

**REPUBLIC OF KENYA**



**BARINGO COUNTY GOVERNMENT**

**COUNTY PUBLIC SERVICE BOARD**

Baringo County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the Constitution of Kenya 2010 under article 176 and County Government Act No. 17 of 2012.

1. **SENIOR ELECTRICAL INSPECTOR (POWER OPTION) "Job Group" (J)(2 POSTS) REF. BCPSB/02/2016**

This position reports to the Senior Superintendent, Electrical

**Duties and Responsibilities**

- 1) Carrying out electrical installations under the supervision of the senior superintendent, Electrical
- 2) Supervision of Electrical installations
- 3) Maintenance of Electrical Works
- 4) Repair of Electrical Installations
- 5) Preparing reports on operation and maintenance of electro-mechanical equipment
- 6) Preparing Bills of Quantities for Electrical works
- 7) Perform any other duties as may be assigned from time to time.

### **Requirements for the job**

- 1) Must be a Kenyan citizen.
- 2) Must possess a minimum qualification of a Diploma in Electrical Engineering (Power Option) from a recognized institution
- 3) Must have relevant experience of a minimum of three (3) years.
- 4) Must be proficient in use of computer programs and other office equipment.

### **2. WATER SUPPLY OPERATORS "Job Group" (E)(2 POSTS) REF: BCPSB/03/2016**

This position reports to the Senior Inspector, Water Supply

### **Duties and Responsibilities**

- 1) Supply water daily to connected consumers
- 2) Carry out Jar test of the raw water
- 3) Apply recommended chemical doses into raw water in the treatment works.
- 4) Carry out inventory of Electro-Mechanical equipment, laboratory tools and equipment as well as plumbing tools
- 5) Supervising the pipe fitter and repairers, chemical attendants, pump attendants and line patrollers
- 6) Planning and supervision of electrical works
- 7) Perform any other duties as may be assigned from time to time.

### **Requirements for the job**

- 1) Must be a Kenyan citizen.
- 2) Must possess a minimum qualification of a Certificate in Water Supply Operators Course from a recognized institution
- 3) Must have relevant experience of a minimum of two (2) years.

**3. INSPECTOR WATER AND SEWERAGE “Job Group” (H)(3 POSTS) REF. BCPSB/04/2016**

This position reports to Superintendent Water and sewerage

**Duties and Responsibilities**

1. Construction works for water supplies and sewerage schemes
2. Compiling operation and maintenance data
3. Supervising water supply operations and staff
4. Collaboration with other Water actors
5. Implement operation charts collects monthly revenue in full.
6. Perform any other duties as may be assigned from time to time.

**Requirements for the job**

1. Must be a Kenyan citizen.
2. Must possess a minimum qualification of a 3 year Certificate in Technical training or Diploma in Water Engineering/Supply technology from a recognized institution
3. Have Certificate in Computer Applications and has demonstrated merit and shown ability as reflected in work performance and results
4. Must have relevant experience of a minimum of two (2) years.

**4. PLUMBER – PIPE FITTER “Job Group” (E)(4 POSTS) REF. BCPSB/05/2016**

This position reports to Superintendent Water

**Duties and Responsibilities**

1. Undertaking improvement works and repair works of water pipeline
2. Patrolling pipeline to identify and fix leakages and routine checks

3. Connecting and disconnecting of pipelines as may be directed by the supervisor
4. Capacity building community on water management and distribution methods in case of water rationing
5. Solve community conflicts within the area of operation
6. Perform any other duties as may be assigned from time to time.

#### **Requirements for the job**

1. Must be a Kenyan citizen.
2. Must possess a Certificate in Government Trade Test Certificate Grade III in Plumbing
3. Must have relevant experience of a minimum of two (2) years.

#### **5. PRINCIPAL PHYSICAL PLANNER “Job Group” (P)(1 POST) REF: BCPSB/06/2016**

The Principal Physical Planner will be responsible to the Chief Officer for organizing management and administration of the Physical planning Function.

#### **Duties and responsibilities**

- 1) Providing advice to the County government on physical planning matters;
- 2) Formulation and review of regional and local physical development policies, guidelines and strategies, developing, implementing and evaluating the National and County spatial plan;
- 3) Reviewing and certifying county, urban, rural, techno cities, resort cities and special economic zones physical development plan;
- 4) Initiating research and innovation on urbanization strategies and policies and any other matter related to physical planning;
- 5) Planning and managing physical planning projects/programmes at the county and sub-county levels;
- 6) Developing, implementing and realizing strategic plans and objectives.
- 7) Preparing and implementing the performance targets work plans for the directorate staff.
- 8) Perform any other duties as may be assigned from time to time.

## **Requirements for Appointment**

- 1) Have a Bachelor's degree in any of the following disciplines.- Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- 2) Have a Master's degree in any of the following disciplines: Urban and or Regional Planning, Town Planning, or Spatial Planning from a recognized institution;
- 3) Minimum five (5) years experience in the relevant field.
- 4) Be a corporate member of Kenya Institute of Planners or Architecture Association of Kenya (Town Planning Chapter);
- 5) Be registered by the Physical Planners Registration Board;
- 6) Have demonstrated technical and professional competence as reflected in work performance and results.
- 7) Demonstrate professional ability, high integrity and competence matched by a proper appreciation of the county's socio economic development needs at the county, sectorial and focal levels.
- 8) Demonstrate ability to interpret and apply the Physical -Planning Act (Cap. 286) and other related statutes in line with the County vision and goals.

## **6. PHYSICAL PLANNER "Job Group" (K)(1 POST) REF: BCPSB/07/2016**

This is entry and training grade for this cadre. An officer at this level will work under supervision and guidance of a senior officer.

## **Duties and responsibilities**

- 1) Preparation of physical development plans
- 2) Collecting, collating and analyzing urban and regional planning data.
- 3) Processing development applications
- 4) Ensuring proper Development control within an assigned area.
- 5) Undertaking feasibility studies on physical ,social, economic and environmental characteristics,
- 6) Monitoring and implementation of the County Spatial Plan
- 7) Implementing physical plans for urban and rural areas
- 8) Maintaining of physical planning records
- 9) Any other duty as may be assigned.

### **Requirements**

- 1) Have a Bachelor's degree in any of the following disciplines:- Urban and or Regional Planning, Town Planning from a recognized institution
- 2) Be a graduate member of Kenya Institute of Planners or Architectural Association Of Kenya (Town Planning Chapter).
- 3) Excellent command of GIS.

## **7. PHYSICAL PLANNING ASSISTANT III "Job Group" (H) (1 POST) REF: BCPSB/08/2016**

### **Duties and responsibilities**

- 1) Drawing /digitizing local physical development plans
- 2) Maintaining of planning records
- 3) Establishing site suitability for proposed developments
- 4) Converting analogue data to digital formats using Geographical information system (GIS), AutoCAD and other technologies
- 5) Collecting and analyzing geographical data for preparation of physical development plans
- 6) Designing ,symbolizing, layout preparation, printing plotting and plan finishing
- 7) Conducting site inspections and updating of plans

### **Requirements**

- 1) Minimum of one year (1)experience in draughting using AutoCAD
- 2) Diploma/higher diploma in any of the following areas: urban and regional planning, regional planning, urban planning, building, civic engineering, cartography, geo-informatics, geographical information system (GIS) from a recognized institution.
- 3) Excellent command of AutoCAD and ArchiCAD.
- 4) Certificate in computer application skills from a recognized institution.
- 5) Demonstrated merit and ability as reflected in work performance and results
- 6) Associate membership of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter).

**8. LAND SURVEYOR II "Job Group" (K)(1 POST) REF: BCPSB/09/2016**

**Duties and Responsibilities**

- 1) Carrying out angular and distance measurements and computations for medium and high density topographical,
- 2) General engineering, sub-divisional schemes, medium area cadastral and photo control surveys.
- 3) Other responsibilities will be testing and calibrating survey equipment.
- 4) Collection, analysis processing, Maintenance and updating of GIS data
- 5) Assist in establishment and management of GIS Lab and land information management system.

**Requirements for Appointment**

- 1) Bachelor's degree in the following disciplines: Land Survey and Photogrammetry, Geometrics, Geometric Engineering, Technology in Geometric, Geospatial Engineering, Philosophy in Technology(Survey), from a recognized institution
- 2) Two (2) years experience in land surveying and GIS related disciplines.
- 3) Certificate in Computer Applications

**9. INTERNAL AUDITOR I "Job Group" (K) (1 POST) REF: BCPSB/010/2016**

This position reports to the Head of internal Audit.

**Duties and Responsibilities**

- 1) Prepare risk based audit programs
- 2) Conduct audit testing and identify reportable issues
- 3) Determine compliance with policies and procedures
- 4) Perform financial, operational and information systems audit
- 5) Perform risk assessments on key business activities and using this information to guide what to cover in audits
- 6) Perform any other duties as may be assigned from time to time.

## **Requirements for the job**

- 1) Must be a Kenyan citizen.
- 2) Must have at least a Bachelor's Degree ( Accounting and Finance Option)
- 3) Possess CPA (II) or its equivalent from a recognised Institution
- 4) Proven work experience as internal auditor at least five (3) years practical working experience in audit in a Public organization or a well established commercial organization.
- 5) Must be proficient in use of computer programs and other office equipment.

## **10. INTERNAL AUDITOR III "Job Group" (H) (2 POSTS) BCPSB/011/2016**

This position reports to the Head of internal Audit.

### **Duties and Responsibilities**

- 1) Participate in preparation of audit procedures of a given assignment in collaboration with supervisors
- 2) Draft audit reports on assignment for review with supervisors
- 3) Review audit reports or findings with assigned auditors
- 4) Check and inspect the accuracy of payment vouchers
- 5) Carry out audit tests and procedures as required
- 6) Check maintenance of accurate accounting records
- 7) Conduct special audit assignments as assigned
- 8) Participate in planning the scope and methodology of audits
- 9) Conduct routine audits as per the audit plan as agreed with the head of internal audit
- 10) Review internal controls and system processes for assurance and validity of data
- 11) Prepare working papers that demonstrate work done in the field, referenced and documented
- 12) Maintain confidentiality of records and information obtained during the course of audit work
- 13) Write and provide draft audit reports for review
- 14) Carry out spot checks and special assignment as directed



15) Perform any other duties as may be assigned from time to time.

### **Requirements for the job**

- 1) Must be a Kenyan citizen.
- 2) Must have at least a Diploma in Business related course or its equivalent from a recognised Institution
- 3) Should possess at least a CPA II
- 4) Have at least three (2) years work experience in Audit
- 5) Must be proficient in use of computer programs and other office equipment.

### **11. AGRICULTURE OFFICER II (AGRICULTURE GENERAL) J/G 'K' (3 POSTS) . REF. BCPSB 012/2016**

The agricultural officer II shall be responsible to sub-county agricultural officer in the department of agriculture Livestock and Fisheries

### **Duties and Responsibilities**

1. Training farmers in modern productive methods in agriculture and appropriate technologies;
2. Preparing budgets and developing work plans for the agriculture department;
3. Monitoring, assessing and prioritizing agriculture department activities;
4. Organizing Agricultural shows;
5. Training and guiding subordinates;
6. Collecting, analyzing and documenting agricultural data; and managing demonstration sites.
7. Provide extension to farmers on the development of horticulture in the county
8. Supervise green house and drip implementation and production
9. Undertake Fruit trees production and marketing

### **Requirements for Appointment**

1. Must be a Kenyan Citizen
2. Possess a Bachelor of Science Degree in Agriculture or Agricultural Extension Services from a recognized University OR institution.
3. Should be Proficient in computer application

### **12. ENGINEER II (AGRICULTURE) , JOB GROUP 'K'. (1 POST) .REF: BCPSB/013/2016**

The Agricultural engineer II shall be answerable to sub county Agricultural officer in the department of Agriculture, Livestock and Fisheries

#### **Duties and Responsibilities**

1. Design agricultural machinery components and equipment, using computer-aided design (CAD) technology
2. Test agricultural machinery and equipment to ensure that they perform properly
3. Design food-processing plants and supervise manufacturing operations
4. Design structures to store and process crops
5. Design housing and environments to maximize animals' comfort, health, and productivity
6. Provide advice on water quality and issues related to managing pollution, controlling rivers, and protecting and using other water resources
7. Supervise the construction and implementation of Agricultural structures.
8. Soil and water conservation;
9. Farm power and mechanization;
10. Agricultural processing and structures; and
11. Irrigation and drainage

#### **Requirements for appointment**

1. Must be Kenyan Citizen
2. Should possess a Bachelor of Science in Agricultural Engineering from a recognized institution
3. Should be Proficient in computer application

**13. ASSISTANT AGRICULTURAL OFFICER III (AGRICULTURE GENERAL) JOB GROUP 'H'-  
(5 POSTS) .REF. BCPSB/014/2016**

The assistant Agriculture officer III shall be answerable to sub-county Agriculture officer in the department of Agriculture, Livestock and Fisheries

**Duties and Responsibilities**

1. Provide extension to farmers on the development of general agriculture in the sub counties
2. Supervise and coordinate the implementation of all agricultural projects in the wards
3. Compile and forward reports to specific offices

**Requirements for appointment**

1. Must be a Kenyan Citizen
2. Must have a Diploma in Agriculture/ general or Horticulture, Home economics and education from a recognized institution
3. Should be Proficient in computer application

**14. CATERESS II J/G 'H' - (1) POST. REF. BCPSB/015/2016**

The cateress II shall be answerable to Agricultural Training Centre (ATC) Principal in the Department of Agriculture, Livestock and Fisheries

**Duties and Responsibilities**

1. Must be able to develop a procurement plan for food stuff requirement at the ATC
2. Supervise all catering all works at the Centre

**Requirements for appointment**

1. Kenyan Citizen
2. Must have a Diploma or its equivalent in catering from a recognized institution
3. Two years' relevant experience
4. Proficiency in computer application

**15. VETERINARY OFFICER 1 - (5 POSTS) J/G 'K'. .REF. BCPSB/016/2016**

The veterinary officer 1 shall be answerable to Sub County Veterinary Officer Department of Agriculture, Livestock and Fisheries

**Duties and Responsibilities**

1. Carry out disease control and veterinary extension services
2. Participate in training of stakeholders in the department
3. Advising on good veterinary practices
4. Collecting data and preparing reports on animal health, products and markets
5. Provide advice on animal breeding/Welfare
6. Undertake post-mortem examination and other diagnostic tests.

**Requirements for appointment**

1. Must be a Kenyan citizen
2. Should possess a Bachelor of Veterinary Medicine from recognized institution
3. Must be a registered member of Kenya Veterinary Board
4. Proficiency in computer application

**16. ANIMAL HEALTH OFFICER J/G 'H' - (2 POSTS) .REF. BCPSB/017/2016**

The animal Health officer shall be answerable to the Sub County Veterinary Officer Department of Agriculture, Livestock and Fisheries

**Duties and Responsibilities**

1. Carry out disease control, and vector control
2. Disease surveillance
3. Veterinary Extension services

### **Requirements for appointment**

1. Must be a Kenyan Citizen
2. Should possess a Diploma in animal Health from a recognized institution
3. Must be a member of Veterinary board
4. Proficiency in computer application

### **17. FISHERIES OFFICER II J/G 'K' - (1)POST. REF. BCPSB/018/2016**

The fisheries officer shall be answerable to sub-county fisheries officer Department of Agriculture, Livestock and Fisheries

### **Duties and Responsibilities**

- 1) Receiving and compiling fisheries related statistical data from field officers.
- 2) Analyzing fisheries data and preparing reports;
- 3) Assisting in monitoring, control and surveillance of the fisheries resources.
- 4) Undertaking fisheries extension activities;
- 5) Maintaining of fish ponds at fish farm and hatcheries.
- 6) Inspecting fish and fish handling facilities at fish landing sites, markets and farms and
- 7) Assisting in the promotion of fish marketing and value addition.

### **Requirement For Appointment**

1. Must be a Kenyan Citizen
2. Should possess a Bachelors Degree in any of the following fields; Zoology, aquatic sciences, natural resource management, Biochemistry, food science and technology, environmental science, biological sciences, physical science, chemistry or any other equivalent qualifications from a recognized institution.
3. Proficiency in computer application

### **18.FISHERIES ASSISTANT III J/G 'H'- (2) POSTS. REF. BCPSB/019/2016**

The fisheries assistant shall be answerable to ward Fisheries Officer Department of Agriculture, Livestock and Fisheries

### **Duties and Responsibilities**

- 1) Assisting in fisheries activities in their areas of jurisdiction;
- 2) Assist in implementation of fisheries development strategies;
- 3) Assist in management of fisheries resources;
- 4) Assist in collection and compilation of fisheries statistics;
- 5) Undertake Fisheries extension work;
- 6) Compilation of field reports;
- 7) Enforcement of fisheries rules and regulations;
- 8) Conserving and protection of fisheries resources

### **Requirements for appointment**

1. Be a Kenya Citizen;
2. Should have a Diploma in Fisheries from a recognized Institution.
3. Proficiency in computer application

### **19. LIVESTOCK PRODUCTION OFFICER (ANIMAL PRODUCTION) J/G 'K'. (4 POSTS).REF: BCPSPB/020/2016**

The livestock production officer shall be responsible to Sub County Livestock Production Officer Department of Agriculture, Livestock and Fisheries

### **Duties and Responsibilities**

1. Oversee the delivery of demand-driven and relevant livestock husbandry extension services, and ensure performance
2. Network with other service providers in developing specific livestock enterprises
3. Assist in implementing county legislation on livestock development
4. Participate in formulating and implementing both short-term and long-term strategies to promote livestock development

5. Be an advocate of livestock development best practices
6. Collect data, analyze and prepare sectional technical reports
7. Participate in preparing training and project proposals on delivery of livestock production agenda
8. Actively engage communities/beneficiaries in participatory planning, implementation and monitoring of livestock projects
9. Provide technical advice in the delivery of livestock value chains
10. Give input in project designs and livestock infrastructure development
  - Provision of animal husbandry and extension services to farmers
  - Organizing training and field days
  - Compiling reports

#### **Requirements for appointment**

5. Be a Kenyan citizen
6. Be a holder of a Bachelor of Science degree in any of the following disciplines: Animal Science/Animal Production or any other relevant equivalent qualifications from a recognized institution
7. Must have initiative and drive to ensure effectiveness in livestock management.
8. Must have excellent interpersonal skills.
9. Proficiency in computer application

#### **20. ASSISTANT LIVESTOCK PRODUCTION OFFICER 1 II (ANIMAL PRODUCTION /DAIRY) J/G 'H' - (6 POSTS) : REF: BCPSB/021/2016**

The livestock production officer assistant I shall be responsible to Ward Livestock Production Assistant Department of Agriculture, Livestock and Fisheries

#### **Duties and Responsibilities**

1. Coordination of village Livestock production officers

2. Delivery of livestock production extension services on all livestock production enterprises, conducting field days and training of livestock producers
3. Collecting and compiling livestock production statistical data
4. Monitor and reporting on livestock marketing and value addition.
5. Provision of Dairy Extension services
6. Supply Dairy Value addition
7. Organizing Dairy farmers
8. Developing Training materials

### **Requirements for Appointments**

1. Must be Kenyan citizen
2. Should possess any of the following; Diploma in Animal Health and Production, Animal Production , Range Management and Animal health , Dairy Technology , General agriculture , Diploma in food science and technology from a recognized institution
3. Proficiency in computer application

### **21. LABORATORY ANALYST J/G 'K'- (1) POSTS. REF: BCPSB/022/2016**

The Laboratory Analyst Officer shall be responsible to the County Director Veterinary Services.

### **Duties and Responsibilities**

1. Receiving, recording, packaging, dispatching, analyzing and preserving samples; preparing media, stains and dyes
2. Maintaining Biological cultures
3. Caring for laboratory animals
4. Undertaking disease surveillance activities
5. Performing vaccines, animal products and by products, quality assurance tests
6. Calibrating laboratory equipment and standardizing laboratory procedures and reporting

### **Requirements for Appointments**

- 1) Must be Kenyan citizen



- 2) Should possess a Bachelors Degree in any of the following; Laboratory Science, Biomedical Science, Medical Laboratory, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Micro Biology, Food Science Technology and Industrial Chemistry from a recognized institution
- 3) Proficiency in Computer Application

## **22. SYSTEM ADMINISTRATOR (1 POST) JG "K": REF: BCPSB/023/2016**

### **Job Description**

1. Provide administration, operation management, and support for all computer systems, workstations.
2. Perform frequent server checks and implement patches on servers also apply operating system updates patches, and configuration changes.
3. Perform maintenance of desktop computers and performance tuning.
4. Installing and configuring new hardware and software.
5. Adding, removing, or updating user account information, resetting passwords
6. Working on Database correction of entered record.
7. Technical support and troubleshooting any reported problems.
8. Responsibility for documenting the configuration of the system.
9. Schedule, perform, and monitor system backups and, when necessary, perform data recoveries.
10. Maintain software, including testing, evaluation and installation of new versions or authorized modifications to custom and vendor-supplied operating systems and related software.
11. Determine and initiate appropriate and immediate actions needed to restore normal services with minimal down time.
12. Investigate recurring and related operating system failures/inefficiencies by reviewing system logs, dumps and other information from clients or technical personnel.
13. Works with hardware and software vendors to diagnose and correct problems.
14. Monitor and evaluate operating efficiency, analyzes hardware/software performance and tuning.
15. Prepare documentation of systems and software for permanent records.
16. Advice and train users on server systems.
17. Perform any other duties assigned by the ICT Manager

### **Minimum Requirements.**

1. Should have a BSc. Information Systems or Computer Science from a recognized Institution  
CISCO, Networking certification
2. Excellent interpersonal awareness and communication skills both verbal and written
3. Ability to work in a team and cope with pressure
4. Other skills: Software, Hardware, Networking and Communication

### **23. WEB ADMINISTRATOR(1 POST) JG "K": REF. BCPSB/024/2016**

Job Purpose: This is a key role in the ICT infrastructure. The network LAN/WAN, telephony and virtualization environments depend on this role.

### **Duties and Responsibilities**

1. Overseeing administration, management and maintenance of computer network systems and data circuits.
2. Responsible for computer network planning, administration and operations activities
3. Perform a variety of technical duties related to the installation and maintenance of the computer network and communications hardware and software systems including network and application servers, routers, firewall, LAN, WAN and telecommunications systems and recommend upgrades, patches, and new applications and equipment.
4. Set up, configure, and support internal and external IT infrastructure systems.
5. Responsible for the configuration and installation of network and internet security.
6. Implement network security policies and procedures. Ensure network security access and protects against unauthorized access, modification, or destruction.
7. Responsible for the configuration and installation of all network software packages
8. Responsible for the IT disaster backup and recovery systems and maintain a disaster recovery plan. Maintain data files and monitor system configuration to ensure data integrity.
9. Administer network, email, security, telecom, data storage, backup, printing, website, and data centre IT systems.
10. Perform system backups and recovery.
11. Provide Help Desk Support Services; On call availability to provide support services during off hours. Scheduled night and weekend work is required.

12. Document all transactions in the IT Help Desk system by responding to requests using the system; document hardware/software changes and revisions; write and maintain training manuals
13. Assist/train users on software and/or hardware functionality; communicate IT policy.
14. Assist in IT hardware and software procurement and asset management and maintain inventory of all equipment, software, and software licenses.
15. Supervise the network technical staff.
16. Review computer programs to ensure functionally and compatibility with other programs.
17. Improve existing systems by reviewing objectives and specifications; evaluating proposed changes; recommending changes; making modifications.
18. Perform any other duties as assigned from time to time

#### **Requirements for appointment**

1. Bachelor's degree in an Information Technology related field.
2. Two years of relevant experience.
3. Microsoft Certified System Engineer (MCSE)
4. Microsoft Certified System Administrator (MCSA)
5. Cisco Certified Network Associate (CCNA)

#### **24. INFORMATION TECHNOLOGY TECHNICIAN(5 POSTS) JG "J": REF: BCPSB/025/2016**

#### **Job Description**

1. Installing and configuring computer hardware operating systems and applications;
2. Monitoring and maintaining computer systems and networks;
3. Talking staff or clients through a series of actions, either face-to-face or over the telephone, to help set up systems or resolve issues;
4. Troubleshooting system and network problems and diagnosing and solving hardware or software faults;
5. replacing parts as required;
6. providing support, including procedural documentation and relevant reports;
7. following diagrams and written instructions to repair a fault or set up a system;
8. supporting the roll-out of new applications;
9. setting up new users' accounts and profiles and dealing with password issues;
10. responding within agreed time limits to call-outs;

11. working continuously on a task until completion (or referral to third parties, if appropriate);
12. prioritising and managing many open cases at one time;
13. rapidly establishing a good working relationship with customers and other professionals, such as software developers;
14. testing and evaluating new technology;
15. Conducting electrical safety checks on computer equipment.
16. Perform any other duty assigned by the Systems administrator

### **Requirements for appointment**

1. Diploma in Information Technology, Computer Science or a related field.
2. Two Years of relevant Experience.
3. Well versed with current technological trends.

## **25. SENIOR REVENUE CLERKS(11 POSTS) JG " H". REF. BCPSB/026/2016**

### **DUTIES AND RESPONSIBILITIES**

1. In-charge of a revenue Division/Zone
2. Performance of duties of revenue collector (PFM 158)
3. Implementation of established revenue system
4. Prompt collection and accounting of all revenue due to the government within areas of jurisdiction
5. Daily revenue monitoring and reporting
6. Supervise staff within the division
7. Setting revenue performance targets
8. Submission of statutory reports and records within set deadlines

9. Requisition, safe custody and accounting for receipt books for revenue collection within area of jurisdiction

#### **Requirement for Appointment**

1. Must be a Kenyan citizen
2. Should possess a Diploma in Business Course, with advanced Accounting professional exams( CPA 1&II), ATC Final with relevant experience will be considered.
3. Certificate in Accounting Packages
4. Computer Literacy Certification

#### **10. SENIOR HUMAN RESOURCE OFFICER- TRAINING AND DEVELOPMENT "Job Group" (P) (1 POST) REF: BCPSB/027/2016**

#### **Duties and Responsibilities**

- 1) To be heading the County Training and Development Division and reports to the Director Public Service & Human Resource Management;
- 2) Carrying out staff audits, Training needs Assessment(TNA) , identifying gaps and proposing training & Development programs in the County;
- 3) Prepare and obtain an approved budget for training and development in the County
- 4) Coordinating matters and systems relating to staff training, strategy and structures in the County;
- 5) Provide a strategic direction on county staff training and development.
- 6) Implement staff training policies and procedures
- 7) Liaising with County departments on issues of staff training & development;
- 8) Representing the department in relevant meetings on staff training & development matters;

- 9) Any other duties that may be assigned by the Director County Public Service Management (HRM);

### **Requirements for the job**

- 1) Must be a Kenyan citizen.
- 2) Must possess a Bachelors Degree in Human Resource Management from a recognized institution
- 3) Masters Degree in Human Resource from a recognized institution is an added advantage
- 4) Should possess a higher/Post graduate Diploma in Human Resource Management from a recognised Institution
- 5) Experience of not less than three years (3) in handling Organizational Training and Development
- 6) Must be registered member of IHRM
- 7) Must be proficient in use of computer programs and other office equipment

### **11. SENIOR HUMAN RESOURCE OFFICER– PERFORMANCE MANAGEMENT “Job Group” (P) (1 POST) REF. BCPSB/028/2016**

#### **Duties and Responsibilities**

- 1) To be heading the County Performance management process in the county and reports to the Director Public Service & Human Resource Management;
- 2) Establishing and operationalizing the Performance Management function;
- 3) Carrying out staff audits, identifying gaps and proposing effective performance levels in the County;
- 4) Implement Performance Management systems, structures and procedures and driving target setting for all county employees;
- 5) Preparing the budget for Performance Management County function;

- 6) Coordinating matters and systems relating to Performance Management in the County;
- 7) Providing training on Performance Management to all employees;
- 8) Generate reports on performance management for all staff in the county;
- 9) Providing guidance on Performance Management policies and procedures;
- 10) Liaising with County departments on target setting ,training and reporting on achievements ;
- 11) Implement disciplinary policy, procedures and grievances management;
- 12) Development and implementation of an employee support and counselling programme in the county for all staff.

### **Requirements for the job**

1. Must be a Kenyan citizen.
2. Must possess a Bachelors Degree in Human Resource Management from a recognized institution
3. Masters Degree in Human Resource from a recognized institution is an added advantage
4. Should possess a higher/Post graduate Diploma in Human Resource Management from a recognised Institution
5. Must have experience in Performance Management Systems of not less than three (3) years
6. Must be registered member of IHRM
7. Must be proficient in use of computer programs and other office equipment

### **HOW TO APPLY:**

For a candidate to meet the requirements of Chapter Six of the Constitution, he/she must have the following clearances:

- Certificate of good conduct from the Criminal Investigations Department (CID)
- Clearance certificate from Higher Education Loans Board (HELB)

- A tax compliance certificate from Kenya Revenue Authority (KRA)
- A certificate from the Ethics and Anti-Corruption Commission (EACC)
- Certificate of clearance from any of the Credit References Bureaus in the Country

All written applications, CVs, copies of certificates and testimonials should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**The Secretary/CEO**

**County Public Service Board**

**Baringo County**

**Mwalimu Plaza 2<sup>nd</sup> Floor, West Wing**

**P.O. Box 585-30400,**

**KABARNET**

So as to reach the Offices mentioned above on or before **25<sup>th</sup> April 2016**. Candidates are advised against canvassing.

**NB:** Baringo County Government is an equal opportunity Government and all are encouraged to apply as provided in the advert.