

# REPUBLIC OF KENYA



## COUNTY GOVERNMENT OF KAKAMEGA COUNTY YOUTH SERVICE AND WOMEN EMPOWERMENT PROGRAMME

### VACANCIES

#### RECRUITMENT OF ASSISTANT DIRECTORS, PROGRAMME OFFICERS, SUB COUNTY PROGRAM COORDINATORS, ACCOUNTS ASSISTANT AND COUNTY MARSHALLS IN THE COUNTY YOUTH SERVICE AND WOMEN EMPOWERMENT PROGRAMME

Pursuant to the Constitution 2010 under the Article 55, the County Government Act No. 17 of 2012, and in accordance with the provisions of the Kakamega County Youth Service and Women Service Act No. 5 of 2019, the County Government of Kakamega invites applications from suitably qualified persons to fill the positions below as part of the beneficiaries of the Programme.

#### 1.0 SENIOR PROGRAM OFFICER - CYSWEP (2 POSTS)

*Monthly consolidated Stipend: Ksh. - 70,000 p.m.*

**Terms of Service: Contract of one (1) year**

#### *Duties and Responsibilities*

The officer will assist the Director - CYSWEP and will be responsible for the following roles:

- i. Coordination of programs in the Service and ensure their successful implementation;
- ii. chairing the Service Promotion Board;
- iii. To chair the Service Tender Committee;
- iv. In charge of Transport operations and logistics
- v. chairing Service Discipline Committee;
- vi. To monitor and evaluate Service activities;
- vii. In charge of Service Sports and other co-curricular activities; and
- viii. Coordination of Emergency responses.
- ix. Any other assigned duties by the Director from time to time

### ***Requirements for Appointment***

- (i) Bachelor's Degree from a recognized institution;
- (ii) Certificate in Computer Applications;
- (iii) Proven work experience for a minimum of five years.

**OR**

- (iv) Diploma in management, administration or relevant qualification from a recognized institution in Kenya;
- (v) Certificate in Computer Applications; and
- (vi) Proven work experience for a minimum of five years in a similar role.

## **2.0 PROGRAMME OFFICERS (9 POSTS)**

***Monthly consolidated Stipend: Ksh. - 24,000 p.m.***

### **Terms of Service: Contract of one (1) year**

#### ***Duties and Responsibilities***

- i. Work with field officers to guide service members in their performance of duties
- ii. Monitor and evaluate the performance of service members
- iii. Guide and support self-help groups conduct their activities
- iv. Oversea distribution and safety of working tools and other resources
- v. Maintain accurate records service members and equipment
- vi. Any other duties assigned by the Director

### ***Requirements for Appointment***

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its approved equivalent
- (ii) Certificate in any of the following disciplines: Human Resource Management, Business Administration (KATC), Supply chain management or Records Management or any other relevant field.
- (iii) A good knowledge of Ms office/ Computer Applications
- (iv) A good organizational and multitasking abilities.

### **3.0 PROGRAMME SUB - COUNTY COORDINATORS - (26 POSTS)**

*Monthly consolidated Stipend: Ksh. 50,000 p.m.*

**Terms of Service: - Contract of one (1) year**

#### *Duties and Responsibilities*

- (i) Assist with planning and coordination of programs and the activities;
- (ii) Monitor implementation of programme goals;
- (iii) Ensure smooth running and coordination of the programme in various areas of jurisdiction;
- (iv) Coordinate programme communication in sub counties;
- (v) Overseeing the development of programme deliverables;
- (vi) Monitoring action plans and processes;
- (vii) Support programme growth and development where necessary;
- (viii) Attending staff meetings and taking minutes; and
- (ix) Delegating tasks to appropriate team members.

#### *Requirements for Appointment: -*

- (i) Must be a resident of Kakamega County;
- (ii) Leadership, coaching and mentoring of staff skills;
- (iii) Client interpersonal skills;
- (iv) Innovation mind-set skills management;
- (v) Time management; and
- (vi) Process management and improvement.

### **4.0 COUNTY SENIOR MARSHALS - (15 POSTS)**

**Monthly Consolidated Stipend: Ksh. 20,000.00p.m.**

**Terms of Service: - Contract of one (1) year**

#### *Duties and Responsibilities*

- i. Overseeing the county marshals.
- ii. Assist in carrying out regular patrols in parking areas to ensure orderly parking and traffic management;
- iii. Responding to safety and emergency alerts;
- iv. Collecting information and reporting on matters of County interest;
- v. Assist in the enforcement of revenue collection; and
- vi. Performing any other lawful related duties assigned by the supervisor.

#### *Requirements for Appointment: -*

All candidates will be expected to satisfy the following minimum requirements:

- i. Be a resident of Kakamega County;
- ii. Have a Kenyan ID card or Valid Passport;
- iii. Have a Kenya Certificate of Primary Education (K.C.P.E);
- iv. Have Good Communication Skills;
- v. Be medically fit with the ability to undertake physical activities;
- vi. No previous criminal conviction or record; and
- vii. Successful candidates shall undergo paramilitary training.

## 5.0 COUNTY MARSHALLS - (55 POSTS)

**Monthly Consolidated Stipend: Ksh. 15,201.00p.m.**

**Terms of Service: - Contract of one (1) year**

### *Duties and Responsibilities*

- vii. Assist in carrying out regular patrols in parking areas to ensure orderly parking and traffic management;
- viii. Responding to safety and emergency alerts;
- ix. Collecting information and reporting on matters of County interest;
- x. Assist in the enforcement of revenue collection; and
- xi. Performing any other lawful related duties assigned by the supervisor.

### *Requirements for Appointment: -*

All candidates will be expected to satisfy the following minimum requirements:

- viii. Be a resident of Kakamega County;
- ix. Have a Kenyan ID card or Valid Passport;
- x. Have a Kenya Certificate of Primary Education (K.C.P.E);
- xi. Have Good Communication Skills;
- xii. Be medically fit with the ability to undertake physical activities;
- xiii. No previous criminal conviction or record; and
- xiv. Successful candidates shall undergo paramilitary training.

## 6.0 ACCOUNTS ASSISTANT - (1 POST)

**Monthly consolidated Stipend: Ksh. 30,000.00**

**Terms of Service: Contract of one (1) year**

### *Duties and Responsibilities*

- i. Verification of vouchers and committal documents in accordance with laid down rules and regulations;
- ii. Assisting with employee salary calculations and deductions;
- iii. Data capture, maintenance of primary records such as registers and preparation of simple management reports;

- iv. Safe custody of programme records and assets;
- v. Writing cheques and posting payments and receipt vouchers in the cash books;
- vi. Balancing and ruling of the cash books, imprests and advance ledgers on daily basis; and
- vii. Prepare monthly, quarterly, biannual & annual financial reports.

***Requirements for Appointment***

- i. Diploma in Accounting, Finance or a related field;  
OR
- ii. Passed Part II of the Certified Public Accountants Examination or its approved equivalent qualification;
- iii. Certificate in computer applications from a recognized institution;
- iv. Proven work experience for a minimum of 2 years as accounts assistant or similar role; and
- v. Solid knowledge of financial and accounting procedures; and

**7.0 PROGRAMME ICT OFFICER - (1 POST)**

***Monthly consolidated Stipend: Ksh. 50,000.00***

***Terms of Service: Contract of One (1) Year***

***Duties and Responsibilities***

- a) Locating and seizing chances to enhance and update software and systems
- b) Conducting routine evaluations of networks and data security
- c) Running routine systems operations report and sharing them with the programme Director
- d) Writing and testing simple computer programs
- e) Assisting in implementation of computer systems
- f) Providing user support and training
- g) Repair and maintenance of ICT equipment

***Requirements for Appointment***

- a) Diploma in any of the following fields: computer science, electrical/electronic engineering or its equivalent qualification from a recognized institution.
- b) KSCE mean grade C (plain) with at least a C- in mathematics and English/Kiswahili or its approved equivalent.
- c) Experience leading and managing large IT infrastructure across various technologies
- d) Excellent working knowledge with computer systems, security, networks, system administration, database and data storage systems.
- e) Strong critical thinking and decision-making skills

- f) Excellent programme management skills and strong ability to prioritize.
- g) Firm grasp on IT infrastructure and operations best practices

**NOTE**

- 1) During interviews, shortlisted candidates will be required to produce their **original** National Identity Card and Academic Certificates.
- 2) Canvassing will lead to automatic disqualifications.
- 3) Kakamega County is an equal employer and therefore all candidates with the necessary requirements are encouraged to apply.

**HOW TO APPLY**

Interested and qualified persons are invited to make their applications and send to the undersigned or hand delivered to the Director County Youth Service and Women Empowerment Programme office at **Bukhungu Stadium** on or before **Monday 11<sup>th</sup> May, 2026 at 4.00 P.M.**

**Applicants are advised to provide accurate information when making applications, those who give false information regarding their credentials and qualifications will be automatically disqualified.**

**PLEASE NOTE:** The County Government of Kakamega **DOES NOT** use Agents nor charge **ANY FEE** at any stage of the recruitment process.

**THE DIRECTOR  
KAKAMEGA COUNTY YOUTH SERVICE  
AND WOMEN EMPOWERMENT PROGRAMME  
P.O BOX 36-50100, KAKAMEGA**