



REPUBLIC OF KENYA

COUNTY GOVERNMENT OF NYAMIRA COUNTY PUBLIC SERVICE BOARD

P.O Box 434-40500, NYAMIRA



ATTENTION

This is to notify the applicants that we have noted some editorial errors in the document containing designations, grading, requirements and duties for the advertised vacancies in various cadres.

We have rectified the errors in those cadres as per the attached addendum. All other requirements remain the same as posted in the website earlier.

Sorry for any inconvenience caused.



ADDENDUM

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

39. PRINCIPAL SUPERINTENDING ENGINEER OF ROADS & STRUCTURES /DEPUTY DIRECTOR: NO OF VACANCIES – ONE (1)

Terms of service: Permanent & Pensionable

Job Group: CPSB 04

Salary as per Salaries & Remuneration Commission of Kenya

Requirements for Appointment:-

- Kenyan citizenship;
- Bachelor's Degree in civil engineering or its equivalent from a recognized University in Kenya;
- At least Seven (7) years of relevant working experience;
- Registered with Engineer's Board of Kenya;
- Current valid practicing license from Engineer's Board of Kenya;
- Registered with Institution of Engineer's of Kenya;
- Masters in relevant area will be an added advantage;
- Demonstrable experience and competence in public finance, budgeting and procurement procedures;
- Advanced computer skills (Ms project, Ms Word, Ms Excel, Ms PowerPoint and Ms Access, Civil 3D and Engineering design softwares);
- Experience in transportation engineering & Structures will be an added advantage;
- Knowledge and conversant with the constitution of Kenya 2010 and devolution;
- Compliance with chapter six of the constitution of Kenya; and
- Must have attended a course in senior management course from a recognized institution.

Duties and Responsibilities:-

- Identify and prioritize roads/transport infrastructure projects;
- Reconstruction of failed roads, upgrading gravel roads, by passes interchanges, bridges, non-motorized traffic etc;
- Design and construct bus parks, bus stops, road widening, dual carriage, interchanges, by passes etc;
- Design, prepare BOQs, cost estimates and tender documents;
- Supervise construction works, project management and contract administration;
- Prepare section budget plan;
- Section procurement plan;



- Section and project reports monthly, quarterly and annual;
- M & E of annual budget /targets and strategic plan targets;
- Staff supervision and performance management;
- Training needs assessment and planning; and
- Corruption detection and control receive reports, discuss with Director or any other authorised officer, investigate and report.

40. SUPERINTENDING QUANTITY SURVERYOR: NO. OF VACANCIES - ONE (1)

Terms of Service: Permanent & Pensionable
 Job Group CPSB 07
 Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment:-

- Kenyan citizenship;
- A Bachelor's Degree in Quantity Surveying or its equivalent from a recognized University in Kenya. Master's degree in the relevant field will be an added advantage;
- Nine (9) years relevant working experience as a Quantity Surveyor;
- Been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya (BORAQS) as a professional Quantity Surveyor;
- Corporate membership of the Institute of Quantity Surveyors of Kenya (IQSK) OR Architectural Association of Kenya (AAK);
- Advanced Computer Skills (MS Project, MS Word, MS Excel, MS PowerPoint and MS Access); and
- Demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of quantity surveying function.

Duties and Responsibilities:-

- Preparation of cost estimates, Bills of Quantities, monthly valuation on site, site measurements;
- preparation of variation orders and final accounts involving the implementations of development projects for various departments and agencies;
- Counter checking of site measurements and valuations, variation orders, calculation of fluctuations and preparation of final accounts;
- Cost Analysis and cost planning from already completed projects;
- Contract documentation;
- Handling contract/project management issues;
- Administration and supervision of all staff under him/her;
- Supervise Quantity Surveying services in the County;
- Progress reporting/performance appraisals; and



- Any other duties assigned.

41. SUPERINTENDING ENGINEER (ROADS):NO. OF VACANCIES - ONE (1)

Terms of Service: Permanent & Pensionable
Job Group CPSB 07
Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment:-

- Kenyan citizenship;
- A Bachelor's Degree in Civil engineering or its equivalent from a recognized University in Kenya;
- At least five (5) years relevant working experience in the public or private sector;
- Been registered with the Engineers Board of Kenya (EBK) as a professional engineer;
- Corporate membership with the Institution of Engineers of Kenya (MIEK);
- Advanced Computer Skills (MS Project, MS Word, MS Excel, MS PowerPoint and MS Access); and
- Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities:-

- Prepare tender documents for construction projects including technical drawings, specifications of civil works, BOQs and conditions of contract;
- Prepare detailed estimates and guidelines to assist the procurement unit in tender evaluation;
- Prepare detailed rates for construction materials and labour based on prevailing market conditions;
- Maintain and update contract files on each construction project, including performance evaluations for contractors;
- Monitor and report regularly on the progress of construction activities in accordance with construction contracts and conditions;
- Review contract claims, analyse and recommend variation orders;
- Assess completed projects with regards to compliance to specifications, quality of materials and workmanship, and prepare documents for final handover and closure,
- Undertake correct measurement of completion of works, recommend payments and prepare interim and final payment certificates;
- Administration and supervision of all staff under him//her;
- Any other duties assigned.



42. SUPERINTENDING ARCHITECT: NO. OF VACANCIES - ONE (1)

Terms of Service: Permanent & Pensionable
Job Group: CPSB 07
Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment:-

- Be a Kenyan citizen;
- Must have a Bachelor's Degree in Architecture or equivalent from a recognized University in Kenya;
- Master's degree in the relevant field will be an added advantage;
- Must have at least (Seven (7) years post-graduation experience in a public sector; and
- Should have a minimum of five years since registration as an Architect by the Board of Registration of Architects and Quantity Surveyors (BORAQS).

Duties and Responsibilities:-

- Contract & Project Management;
- Supervision of Works Staff under him/her;
- Development of Architectural Proposals and adherence to National Building standards;
- Progress reporting/performance appraisals;
- Work planning;
- Coordination of interdepartmental meetings on public works projects;
- Assists in on Job training of staff under him/her in the directorate;
- Ensures policies and laws related to projects and contracts implementation are adhered to;
- Coordinating services of other project team members, and preparing periodic reports relating to County works' projects and programs; and
- Ensure county works are carried out as per the Architectural drawings.

48. ENGINEER II ELECTRICAL BUILDING SERVICES: NO. OF VACANCIES – ONE (1)

Terms of service: Permanent and Pensionable
Job Group: CPSB 09
Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment

- Be a Kenyan Citizen;
- Be in possession of a Bachelor's Degree in Electrical Engineering or equivalent and relevant qualification from a recognized institution;



- Be Registered by Engineers Registration Board of Kenya as a graduate engineer or its relevant equivalent and in good standing; and
- Have Certificate in Computer Applications.

Duties and Responsibilities:

- Design of electrical/Electronic engineering services in government buildings and construction works;
- Repair and maintenance of electrical /electronic installations in waterworks, offices, workshops, conference complexes and other county government facilities; and
- Any other duties as may be assigned by the Supervisor.

50. ENGINEER II (MECHANICAL- BUILDING) SERVICES: NO. OF VACANCIES ONE (1)

Terms of service: Permanent and Pensionable
 Job Group: CPSB 09
 Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment

- Kenyan Citizenship;
- Bachelor's Degree in Mechanical Engineering or its equivalent from a recognized institution;
- Been registered by Engineers Registration Board of Kenya;
- Practical experience using CAD software; and
- A Certificate in Computer Applications.

Duties and Responsibilities

- Preparation of design of mechanical services in County Government building and construction works;
- Maintenance of mechanical installation in County Government facilities;
- Calibrating and troubleshooting of equipment required; and
- Any other duties as may be assigned.

53. ASSISTANT ROADS SURVEYOR: NO. OF VACANCIES -ONE (1)

Terms of service: Permanent and Pensionable
 Job Group: CPSB 09
 Salary as per Salaries & Remuneration Commission of Kenya.



Requirements for Appointment

- Degree in Surveying/Geospatial Engineering or its equivalent from a recognized college /institution in Kenya;
- Minimum three (3) years' experience in survey of roads projects;
- Ability to co-ordinate activities and deliver as per given schedules;
- Proficiency in computer applications such as civil 3D, QGIS etc; and
- Good communication and interpersonal skills.

Duties and Responsibilities:-

- Assist the roads surveyor/roads engineer in establishing road reserve boundaries and liaise with the relevant authorities to establish the services that exist within the reserve for appropriate action;
- Carrying out works survey for new projects for purposes of preparing designs and bills of quantities;
- Monitor and certify construction works to ensure compliance with the designs;
- Measurement of quantities of works done;
- Ensure effective integration of activities and timely delivery of services;
- Oversee preparation and approval of works plans;
- Prepare regular and periodic reports; and
- Any other duties as assigned.

OFFICE OF THE COUNTY ATTORNEY

61. LEGAL COUNSEL I: NO. OF VACANCIES - THREE (3)

Terms of service: Permanent & Pensionable

Job Group: CPSB 09

Salary as per Salaries & Remuneration Commission of Kenya

Requirements for Appointment

- Be a citizen of Kenya;
- A Bachelor's Degree in Law (LLB) from a recognized institution;
- A post graduate Diploma from the Kenya School of Law;
- Experience in legislative drafting from a reputable institution;
- Proficiency in computer applications; and
- Possess legal research skills;

Duties and Responsibilities

- Coordinating and facilitating research on legal issue to inform the advice provided by the legal department;



- Coordinating and organizing appointments and meetings including meeting rooms;
- Ensuring implementation and realization of strategic plans and objectives in respect of the legal function;
- Assisting in implementation and realization of strategic plans and objectives in respect of the legal function;
- Assisting in keeping and managing documentations on approved projects for the County Government to track and monitor progress of the said projects and prepare reports;
- Assisting in complex litigation on behalf of the County Government;
- Diligently executing the functions and exercise the authority provided for in the County Attorney's Act;
- Supporting the County Attorney in discharge of duties as assigned in respective technical unit;
- Attending court and/or monitoring external counsel case management;
- Maintaining accurate filing and recording system and track file movement for efficient record management and record keeping;
- Generating office reports;
- Supporting the designated county departments and agencies on legal matters;
- Drafting contracts, lease agreements and memorandum of understanding between the county government and its collaborators;
- Drafting legislative proposals;
- Articulating county attorney's position in meetings, seminars, negotiations and conventions;
- Initiating and undertaking research on complex and emerging issues;
- Preparing legal opinions and briefs on behalf of the County government;
- Attending all monthly departmental and county meetings to ensure efficiency of the County functions; and
- Performing any other duties as may be assigned by the County Attorney.

DEPARTMENT OF TRADE, TOURISM & COOPERATIVES

95. TRADE/ ENTERPRISE DEVELOPMENT OFFICER II: NO. OF VACANCIES - SIX (6)

Terms of service: Permanent and Pensionable

Job Group: CPSB 10

Salary as per Salaries & Remuneration Commission of Kenya.



Requirements for appointment

- Be a Kenyan citizen,
- Bachelor's degree in any of the following disciplines; - Commerce, Marketing, Business Administration, Business management, Entrepreneurship, Economics or its equivalent from a recognized institution; and
- Certificate in Computer Applications from a recognized institution.

Duties and responsibilities:

- Facilitating the settlement of trade disputes; and responding to public complaints on trade and customer care issues;
- Compiling and analyzing economic and trade related data;
- Disseminating business information to the business community;
- Facilitating trade promotion activities through trade fairs and exhibitions;
- Undertaking market profiling and market intelligence surveys for trade development; and
- Providing consultancy and extension services on trade issues.

96. COOPERATIVE DEVELOPMENT OFFICER II: NO. OF VACANCIES 2 (TWO)

Terms of service: Permanent and Pensionable

Job Group: CPSB 10

Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for appointment

- Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or Co-operative Management from a recognized institution; and
- Proficiency in computer applications

Duties and Responsibilities

- Implementing cooperative development activities/programmes;
- Advising cooperative societies on proper conduct of meetings;
- Evaluating new and existing cooperatives societies; and
- Enforcing cooperative legislation.



97. WEIGHTS AND MEASURES OFFICER II: NO. OF VACANCIES - ONE (1)

Terms of service: Permanent and Pensionable

Job Group: CPSB 10

Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment

- Be a Kenyan Citizen;
- Bachelor degree in any of the following disciplines Physics, Mathematics, Chemistry, Computer science, Law, legal metrology, Information technology, instrumentation or engineering (Mechanical, Electrical/Electronics) Microprocessors or equivalent qualifications from a recognized institution;
- Advanced certificate of the Institute of Trade Standards Administration (Kenya);
- Certificate of membership with the Institute of Trade Standards Administration (Kenya);
- Certificate in computer applications from recognized institutions

Duties and responsibilities

- Testing and stamping of mechanical and electronic weighing and measuring equipment's, and class II mechanical and electronic scales used for pharmaceutical dispensing and jewelry trade;
- Testing of fabric and area measuring instrument, and all electronic weighing and measuring equipment;
- Testing of meters for water, milk, and other liquid fluids and liquefied gas;
- Compiling data collected on verified equipment at traders' premises, stamping stations and verification office;
- Sampling pre-packed goods for qualitative analysis;
- Supervising and coordinating preparation of weighing and measuring equipment and verification activities during trade fairs and public service exhibitions;
- Collecting and accounting for Appropriation in Aid (AI-A);
- Conducting inspections on internal controls of manufacturers and measuring systems including software for data processing of measuring results;
- Conducting prosecution of offences arising from infringement of the Weights and Measuring Act (Cap 513) the trade descriptions Act (Cap 505) and related regulations;
- Carrying out inspection on wholesale and retail trading premises on the use of weighing and measuring equipment;
- Carrying out verification of weighing and measuring equipment used by local authorities and other government institution to ensure accuracy; and,
- Testing automatic weighing machines, bulk weights and totalizing machines, calibrating prover tanks and maintaining secondary reference standards.



97. WEIGHTS AND MEASURES OFFICER III: NO. OF VACANCIES - ONE (1)

Terms of service: Permanent and Pensionable

Job Group: CPSB 11

Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment:

- Diploma in any of the following disciplines;- instrumentation, Computer Science, Information Communication Technology (ICT), Legal Metrology, Engineering (Mechanical/Electrical/Electronics) or equivalent qualification from a recognized Institution;
- Certificate in computer applications from a recognized institution.

Duties and responsibilities:-

- Testing, stamping, sealing, adjusting and balancing of weights and verified counter machines, spring balances and platform machines at traders' premises, verification office and stamping stations;
- Preparing and disseminating publicity materials for trade fairs and exhibitions, notices of gazette and advertised stamping stations to traders.

