



COUNTY GOVERNMENT OF BUNGOMA

COUNTY PUBLIC SERVICE BOARD

Moi Avenue next to Governor's Office; P.O. Box 2489 – 50200 Bungoma

email: cpsb.bungoma50200@gmail.com



VACANCIES (RE-ADVERTISEMENT)

The County Public Service Board of Bungoma wishes to recruit competent and qualified persons to fill the following vacant positions

OFFICE OF THE COUNTY SECRETARY

V/NO. CPSBB 1/01/2022 COUNTY DIRECTOR, HUMAN RESOURCE MANAGEMENT, JG “R” (1 POST)

Duties and Responsibilities

- a) Establishing and operationalizing the human resource function
- b) Formulating, implementing and reviewing Human Resource Management and Development policies, rules and regulations;
- c) Carrying out staff audit, identifying gaps and proposing optimal staffing levels in the county
- d) Ensuring correct interpretation and Implementation of human resource management policies, rules, regulations, labour laws and other relevant statutes
- e) Ensuring compliance with the public service values and principles in the county
- f) Setting performance standards and analyzing staffing levels for cadres managed by the County
- g) Establishing and Coordinating the implementation of performance management systems, including Performance Appraisal System and the rewards and sanctions framework
- h) Identifying the training needs and in liaison with Human Resource Development, designing, planning and ensuring implementation of training that will enhance and broaden skills of human resource practitioners in the Service;
- i) Planning, organization, co-ordination and administration of all human resource activities within the County
- j) Advising the authorized officer(s) on the delegated powers and ensuring proper implementation
- k) Advising the authorized officer(s) on the professional human management standards and ensuring that the standards are maintained in the Departments;
- l) Advising on succession management/human resource planning and optimal utilization of human resources;
- m) Overseeing the development and maintenance of an up-to-date human resource development database;
- n) Overseeing the budgeting, fair allocation and optimal utilization of training resources and opportunities
- o) Advising the County on career development and initiating development and review of schemes of service;
- p) Shall be the Secretary of the County Human Resource Management Advisory Committee (CHRMAC) and adviser on all Human Resource Technical matters

Requirements for appointment to this grade,

A candidate must have:

- a) Relevant working experience of not less than twelve (12) years, three (3) of which at the grade of Deputy Director Human Resource Management and Development JG “Q” or equivalent and relevant position in the public service or private sector
- b) A Bachelor’s degree in Social Sciences such as Governance, Sociology, Public/Business Administration, Human Resource Management, or any other relevant and equivalent qualification from a university recognized in Kenya;
- c) A Master’s degree in the relevant field from a recognized Institution
- d) Attended a strategic leadership Development course lasting not less than six (6) weeks from a recognized institution;
- e) Be in good standing as a current member of a relevant professional body;
- f) Demonstrated a thorough understanding of National goals, policies and development objectives and ability to transform them into Human Resource Management and Development policies and programmes; and
- g) Demonstrated a thorough understanding of relevant legislation, best practices and emerging issues in Human Resource Management and Development.

Terms of Service: 5 years Contract

V/NO. CPSBB 2/01/2022 COUNTY DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT, JG ‘Q’ (2 POSTS)

Duties and Responsibilities

- a) Designing and innovation of human resource strategies and translating them into policies
- b) Introducing systems/management practices that will facilitate effective and efficient management of human resource functions
- c) Developing terms and conditions of service
- d) Provide guidance on human resource management policy matters
- e) Develop regulatory framework and standards which will promote understanding and commitment to positive values
- f) Initiating issues related to collective bargaining and negotiating agreements with trade unions
- g) Analyzing the Human Resource Management structures and systems,
- h) Determining and proposing methods/strategies of handling Human Resource Management functions;
- i) Co-ordinate development of strategic/action plans for the Human Resource Management Directorate.
- j) Implementation of human resource management policies, rules and regulations and ensuring adherence to the laid down procedures, rules and regulations;
- k) Advising Departments on succession management, human resource planning/utilization of human resources;
- l) Developing of schemes of services/career progression guidelines;
- m) Ensuring proper deployment and utilization of human resource in the County

Requirements for appointment

For appointment to this grade, a candidate must:

- a) Have relevant working experience of not less than ten (10) years, three (3) of which at the grade of Assistant Director Human Resource Management and Development JG “P” or equivalent and relevant position in the public service or private sector
- b) Have a Bachelor’s degree in Social Sciences such as Governance, Sociology, Public/Business Administration, Human Resource Management, or any other relevant and equivalent qualification from a university recognized in Kenya;
- h) Have a Master’s degree in the relevant field from a recognized Institution

- c) Have attended a Strategic Leadership Development course lasting not less than six (6) weeks from a recognized institution
- d) Be in good standing as a current member of a relevant professional body;
- e) Have demonstrated a thorough understanding of National goals, policies and development objectives and ability to transform them into Human Resource Management and Development policies and programmes; and
- f) Have demonstrated a thorough understanding of relevant legislation, best practices and emerging issues in Human Resource Management and Development.

Terms of Service: 5 years Contract

V/NO. CPSBB 3/01/2022 ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT JG “P” (1 POST)

Duties and Responsibilities

- a) Making proposals on Human Resource planning and succession management
- b) Ensuring correct interpretation and implementation of Human Resource Management policies, rules and regulations
- c) Coordination and management of all Discipline matters in the county
- d) Supervising staff in the unit for effective work performance
- e) Planning, organizing, administrating and controlling of activities in Human Resource Units
- f) Develop and formulate Human Resource Management Policies for issuance to the public Service
- g) Initiating preparation of the strategic/action plans; and representing the Directorate of HRM in meetings relating to Human Resource Management policies
- h) Analyzing the utilization of the human resource in the departments and advising on proper deployment
- i) Compiling of staff returns
- j) Preparing and submitting Monthly /Quarterly Reports to Director Human Resource Management
- k) Supporting the Management of Human Resource database system in the County
- l) Analyzing the utilization of Human Resource in the County and advising on proper Placement/Staffing
- m) Coordinating the Payroll Management system
- n) Assisting in preparation of Human Resource Budget.

For appointment to this grade, a candidate must have:

- a) Relevant working experience of not less than eight (8) years, three (3) of which at the grade of Principal Human Resource Management Officer JG “N” or equivalent and relevant position in the public service or private sector
- b) A Bachelor’s degree in Social Sciences such as Governance, Sociology, Public/Business Administration, Human Resource Management, or any other relevant and equivalent qualification from a university recognized in Kenya;
- c) A Master’s degree in Social Sciences such as Governance, Sociology, Public/Business Administration, Human Resource Management, or any other relevant and equivalent qualification from a university recognized in Kenya;
- d) Attended Senior Management Course lasting not less than four (4) Weeks from a recognized institution
- e) Be in good standing as a current member of a relevant professional body
- f) A thorough understanding of relevant legislation best practices and emerging issues in Human Resource Management and Development
- g) Demonstrated merit and ability as reflected in work performance and results

Terms of Service: 5 years Contract

**V/NO. CPSBB 4/01/2022 PRINCIPAL PROGRAMMES OFFICER, JOB GROUP “N”
(1 POST)**

Duties and Responsibilities

- a) Design strategies, plans and performance indicators to successfully implement the approved programmes in order to realize desired objectives.
- b) Ensure proper development and custody of programme documentation throughout the programme life cycle.
- c) Design mechanism and ensure effective Engagement and Communication with all stakeholders for effective stakeholder support.
- d) Proactively monitor, evaluate and follow up to ensure that the programmes are implemented within time and within desired quality.
- e) Prepare regular actionable reports to measure performance against agreed target as required by the programme stakeholders.
- f) Oversee post implementation evaluation to ascertain the programme impact.

Requirements for appointment

For appointment to this grade, an officer must;

- a) Be a Kenyan citizen
- b) Have served at the grade of **Chief Administrative Officer** or in a comparable position for a minimum period of **three (3) years**
- c) Be in possession of a Bachelor’s degree in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution
- d) Have a Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent from a recognized institution
- e) Have training in Programme management and preferably certification in project management, experience in stakeholder management and demonstrate practical experience in managing a multi-sectoral programmes.
- f) Have shown merit and ability as reflected in work performance and results

Terms of Service: Permanent and Pensionable

OFFICE OF THE GOVERNOR

**V/NO. CPSBB 5/01/2022 ASSISTANT DIRECTOR RESEARCH AND DEVELOPMENT
JG “P” [1 POST]**

Duties and Responsibilities

- a) To advise the County on research and innovations;
- b) To support county initiatives aimed at ensuring that research materials are developed;
- c) To develop policies on research and development
- d) Provide focus to individual team members, report results and risks to management and respond to team needs.
- e) Support management of departmental policy according to current Design Control process.
- f) Represent departmental interests in all internal and external communication.
- g) Design and implement research and development protocols or projects.
- h) Execute advanced analytical techniques to extend scientific theories in innovative research projects.
- i) Utilize diverse knowledge of scientific research principles, practices and protocols in research projects.
- j) Interact with departments in team approach to translate the County’s strategic vision into successful Research and Development products.

- k) Provide required current feedback about the current and future path of Research and Development in the County's roadmap.
- l) Develop and monitor metrics as required to manage Research and Development function.
- m) Convey metrics to ensure appropriate alignment and executive awareness.

Requirements for Appointment

- a) Five (5) years' work experience in a reputable Institution.
- b) Have a Bachelor's degree in statistics, geography, economics, mathematics, social research or its equivalent from a recognized institution.
- c) Thorough knowledge and understanding of the concepts and techniques of professional research with particular emphasis on public policy, analysis and ability to write, edit in a clear concise and understandable manner.
- d) A master's degree in a relevant field from a recognized institution is an added advantage.
- e) Numeracy and confidence in using statistical techniques and computer based programmes and strong analytical skills
- f) Must be computer literate and proficient.

Terms of Service: 3 years Contract.

DEPARTMENT OF ENVIRONMENT, TOURISM, WATER & NATURAL RESOURCES

V/NO. CPSBB 6/01/2022 DEPUTY DIRECTOR WATER JG 'Q' (1 POST)

Duties and responsibilities

- a) Development and implementation of departmental strategies and work plan
- b) Coordination, monitoring evaluation and implementation of County Water Development projects
- c) Ensure proper planning, design, construction and maintenance of water works
- d) Coordinating capacity building for both staff and community
- e) Preparation of monthly, quarterly and annual programme performance report.
- f) Coordination between water department and water stakeholders and agencies.
- g) Undertake inspection and compilation of reports on water projects
- h) Coordination of rural water service provision

Requirement for appointment

- a) Have relevant working experience of not less than ten (10) years, three (3) years of which at the grade of Assistant Director Water Job Group 'P' or equivalent and relevant position in the public service or private sector
- b) Bachelor's degree in Civil engineering or Water Engineering
- c) A Master's Degree in a relevant field
- d) Should be registered with the Engineers Board Kenya as a professional Engineer
- e) Should be a member of the Institute of Engineers of Kenya
- f) Have attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution;
- g) Must have excellent communication and interpersonal skills.
- h) Be literate in computer

Terms of Service: 5 years Contract

**V/NO. 7/01/2022: DIRECTOR ENVIRONMENT AND CLIMATE CHANGE, JG “R”
(1POST)**

Requirements for Appointment

For appointment to this grade, one must;

- a) Be a Kenyan citizen;
- b) Have Bachelor’s degree in any of the following disciplines: Bachelors of Science in Chemistry, Environmental sciences, climate change and development earth sciences, environmental conservation and natural resource management or any other relevant and equivalent qualification from a recognized University;
- c) Have a minimum of 10years working experience in the same field and 5years working experience in the position of a Chief environment officer –Waste management and conservation;
- d) Have served in the position of an acting Director for more than six months;
- e) Have knowledge of relevant legislations and policies relating to Natural Resource Management;
- f) Be conversant with constitution of Kenya and devolution laws;
- g) Have knowledge in computer applications from a recognized institution;
- h) Have trained in EIA and Audits by recognized institution;
- i) Have trained in climate change governance by recognized institution;
- j) Have trained in environment and social safeguards for projects;
- k) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity and
- l) Have shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- a) Coordinating all Environment and Climate change programmes, projects and activities in the County;
- b) Establishing climate change directorate in the County and develop staff and institutional capacity;
- c) Advising on all matters related to environment and Climate change actions in the County;
- d) Liaise with various stakeholders at all levels to support the implementation of environment & climate change initiatives in the County;
- e) Interpretation and implementation of National and County relevant legislation;
- f) Develop and implement environment & climate change strategic plans and appropriate programs in the County;
- g) Resource mobilization for environment & climate change function in the County;
- h) Guide the process of development of County Climate Change Action Plan and County adaptation plan;
- i) Custodian of the County climate change information and knowledge management system and
- j) Liaising with local and regional state and non-state agencies, research institutions and conservation organizations on environmental concerns.

Terms of service: 5 years contract

V/NO.8/01/2022: ENVIRONMENTAL OFFICER, JG “K” (3 POSTS)

Requirements for Appointment:-

For appointment to this position, a candidate must:-

- a) Be a Kenyan citizenship;
- b) Have Minimum Qualification, degree in Environmental Science, Forestry, Natural Resource Management or a related field;
- c) Have at least 3 years working experience;
- d) Have Postgraduate training in Environmental Impact assessment will be an added advantage; and
- e) Satisfy requirements of chapter six of the constitution of Kenya 2010 as leadership integrity.

Duties and responsibilities:-

- a) Supervising day to day garbage collection within a Sub-County;
- b) Ensuring departments and other organizations to follow the laws in place to protect the environment;
- c) Planning, supporting and directing programs to train employees to be compliant with the required practices; and
- d) Ensure compliance with noise pollution and control standards within a Sub-County.

Terms of service: Permanent and Pensionable.

How to Apply

1. Candidates who applied in our advertisement of **Standard Newspaper** of **24th June, 2020** need not to re-apply unless they have improved on their CV's
2. Applications including detailed Curriculum Vitae (C.V), Copies of Academic and Professional Certificates, Testimonials, National Identification Card or Passport and any other supporting documents should be submitted in sealed envelope, clearly indicating the position applied for on the top left side of the envelope. Bungoma County residents will be required to indicate their Sub-county and ward of residence to reach the undersigned by **18th February, 2022 at 5.00pm**
3. Hand delivered applications should be submitted to the County Public Service Board Offices located next to the Governor's Office.

PLEASE NOTE: Bungoma County Public Service Board does not charge **ANY FEE** at any stage of the recruitment and selection process.

Only shortlisted candidates will be contacted.

The Secretary
County Public Service Board
P.O Box 2489-50200
BUNGOMA