



THE COUNTY GOVERNMENT OF WEST POKOT

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Our Ref: WPC/CPSB/ADVERT/22

P.O. BOX 577 - 30600
KAPENGURIA

COUNTY PUBLIC SERVICE BOARD

22nd February, 2022

DECLARATION OF VACANCIES

Pursuant to the provision of County Government Act , No. 17 of 2012 section 45, 59 (1) (b) the West Pokot County Public Service Board wishes to consider applications from highly qualified results-oriented and self-motivated Kenyan citizens for appointments to the following positions:-

1. CHIEF OFFICERS JG “S” SIX (6) POSTS

Terms of Service: 6 months Contract

Salary: As prescribed by SRC

The Chief Officer shall be the Authorized and Accounting Officer in a specific department and shall be responsible to the County Executive Committee Member. The Six (6) posts will be as follows: (applicants should specify the portfolio for which they wish to head).

1. Lands
2. Housing, Physical Planning and Urban Development
3. Trade and Industrialization
4. Investment and Co-operative Development
5. Devolved Units
6. Tourism and Culture

Duties and Responsibilities

- The administration of a County department
- Formulation and implementation of effective programs to attain vision 2030 and sectoral goals, as stated in the agenda of the County Executive Committee
- Development and implementation of policies and regulations
- Providing strategic policy direction for effective service delivery
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Implementation of performance management in the relevant department.
- Performing any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen
- Have a Bachelor`s degree in a relevant field from a university recognized in Kenya
- Possession of a Master`s degree in a relevant field will be an added advantage.
- Member of a professional body relevant will be an added advantage.
- Have vast knowledge and experience of at least 5 years in the relevant field.
- Be conversant with the constitution of Kenya and all the devolution laws
- Demonstrate through understanding of county development objectives and vision 2030
- Be a strategic thinker and result oriented.
- Have excellent communication, organizational and interpersonal skills.
- Have capacity to work in a multi-ethnic environment with sensitivity and respect for diversity.
- Satisfies the requirement of Chapter Six of the Constitution.
- Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya
- Be computer Literate.

2. DIRECTOR CASH CROPS JG “R” ONE (1) POST

Terms of Service: Two (2) year Contract

Salary: As prescribed by SRC

Duties and Responsibilities

- Participates in the formulation of Government policies for marketing, distribution, utilization and production of cash crops (tea, coffee, cotton, pyrethrum)
- Collaborating with research institutions on development of cash crops technology
- Maintaining technical liaison with related industries, including collection of information and technology development
- Overseeing the development of model programmes for income generation to be made available for use in the field
- Provide technical guidance to other agricultural technical staff , directing field personnel in respect to cash crop production
- Providing quarterly reports to the office of the Governor in respect to cash crop status in the county

Requirements for Appointment

- Bachelor`s Degree In Agricultural Related Field
- Master`s degree in the relevant field
- Must have at least 10 years` experience in the agricultural sector
- Must satisfy chapter (6) six of the constitution

3. DIRECTOR DAIRY DEVELOPMENT JG “R” ONE (1) POST

Terms of Service: Two (2) year Contract

Salary: As prescribed by SRC

Duties and Responsibilities

- Facilitate dairy development through sensitization of value chain actors on government policies, strategies and programs aimed at increasing milk production and productivity.
- Training and sensitizing dairy farmers and or dairy farmers organizations on new and improved animal husbandry technologies as well as milk handling, transportation, bulking and marketing in liaison with extension workers and local authorities.
- Implement appropriate publicity programs in the electronic media, publicity debates, workshops, seminars and exhibiting at trade fairs and agricultural shows.
- Implement appropriate promotional programmes that increase production, marketing and consumption of milk and milk products.
- Generates statistical data and information to facilitate the analysis of the dairy impact, benefit and outcomes of information dissemination programs on promotion of consumption of milk and other dairy products for use in sectoral planning and development of the industry.
- Expected to lead the development and management of all interventions across the dairy value chain.

Requirements for appointment

- Holders of a master degree in veterinary medicine, animal production technology and management, dairy technology/science, agribusiness management or any other related qualification
- A minimum of Ten (10) years' experience in dairy related programs/projects
- Excellent networking, mobilization, presentation and communication skills, capable of working with the communities at the grass root level and the stakeholders in the industry
- Computer literacy skills
- Demonstrate success in implementing projects aimed at increasing the competitiveness and inclusiveness of dairy value chains using facilitation approaches

4. DIRECTOR EMERGENCY & DISASTER RESPONSE JG “R” ONE (1) POST

Terms of Service: Two (2) year Contract

Salary: As prescribed by SRC

Duties and responsibilities

- Plan responses to emergencies and disaster in order to minimize risk of people and property
- Plan and direct disaster responses or crisis management activities, provide disaster preparedness training and emergency plans and procedures for natural, wartime or technological.
- Meet the enforcement officers, private companies and general public to get recommendations regarding emergency response plans
- Organize emergency response training programmers for staff, volunteer and 1st responders
- Review emergency plans of individual organizations such as medical facilities to ensure there adequacy
- Apply for federal funding for emergency
- Provide direct technical assistance and training to partner government agencies and civil society organizations
- Identify capacity building needs in the areas of peace and reconciliation
- Participate in the development and completion of the monthly conflict assessment reports to the Governor
- Reviewing, designing and implementing targeted activities to strengthen local platforms for trauma healing and reconciliation
- Engage and liaise with inter-county , national level action and institutions on peace and reconciliation
- Prepare and submit monthly, quarterly and annual reports to the office of the governor
- Engage and mobilize elders, reformed warriors and retired civil servants in inter boarder peace initiatives

Requirements for appointment

- Bachelor’s degree in peace and conflict resolution or any relevant field
- Master’s degree in conflict studies, conflict analysis, peace building and reconciliation or in any relevant field
- Minimum of at least 10 years’ experience in peace building , conflict transformation and capacity building of local organization
- Ability to work with adverse team
- Cross- cultural experience and sensitivity spirit and sense of humor

5. DIRECTOR PEACE BUILDING AND RECONCILIATION JG “R” ONE (1) POST

Terms of Service: Two (2) year Contract

Salary: As prescribed by SRC

Duties and responsibilities

- Develop an effective emergency programme and serve as a key leader in planning, coordinating of operations, community liaison to build the emergency program, and supporter of mitigation efforts
- Responsible for coordinating all the components for the emergency programs in the county. These components consist of fire, emergency medical services, public works, volunteers and other groups contributing to the management of emergencies
- During an emergency, reports directly to the Governor and by virtue of his authority coordinates all functions of the governments emergency response
- Maintains private sector interest in the emergency programme.
- Supervise, coordinate s and maintain daily operations of the county emergency management unit
- Maintains the county emergency operations center in a continuous state of readiness
- Prepares and revises County Emergency Operation Plan (EOP)
- Assist county government departments, agencies in the preparation of Support Operation Plans (S.O.P) in support of EOP
- Reviews and makes recommendations to business, industry, hospitals and nursing homes on the preparation of their emergency plans to ensure they are workable within the framework of county and state plans
- Develops and coordinates mutual aid agreements with other agencies and adjacent counties
- Organizes and coordinates local trainings for public safety and volunteer 1st responders
- Through newspaper articles, radio programmes, TVs speaking engagement, seminars, makes the public aware of emergency plans, and procedures and makes the public aware.
- Coordinates with school system officials on disaster warnings and shelter plans
- Direct the developments, periodic testing and on-going disaster improvement plan of a disaster response/crisis management plan
- Demonstrate leadership qualities, in highly stressful situations, make decisions quickly and decisively often with limited information
- Perform other activities as assigned by immediate supervisor

Requirements for appointment

- Bachelors of Arts degree in disaster management, or public safety management or any other relevant field
- Master's degree in disaster management, or public safety management or any other relevant field
- Have a minimum experience of 5 years in relevant field and at least 3 years at management level
- Must demonstrate ability to lead a team of emergency personnel. Must have strong communication skills and to work well with people at all levels and background
- Must have masters in disaster management
- Inspect facilities and equipment such as emergency management to determine their operational and functional capabilities in emergency situations.

6. ASSISTANT DIRECTOR ADMINISTRATIVE SERVICES JG “P” FOUR (4POSTS)

Terms of Service: Three (3) year Contract

Salary: As prescribed by SRC

Duties and Responsibilities

The Assistant Director in charge of County Administrative services will be responsible to the Chief Officer Devolved Units for the following:

- Assist the Chief Officer in coordinating functions and duties and follow up to ensure that decisions are implemented and discharged as directed by the Executive to the respective departments;
- Ensure efficiency in the management of the County resources within the County;
- Ensure that different departmental offices align their service delivery to the priorities and objectives set out in the County policies and plans.
- Improve processes and policies and play a role in long-term organizational planning;
- Coordinate Cabinet Subcommittees, reviewing county policies, legislations and programs
- Coordinate the preparation of the Quarterly, Semi-Annual and Annual Reports for Submission to the County Assembly;

- Coordinate the preparation of the County Bills for publication and Submission to the County Assembly;
- Implementation of policies and development plans relating to the department; and
- Ensure prudence in the use of allocated resources
- Any other duty as may be assigned from time to time;

Requirements for Appointment

- Have a Bachelor's degree in Social Sciences or its equivalent from a recognized Institution.
- Have Master's degree in Social Sciences or its equivalent from a recognized institution
- At least 10 years working experience at a senior management level
- Be conversant with government protocols and etiquette.
- Excellent interpersonal and communication skills
- Have undergone senior Management Course

7. ADMINISTRATIVE OFFICER I JG “K” EIGHT (8 POSTS)

Terms of Service: Three (3) year Contract

Salary: As prescribed by SRC

Duties and responsibilities

- Coordinating, managing and supervising the general administrative functions in the unit;
- Developing policies and plans;
- Ensuring effective service delivery;
- Managing the public service;
- Facilitating and coordinating citizen participation in the development of policies and plans and delivery of services;
- Exercising any functions and powers delegated by the county Public service Board.

Requirements for appointment

- Bachelor's degree in Public Administration, social science or any other relevant field
- Minimum of at least 3 years' experience in related field
- Ability to work with adverse team
- Cross- cultural experience and sensitivity spirit and sense of humor

NOTE:

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

Copies of these clearances **MUST** be attached to the applications.

How to Apply

Applicants should submit their applications together with copies of their detailed curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity card or Passport, and Clearance certificates indicating the positions applied for on top of the envelope and addressed to :-

Secretary/CEO County Public Service Board

West Pokot County

P.O Box 577 – 30600

KAPENGURIA

Hand delivered applications can be submitted at County Public Service Board Offices located at former Asal building next to Police Station

You can access the advertisement details on our website www.westpokot.go.ke and submit online applications to myjobs@westpokot.go.ke

Applications should be received on or before **Tuesday 15th March, 2022**