shall be responsible for: -

1. The day to day administration of the County Development as provided under section 46
2. Providing strategic policy direction for effective service delivery within the department
3. Implementation of policies and development plans and programs within the department
4. Development and implementation of strategic plans and sector development goals including performance management
5. Formulation and implementation of effective programs to attain vision 2030 and sector goals

## **Requirements for Appointment**

1. Be a Kenyan citizen
2. Satisfy chapter six (6) of the constitution of Kenya
3. Shall be a holder of at least a Bachelor's Degree in business related field in accounting financed from a university recognized in Kenya;
4. A Master's degree in the relevant field will be an added advantage;
5. Served in the public service for a period of three (3) years in JG R or not less than 10 years' managerial senior level in a large organization
6. Have knowledge, experience and a distinguished career in finance

7. Be a strategic thinker, proactive and results oriented
8. Demonstrate a thorough understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya 2010
9. Be a holder of CPA K and member of the ICPAK

## **2. Ref No. CPSB/TTC/19/2025**

### **POSITION: DIRECTOR INTERNAL AUDITOR JOB GROUP CPSB 03**

**Number of Posts: One (1) Post**

**Terms of Service: Five (5) Years Contract**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

#### **Duties and Responsibilities**

1. Consolidating and prioritizing of areas for allocation of public resources for the county.
2. Identifying problems at the county and in consolidating programmes at the sub county level for inclusion in the project bases budget.
3. Issuing guidelines of the budget process to be followed by all county offices.
4. Preparing and submitting the county budget Fiscal Strategy Paper (CFSP) in line with the county objectives in the Budget Policy Strategy to the County Executive.
5. Preparing and submitting the County Budget Review and Outlook Paper(CBROP).
6. Publishing of the CBROP
7. Preparing and submitting the relevant draft bills to the County Assembly.
8. Ensuring the systems in place are adopted and used as required.
9. Coordinating allocation of resources among sectors through the sector process.
10. Provide leadership in budget management in the county.
11. Undertaking capacity building of the staff at the county level.
12. Dealing with county assembly questions and issues pertaining to expenditure, monitoring and control.
13. Advising the county secretary on budget management
14. Assemble the risk involved in new and existing budget policies.

#### **Requirements for Appointment**

1. Be a Kenyan citizen
2. Be a holder of Bachelor's degree in Finance, Accounting, Business Administration, Commerce or any in a relevant equivalent.

3. Be a holder of CPA (K) or its recognized equivalent
4. Be registered with the institute of Certified Public Accountants of Kenya (ICPAK) or Association of Certified Fraud Examiners (ACFE)
5. Relevant working experience of not less than five (5) years in senior management position.
6. Master's degree with a bias in Accounting of Finance will be an added advantage.
7. Have a good Microsoft Excel and IFMIS management skills.
8. Certificate in Strategic Development Program (SLDP) lasting not less than six (6) weeks from a recognized institution or
9. Any equivalent management training from a recognized institution

## **VACANCIES IN THE DEPARTMENT OF EDUCATION LIBRARY AND VTC'S**

1. Ref No. CPSB/TTC/20/2025

**POSITION: ASSISTANT DIRECTOR ECDE JOB GROUP CPSB 05**

**Number of Posts: One (1) Post**

**Terms of Service: Permanent and pensionable**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

### **Duties and Responsibilities**

1. Deputize the Director ECDE
2. Supervising sub-county ECDE programme officers in the county
3. Organizing refresher course to ECDE teachers, caregivers and stakeholders
4. Organizing regular research on child care practices and emerging issues
5. Organizing for assessments of potential ECDE centers for the purpose of registration
6. Ensuring quality and standards in ECDE centers
7. Ensuring quality coverage of ECDE curriculum through regular supervisory visits to teachers in ECDE centers.
8. Liaising with various stakeholders to ensure that all children of appropriate age are enrolled and attend ECDE centers
9. Developing localized ECDE curriculum and materials
10. Organizing co curriculum activities for ECDE children



11. Ensuring adherence to use authorized textbooks and other curriculum materials in ECDE centers
12. Any other duties assigned by the Chief Officer

### **Requirements for Appointment**

1. Serve as principal graduate ECDE teacher 1 or in an equivalent position for a minimum period of three (3) years.
2. Must hold a Bachelor Degree of Education in ECDE or any other relevant and related degree from a recognized university.
3. Masters of education in ECDE or any other relevant Masters in education from a recognized institution as an added advantage
4. Certificate of Senior management course lasting for 4 weeks from a recognized government institution
5. Must be Registered by Teachers Service Commission
6. Certificate of computer application
7. Shown merit and ability as reflected in work performance

## **VACANCIES IN THE DEPARTMENT OF DEVOLUTION PUBLIC SERVICE AND ADMINISTRATION**

1. Ref No. CPSB/TTC/21/2025

**POSITION: PRINCIPAL HUMAN RESOURCE OFFICER JOB GROUP CPSB 06**

**Number of Posts: One (1) Post**

**Terms of Service: Permanent and Pensionable**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

### **Duties and Responsibilities**

1. Coordinating human resource services in such areas as appointment, promotion, payroll management; discipline, pensions, establishment and complement control;
2. Analyzing the staffing levels and making proposals for succession planning;
3. Analyzing utilization of human resources and advising on proper deployment;
4. Analyzing staff progression and making proposals for career development;
5. Ensuring the correct interpretation and implementation of human resource management and development regulations, labour laws and other statutes;
6. Managing the human resource information systems;

7. Preparing and compiling report on the implementation of performance management systems including Performance Appraisal Systems;
8. Developing training projections and plans;
9. Coordinating the preparation and processing of cases for the County Human Resource Advisory Committee;
10. Organizing, coordinating, monitoring and evaluating training programs;
11. Taking custody of Human Resource Development records; and supervising training need assessment and development.

### **Requirements for Appointment**

1. Serve in the grade of Chief Human Resource Management and Development Officer.
2. Has knowledge in Human Resource information systems i.e.: IPPD, UPN, HRIS-ke.
3. Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Business Administration, Political Science/Government, or any Other relevant Social Science from a recognized institution;
4. Higher Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or its equivalent from a Recognized institution;
5. Certificate in Management Course lasting not less than (4) weeks from a recognized Institution;
6. Membership to a relevant professional body;
7. Certificate in computer applications skills from a recognized institution; and Shown merit and ability as reflected in work performance and results.

**2. Ref No. CPSB/TTC/22/2025**

**POSITION: HUMAN RESOURCE ASSISTANT III JOB GROUP CPSB 11**

**Number of Posts: Four (4) Posts**

**Terms of Service: Permanent and pensionable**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities**

This will be the entry and training grade for this cadre. An officer at this level will work under the Guidance of a senior officer.

Duties and Responsibilities will entail:

1. Processing human resource management matters including appointments, promotions and leave applications within existing rules, regulations and procedures;
2. Capturing and updating human resource data in HRIS and drafting letters.

**Requirements for Appointment**

1. Diploma in Human Resource Management, Industrial Relations, Labour Relations or any other relevant and equivalent qualification from a recognized institution, lasting not less than nine (9) months;
2. Membership to a relevant professional body; the institute of Human Resource

**OR**

1. Part I of the Certified Public Secretaries Examination from KASNEB; and
2. Certificate in computer application skills from a recognized institution.

**1. Ref No. CPSB/TTC/23/2025**

**POSITION: ASSISTANT ENFORCEMENT OFFICER III JOB GROUP CPSB 10**

**Number of Posts: One (1) Post**

**Terms of Service: Permanent and pensionable**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities**

1. Enforcing various County laws and other relevant act.
2. Carry out regular patrols in the parking
3. Ensuring orderly parking and traffic management

4. Maintaining order and sanity in markets and other business premises
5. Ensure preservation of order and sanity in markets, bus parks and other business Premises.

**Requirements for appointment:**

1. Five years' experience in National Police Service and/or Diploma in the following disciplines Security Management and Police Studies, Criminology, Crime prevention and management or its equivalent from a recognized institution.
2. Must have a paramilitary training of not less than nine months.
3. Must be physical fit.

**2. Ref No. CPSB/TTC/24/2025**

**POSITION: ENFORCEMENT ASSISTANT III JOB GROUP CPSB 13**

**Number of Posts: One (1) Post**

**Terms of Service: Permanent and Pensionable**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities**

1. Enforcement of national and county laws and regulations as outlined under schedule four of the constitution of Kenya.
2. Undertake routine patrols and or guarding of access points and key strategic areas in the County institutions and installations.
3. Execute all orders and warrants lawfully issued to county law breakers
4. Ensure preservation of order and sanity in markets, bus parks and other business premises.
5. Conducting frequent inspections on regulated activities to ensure compliance.
6. Ensure orderly parking and traffic management in county town centers.
7. Apprehension, undertaking investigation and prosecution of county laws breakers;
8. Enforce county spatial and development plans and other relevant Acts.
9. Crowd control, collection of information and reporting on security matters.
10. Revenue enhancement through imposing prescribed penalties as per the law;

**Requirements for Appointment:**

1. Have Kenya Certificate of Secondary Education mean grade D+ and above or its equivalent.
2. Must be physically fit.
3. National Youth Service training will be an added advantage.

## **VACANCIES IN THE DEPARTMENT OF PUBLIC WORKS, INFRASTRUCTURE, HOUSING AND ENERGY**

1. Ref No. CPSB/TTC/25/2025

**POSITION: SENIOR SUPERINTENDENT ARCHITECT JOB GROUP CPSB 06**

**Number of Posts: One (1) Post**

**Terms of Service: Permanent and pensionable**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities**

1. Preparation of scheme designs of projects allocated.
2. Preparation of production drawings of project allocated.
3. Controlling of activities on site.
4. Supervision of projects during construction and maintenance.
5. Checking on schemes/sketches done by consultants.
6. Conducting field survey and user reaction investigations
7. Analysis of data from field surveys.
8. Establishment of space standards and better architectural detailing

**Requirements for Appointment**

For appointment to this grade, an officer must have:

1. Served in the grade of Superintending Architect or comparable and relevant position in the Public Service for at least three (3) years;
2. A Bachelor's degree in architecture or its equivalent and relevant qualifications from a recognized institution.
3. Been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya as an Architect.
4. Corporate Membership with Architectural Association of Kenya (AAK).

5. Project Development and Management course lasting not less than four (4) weeks from recognized institution will be an added advantage.
6. Management course lasting not less than four (4) weeks from recognized institution will be an added advantage.
7. Demonstrated merit and ability as reflected in work performance and results.

## **2. Ref No. CPSB/TTC/26/2025**

### **POSITION: ARCHITECTURAL ASSISTANT OFFICER II JOB GROUP CPSB 10**

**Number of Posts: One (1) Post**

**Terms of Service: Permanent and pensionable**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

#### **Duties and Responsibilities**

1. Provide architectural assistance to architects in development construction plans.
2. Prepare and develop layouts, elevations, cross sections in construction drawings.
3. Assist architectural teams in dimensional surveys of buildings.
4. Apply survey notes in architectural drawings with precise specifications.
5. Use advanced CAD software in preparing architectural plans.
6. Assist and support architects in executing multiple architectural projects.
7. Interact with clients to implement their plans and goals in architectural project drawings.
8. Execute all aspects of architectural processes and issues.
9. Maintain all architectural drawings, plans, specifications and survey notes in organized manner.
10. Ensure compliance of all architectural guidelines and standards.

#### **Requirements for Appointment**

For appointment to this grade, an officer must have:

1. Served in the grade of Architectural Assistant III (BS) or comparable and relevant position in the Public Service for at least three (3) years.
2. Must have at least a Diploma in Architecture or its equivalent and relevant qualification from a recognized institution.

3. At least 4 years' experience as an Architecture Assistant in a busy construction environment.
4. Excellent problem-solving skills.
5. Good communication skills.
6. Experience is using appropriate CAD design software.
7. Experience in using Microsoft Office (Word and Excel).

## **VACANCIES IN THE DEPARTMENT OF AGRICULTURE, LIVESTOCK, IRRIGATION COOPERATIVE DEVELOPMENT AND BLUE ECONOMY**

1. Ref No. CPSB/TTC/28/2025

**POSITION: AGRICULTURAL ASSISTANTS III JOB GROUP CPSB 12**

**Number of Posts: Five (5) Posts**

**Terms of Service: Permanent and pensionable**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

### **Duties and Responsibilities**

This is the entry and training grade for certificate holders.

The duties will involve mobilizing, training and advising farmers on matters relating to agricultural extension service at the ward/ sub location level.

### **Requirements for Appointment**

1. Kenya Certificate of Secondary Education (KSCE)
2. A two- year certificate course in any of the following fields: Agriculture, Food Technology, Agriculture and home Economics, Agricultural Education, Horticulture or any other relevant and equivalent qualification from a recognized qualification.
3. Competency in computer applications.

## HOW TO APPLY

All applications should be addressed and delivered to:

The Secretary/CEO  
County Public Service Board  
Private Bag  
VOI

OR

Hand delivered at the at the County Public Service Board offices in Voi; located opposite Voi Prison.

## **IMPORTANT INFORMATION**

1. Candidates **MUST** clearly indicate the position being applied for by quoting the vacancy reference number.
2. Candidates **MUST** attach a clear copy of their national identity card or valid passport.
3. Applications, including copies of academic and professional certificates and other relevant testimonials, should reach the County Public Service Board on or before **15<sup>th</sup> August 2025** for the following positions:
  - County Chief Officer – Financial Services, Job Group CPSB 02, Ref No. CPSB/TTC/18/2025
  - Director, Internal Audit, Job Group CPSB 03, Ref No. CPSB/TTC/18/2025For all other positions, the applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **Monday, 25th August 2025**.
4. Only shortlisted candidates will be contacted.
5. Youth, women and persons with special needs are encouraged to apply.
6. Candidates found canvassing will automatically be disqualified.

**Warning: Beware of fraudsters! The Taita Taveta County Public Service Board does not charge any fees for purposes of processing applications or facilitating interviews. In case of people soliciting for bribes, the same should be reported to the nearest police station.**

The Board's official telephone number remains 0710988455.

SECRETARY/CEO



**COUNTY PUBLIC SERVICE BOARD**

Dated Monday, 4<sup>th</sup> August 2025