

REPUBLIC OF KENYA

COUNTY GOVERNMENT OF TURKANA



COUNTY PUBLIC SERVICE BOARD

VACANCIES

Turkana County Public Service Board invites applications from competent and qualified persons to fill the following positions:

REF: TUR/CPSB/002/2022/2023: COUNTY CHIEF OFFICER, JOB GROUP 'S', NINETEEN (19) POSTS.

Requirements and competencies for appointment: -

- Be a Kenyan Citizen
- Be in possession of a first degree in a relevant field from a University recognized in Kenya.
- A Master's degree in a relevant field will be an added advantage.
- Have relevant knowledge and experience of not less than ten (10) years in a Senior Management position in Public Service or Private Sector.
- Demonstrate understanding of Devolved Governance.
- Be a strategic and result oriented individual and able to work under pressure to meet strict deadlines.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- Have knowledge and experience in Programme Based Budgeting, Planning and Financial analysis.
- Demonstrate thorough understanding of County development objectives and Kenya Vision 2030.
- Have Effective Communication Skills.

Duties and responsibilities: -

Reports to the respective County Executive Committee member.

The Officer will be the Accounting and Authorized Officer for the respective County Department and will also be responsible for the following:

- General administration and coordination of the respective County Department.
- Administration and management of Human Resource functions.
- Development, implementation and review of policies, Sector Plans and Budgets.
- Overseeing management of Departmental resources, preparation of budget estimates, annual work plans and Programmes.
- Formulation and implementation of effective programs aligned to the CIDP.

- Implementation and monitoring of the Performance Management system in the respective County Department.
- Perform such functions as may be delegated by the County Public Service Board.
- Ensure efficient management of resources and co-ordination of the sectors activities.
- Interpret, disseminate and oversee implementation of national values and County Government policies in the sector.
- Undertake the responsibility enlisted in Sec. 149(1) (2) of the public Finance Management Act, 2014 (Revised).
- Undertake the responsibilities enlisted in Sec. 44, 45, 46 and 48 of the Public Procurement and Asset Disposal Act, 2015.
- Prepare Monthly, Quarterly, Annual and any Ad-hoc reports.
- Promotion of National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Ensure effective service delivery through implementation of laid out policies and regulations.
- Any other duties as may be assigned from time to time.

Terms of Service :(Local Contract.)

REF: TUR/CPSB/003/2022/2023: DEPUTY COUNTY SECRETARY, JOB GROUP ‘S’, ONE (1) POST.

Requirements and competencies for appointment: -

- Be a Kenyan Citizen
- Be in possession of a bachelor’s degree in administration or any other relevant field from a recognized University in Kenya.
- A Master’s degree in a relevant field will be an added advantage
- Have relevant knowledge and experience of not less than ten (10) years in a Senior Management position in Public Service or Private Sector.
- Demonstrate a high degree of professional or technical competence as reflected in work performance and results
- Have thorough understanding of devolution, the County development objectives and vision 2030
- Be a strategic thinker and result oriented
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.

Duties and responsibilities: -

Reports to the County Secretary/Head of County Public Service: -

The Officer will be the Deputy to the County Secretary/Head of County Public Service and will also be responsible for the following:

- General efficiency of the County Public Service,
- Assist in Planning and coordination of meetings
- Assist in the coordination of the activities of County Public Service.
- Assist in liaison activities between the County Secretary’s office and other County Departments
- Assist in coordination and managing logistics for County forums
- Assist in the overall organization of the machinery for the execution of the County Government policies.

- Ensuring all agencies of County Government are adequately staffed for the performance of their functions,
- Providing timely response and coordination of information requested by National government,
- Supporting the cabinet during its meetings in recording proceedings and ensuring that the members receive action points regularly and in time for the next meeting,
- Supporting in the County Human Resource Management Advisory Committee (CHRMAC) meetings,
- Performing any other function as directed by the County Secretary/Head of County Public Service.

Terms of Service :(Local Contract.)

REF: TUR/CPSB/004/2022/2023: DIRECTOR LIAISON SERVICES, JOB GROUP ‘R’, ONE (1) POST.

Requirements and competencies for appointment:

- Bachelor’s degree in any of the following disciplines: Mass Communication ,Public Relation, Communications studies, strategic planning, international relations, Social sciences or any other related field from recognized institution;
- Master degree in international relations, Diplomacy, Public relations or any other related field from recognized institution will be added advantage.
- Have relevant knowledge and experience of not less than seven (7) years, three (3) of which must be at a senior managerial position in the public service or equivalent in the private sector.
- Attended management course lasting not less than four (4) weeks from a recognized institution
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
 - Attended strategic leadership development course lasting not less than six (6) weeks.
 - Demonstrate general administrative ability required for direction, control and implementation of liaison management services.

Duties and responsibilities:-

- Coordination of liaison matters for efficient engagement with officials from other Governments, development partners and including officials from diplomatic missions;
- Ensure that relations with other Governments and international organizations are carried out in accordance with standard liaison practices;
- Extend efficient and effective liaison services in accordance with standard practices;
- Facilitation of official engagement between County Governments with other visiting Governments, foreign officials and Diplomatic Corps;
- Provide liaison advice and services to County Government and the public;
- Facilitate meetings, ensure proper etiquette for official engagements and streamline interactions with dignitaries and other VIPs.
- Perform any other duty that may be assigned from time to time by the immediate supervisor.

Terms of Service :(Local Contract.)

Requirements and competencies for appointment:

- Bachelor's degree in any of the following: Climate Change, Environmental studies, Natural Resource Sciences, Meteorology or related field;
- Master's Degree in Climate Change; Meteorology, Environmental and Natural Resource Sciences or related fields will be added advantage;
- Served for at least seven (7) years in a field related to environment and Climate Change or equivalent in the public service five (5) years of which must have been at a senior management level and at least two (2) years specific experience on climate change issues;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
 - A track record of a team work, leadership, good knowledge of international, government policies and regulations relating to climate change;
 - Understands national, regional and international climate change and related environmental issues.

Duties and responsibilities:-

- Advising the County Executive Committee on policy and strategic planning and all matters related to climate change in the County;
- Providing secretarial services to the Steering Committee;
- Implementing policies adopted by the Steering Committee;
- Coordinating, mainstreaming and integrating climate change programs into the sectoral strategic plans;
- Establishing and maintaining a relationship with County, Regional and International organizations, institutions and agencies as may be appropriate for the implementation of the climate change policy and recommendations of the Steering Committee;
- Promoting and cooperating in the development, application and diffusion including transfer of technologies, practices and processes that control, reduce or prevent anthropogenic emissions of greenhouse gases in all relevant sectors including energy, transport, industry, agriculture, forestry and waste management;
- Serving as the County Knowledge and Information Management Centre for collating, verifying, refining, and disseminating knowledge and information on climate change;
- supporting the preparation for adaptation to the adverse effects of climate change by developing elaborate, appropriate and integrated plans for water resources and agriculture and for rehabilitation of areas affected by drought, desertification and floods;
- Providing analytical support on climate change to the Steering Committee;
- Developing and implementing educational and public awareness, communication and outreach programmes on climate change and its effects
- Creating an environment that promotes broader multistakeholder participation and public participation in addressing climate change and its adverse effects and developing adequate responses;
- Assessing the performance of climate change projects towards contribution to sustainable development;
- Initiating programmes for effective implementation of climate change actions;

- Receiving and forwarding climate change projects to the County Executive Committee Member to present the same before the Steering Committee for purposes of approval;
- Establishing and managing a county registry for appropriate mitigation actions by public and private entities;
- Contributing to the preparation of the County Greenhouse Gases Inventory in consultation with the Steering Committee;
- Carrying out climate risk assessments and studying human systems so as to identify options for mitigation and adaptation to climate change;
- Formulating a framework strategy on climate change to serve as the basis for a program for climate change planning, research and development, extension and monitoring of activities on climate change;
- Providing technical and financial assistance for climate change adaptation for vulnerable communities and areas;
- Ensuring gender mainstreaming and social inclusion have been factored in the plans;
- Providing local communities with technical assistance, enforcement and information management in support of Climate Change Action Plans;
- Keeping records of any climate change adaptation and mitigation activities in the County;
- Contributing in the preparation of County reports relating to climate change; and
- Performing any other activity necessary to facilitate the discharge of its functions.

Terms of Service :(Local Contract.)

REF: TUR/CPSB/006/2022/2023: LODWAR MUNICIPALITY MANAGER, JOB GROUP 'Q', ONE (1) POST.

Requirements and competencies for appointment: -

- Be a Kenyan Citizen
- Be in possession of a Bachelor's degree in a relevant field from a University recognized in Kenya.
- A Master's degree in a relevant field will be an added advantage.
- Have relevant knowledge and experience of not less than seven (10) years in a Senior Management position in Public Service or Private Sector.
- Be a strategic and result oriented individual and able to work under pressure to meet strict deadlines.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010.
- Have wide knowledge in urban development policies and financial management.
- Demonstrate thorough understanding of County development objectives and Kenya Vision 2030.
- Should have a thorough understanding of socio-economic dynamics of Turkana County.
- Have Effective Communication and interpersonal Skills.
- Must have attended senior management course or strategic leadership development course.

Duties and responsibilities: -

Reports to the **Municipality Board**, the Officer will serve as the Secretary, Accounting and authorized Officer for the Municipality and will also be responsible for the following:

- Overseeing affairs of the Municipality
- Developing and adopting Short, Medium and Long term policies, plan, strategies and programmes, and may set targets for delivery of services;
- Formulating and implementing the municipal integrated Development plan (MIDP);
- Controlling Land use, land sub-division, land development and zoning by public and private sectors for any purpose, including industry, commerce, markets, shopping and other employment centers, residential areas, recreational areas, parks, entertainment, passenger transport, agriculture, and freight and transit stations within the framework of the spatial and master plans for the city or municipality as may be delegated by the county government;
- Maintaining a comprehensive database and information system for the administration and provide public access thereto upon payment of a nominal fee to be determined by the municipality board;
- Developing and managing schemes, including site development in collaboration with the relevant national and county agencies;
- Monitoring and where appropriate, regulate city and municipal services where those services are provided by service providers other than the board of the City or Municipality;
- Establishing, implementing and monitoring performance management systems;
- Monitoring the impact and effectiveness of any services, policies as delegated by the county government;
- Implementing applicable national and county Government legislations.
- Promoting a safe and healthy environment;
- Administering and regulating its internal affairs;
- Preparing and submitting its annual budget estimates to the relevant county Treasury for consideration and submission to the County Assembly for approval as part of the annual County appropriation Bill;
- Performing such other function as may be delegated to it by the County executive or Municipal Board.
- Promotion of National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya.

Terms of Service :(Local Contract.)

REF: TUR/CPSB/007/2022/2023: DEPUTY DIRECTOR LIAISON SERVICES, JOB GROUP 'Q', ONE (1) POST.

Requirements and competencies for appointment: -

- Bachelor's degree in any of the following disciplines: Mass Communication ,Public Relation, Communications studies, strategic planning, international relations, Social sciences or any other related field from recognized institution;
- Master degree in international relations, Diplomacy, Public relations or any other related field from recognized institution will be added advantage.
- Have relevant knowledge and experience of not less than five (5) years, two (2) of which must be at a senior managerial position in the public service or equivalent in the private sector.
- Attended management course lasting not less than four (4) weeks from a recognized institution

- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- Attended strategic leadership development course lasting not less than six (6) weeks.
- Demonstrate general administrative ability required for direction, control and implementation of liaison management services.

Duties and responsibilities:-

- Assist in Coordination of liaison matters for efficient engagement with officials from other Governments.
- Assist in administration and management of Human resource function in liaison office;
- Assist and provide direction and guidance in the areas of performance management;
- Endure efficient management of resources and coordination of the directorate activities;
- Assist in efficient and effective liaison services in accordance with standards practices;
- Assist in ensuring that relations with other Governments and international organizations are carried out in accordance with standard liaison practices;
- Perform any other duty that may be assigned from time to time by the immediate supervisor.

Terms of Service :(Local Contract.)

REF: TUR/CPSB/008/2022/2023: DEPUTY DIRECTOR CLIMATE CHANGE, JOB GROUP 'Q', ONE (1) POST.

Requirements and competencies for appointment:

- Bachelor's degree in any of the following: Climate Change, Environmental studies, Natural Resource Sciences, Meteorology or related field;
- Master's Degree in Climate Change; Meteorology, Environmental and Natural Resource Sciences or related fields will be added advantage;
- Served for at least five (5) years in a field related to environment and Climate Change or equivalent in the public service three (3) years of which must have been at a senior management level and at least two (2) years specific experience on climate change issues;
- Knowledge of international and government policies and regulations relating to climate change;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- A track record of a team work, leadership, good knowledge of international, government policies and regulations relating to climate change;
- Understands national, regional and international climate change and related environmental issues.

Duties and responsibilities:-

- Planning and implementing mitigation and adaptation projects, programmes and activities across various sectors;
- preparing guidelines, County mitigation and adaptation , planning and implementation;
- Coordinating technology development and transfer, and research required for mitigation and mitigation across the different sectors;
- Spearheading development of bankable County Appropriate Mitigation Actions (CAMAs) and adaptation projects for domestic and international support;
- Liaising with the Designated National Authority (DNA) and other relevant institutions including the REDD+ focal point, the National Treasury on matters pertaining to carbon markets and emissions trading schemes;
- Monitoring and evaluation of mitigation and adaptation programmes and actions;
- Mainstreaming climate change mitigation and adaptation into County development planning processes; and
- Participating in the preparation and reporting in county Communications and other international and national reporting requirements related to mitigation.
- Developing and disseminating county climate change communication, outreach and public education strategy;
- Liaising with the relevant sectors and other climate change stakeholders;
- Custodian of the County Climate Change information and knowledge management system;
- Tracking Climate change actions, trends, impacts and implications at the national and county level;
- Capacity building and awareness creation for institutions and stakeholders on climate change;
- Compilation and documentation of the Climate Change Secretariat's reports;
- Ensuring effective County preparation, participation and representation at the Conference of the Parties (COPs) to the UNFCCC including national inputs into the UNFCCC(United Nations Framework Convention on Climate Change) obligations and submissions as may be required;
- providing advice on policy issues relating to regional and national climate negotiations;
- Participating in regional, sub-regional and stakeholder groups/constituencies process in formulating common positions and fronts in climate change negotiations and as well as climate change finance meetings;
- Planning and operationalizing capacity building for regional and county negotiators;
- Coordinating Climate Change finances issues and engage with the National and County Treasury, private sector and civil society organizations on national climate finance matters;
- Building capacity and sharing information on issues related to climate change negotiations, finance and carbon trading.

Terms of Service :(Local Contract.)

REF: TUR/CPSB/009/2022/2023: DEPUTY DIRECTOR SUPPLY CHAIN MGT, JOB GROUP 'Q', ONE (1) POST.

Requirements and competencies for appointment:

- Bachelor's Degree in any of the following: Purchasing and Supplies Management, Business Administration, Commerce, Logistics and Supply Chain Management or any other relevant qualification from a recognized institution.
- Diploma in Purchasing and Supplies Management or its equivalent from a recognized institution
- A master's degree in any of the following fields: Purchasing and Supplies Management, Logistics, Business Administration, Commerce, Entrepreneurship, Law or any other relevant qualification from a recognized institution will be an added
- Must be a member of the institute of: Purchasing and Supplies Management/KISM
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity

Duties and responsibilities:-

- Analyzing Supply Chain Management structures and systems;
- Determining and proposing methods and strategies of handling the Supply Chain Management function;
- Initiating and developing Supply Chain Management policies and performance improvement strategies that are adoptive to the changing environment and technology;
- Coordinate development of strategic plans for the Directorate of Supply Chain
- Implementation of the Public Procurement and Disposal Act,2005 and other statutes, rules and regulations and ensuring adherence to the laid down procedures, rules and regulations;
- Analyzing the impact of Supply Chain Management policies, rules and regulations;

Terms of Service :(Local Contract.)

REF: TUR/CPSB/010/2022/2023: DEPUTY DIRECTOR, ASSET MGT, JOB GROUP 'Q', ONE (1) POST.

Requirements and competencies for appointment:

- Bachelor's Degree in any of the following: Purchasing and Supplies Management, Business Administration, Commerce, Logistics and Supply Chain Management or any other relevant qualification from a recognized institution.
- Diploma in Purchasing and Supplies Management or its equivalent from a recognized institution
- A master's degree in any of the following fields: Purchasing and Supplies Management, Logistics, Business Administration, Commerce, Entrepreneurship, Law or any other relevant qualification from a recognized institution will be an added

- Must be a member of the institute of: Purchasing and Supplies Management/KISM
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.

Duties and responsibilities:-

- Assist in issuance of guidelines on the best asset management systems and on asset accounting to all County departments.
- Assist in direction and technical assistance on asset management.
- Assist in Coordinating with other departments on the formulation of best asset management policy.
- Assist in reviewing and updating existing asset management policy to ensure best practice in asset management.
- Continuously update the fixed asset register to ensure completeness and accuracy.
- Assist in Assessing and analyzing budgetary provision for assets in all County departments to ensure timely replacement, repair and maintenance.
- Assist in evaluating the asset management system for effective and real time identification and monitoring of assets.
- Ensure adequate insurance cover for all assets.
- Proper fixed asset accounting to comply with the Public Finance Management Act (PFMA) and the Public Sector Accounting Service Board (PSASB) requirements.
- Assist in provision for asset acquisition and replacement

Terms of Service :(Local Contract.)

REF: TUR/CPSB/011/2022/2023: ACCOUNTANT GENERAL, JOB GROUP ‘Q’, ONE (1) POST.

Requirements and competencies for appointment:

- Relevant working experience of five (5) years in the Accounting Audit or Financial field; o
- Passed Part III of Certified Public Accounting (CPA) Examination or its recognized equivalent;
- Masters degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution;
- Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB);
- Attended a Strategic Leadership Development Course lasting not less than four (4) weeks from a recognized institution;

Duties and responsibilities:-

- Provision of advisory services to the Accounting officers and other stakeholders on all financial and accounting matters in accounting unit;
- Ensuring proper interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions;

- Developing supplementary financial regulations and procedure to enhance internal controls establishment through normal Treasury regulations and procedures;
- Provision of quality and timely accounting services in the accounting unit; including maintenance of accurate accounting records and preparation of management and statutory financial reports;
- Ensuring all statutory reports are prepared as per the required law;
- Safe guarding Government Assets and records in the Accounting unit, and
- Supervising training and development of the Accounting officers.

Terms of Service :(Local Contract.)

REF: TUR/CPSB/012/2022/2023: CLIMATE CHANGE OFFICER 1, JOB GROUP ‘K’, TWO (2) POSTS.

Requirements and competencies for appointment:

- Bachelor of Science Degree (BSc) in Environmental Science, Meteorology, Natural Resource Sciences, Engineering, Climatology, Environmental Law, Environmental Planning and Management , Climate Change and related fields
- Monitoring and Evaluation skills will be an added advantage
- Computer application skills.

Duties and responsibilities:-

- Providing analytical support on climate change.
- Assisting in coordination of climate change programmes and projects in different sectors
- Carrying out education on programs and projects on climate change in the County.
- Providing technical assistance on climate change programmes and projects in the County
- Promoting public participation and awareness creation on climate change
- Performing any other duties that may be assigned by the Supervisor.

Terms of Service :(Permanent and Pensionable)

REF: TUR/CPSB/013/2022/2023: ASSISTANT ECDE TEACHER II, JOB GROUP ‘G’, SEVENTY FIVE (75) POSTS

Requirements and competencies for appointment:

- Certificate in Early Childhood Development Education offered by KNEC/Ministry of Education or its approved equivalent
- Registered by the Teachers Service Commission (TSC).
- A Certificate in Computer application
- Certificate of Good Conduct from the National Police Service
- Valid medical report from a registered government health facility.

Duties and responsibilities:-

- Class teaching;
- Role modelling, guidance and counselling ,mentoring and motivation of the learners
- Preparing reports
- Ensuring the safety and security of the leaners.
- Assist in designing, organizing and facilitating play/learning activities for learners
- Assist in organizing and facilitating play/learning activities for the learners.
- Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development)
- Managing ECDE classes and keeping professional and administrative records (scheme of work, lesson plans, daily programme of activities, attendance registers etc.)
- Ensuring learners' safety and security.
- Preparing and developing play/learning materials
- Perform any other duty that will be assigned to you by your immediate supervisor.

Terms of Service :(Permanent and Pensionable)

HOW TO APPLY

Written applications, CV's, copies of certificates, testimonials and Identity Card should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**The Secretary,
Turkana County Public Service Board,
P.O. BOX 05, Lodwar, – 30500.**

OR delivered by hand at the reception desk at **Turkana County Public Service Board Offices** located along Nawoitorong road Opposite Lodwar Club located off Kitale-Lodwar highway so as to reach the undersigned on or before **Friday, 9th December, 2022 by 5.00pm. (East African Time).**

Important information to all candidates;

- ❖ Only shortlisted candidates will be contacted
- ❖ Any form of canvassing or lobbying will lead to automatic disqualification

N/B Youth, Women and Persons Living with disability (PWDs) are encouraged to apply.