



**NAROK COUNTY GOVERNMENT
PUBLIC SERVICE BOARD**

**ADVERTISEMENT -VACANT POSITIONS IN THE NAROK COUNTY GOVERNMENT
PUBLIC SERVICE.**

The Narok County Public Service Board wishes to recruit competent and qualified person to fill the following positions as per the Constitution of Kenya 2010 and County Government Act No. 17 of 2012 section 59 (B).

**DEPARTMENT OF LANDS, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT
(NAROK & KILGORIS MUNICIPALITIES)**

1. SENIOR SUPERINTENDING ENGINEER (CIVIL), JOB GRADE CPSB 06- 2 POSTS

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

SALARY SCALE: CPSB 06: Ksh 58,360x2,750-61,110x2,920-64,030x3,080-67,110x3,540-70,650x3,690 -74,340x3,890-78,230x3,900-82,130x4,010-86,140x4,060-90,200 pm.

Duties and Responsibilities

Duties and responsibilities at this level will entail: coming up with technical drawings as per work request; ensuring housekeeping and maintenance of work areas adhere to set safety standards; making sure the equipment and tools are serviced and maintained to operating standards; raising purchase requests in the plant maintenance and management system; verifying accuracy of materials and equipment; maintaining tools and equipment inventory; planning and carrying out scheduled and non-scheduled maintenance on cooling towers, roads, building and other civil structures; raising notifications, creating, confirming and completing work orders in the plant maintenance management system; complying with relevant ISO standards; ensuring that statutory regulations and safety rules are fully implemented and followed; maintaining all civil as-built drawings and manuals in good order; reviewing internal project blueprints and structural specifications to determine dimensions of structure or system and material requirements; monitoring the systems performance, introducing changes and

propose improvement and modification as necessary; and preparing technical specifications and estimates for tendering process.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Engineer (Civil) or in a comparable and relevant position in the public service or private sector for a minimum period of three (3) years;
- (ii) Bachelor's degree in Civil Engineering or its equivalent qualification from a recognized institution;
- (iii) Been registered by Engineers Registration Board of Kenya;
- (iv) Current valid annual Practicing License from the Engineers Registration Board of Kenya;
- (v) Member of the Institution of Engineers of Kenya (IEK);
- (vi) Attended a Senior Management Course lasting not less than four (4) Weeks or its equivalent from a recognized institution;
- (vii) Certificate in computer application skills; and
- (viii) Demonstrated merit and ability as reflected in work performance and results.

2. ARCHITECT, JOB GRADE CPSB 08 - 2 POSTS

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

SALARY SCALE: CPSB 08: Ksh 44,400 X 1,920 - 46,320 X 2,000 – 48,320 X 2,290 – 50,610 X 2,350 -52,960 X 2,550 -55,510 X 2,850 – 58,360 X 2,750 -61,110 PM

Duties and Responsibilities

This is the entry and training grade for this cadre. The officer will work under the supervision and guidance of a senior officer. Duties and responsibilities at this level will entail: preparing sketch and scheme designs and production drawings; interpreting client's requirements; disseminating research findings and promotion of wider application of innovative processes and materials technology; and ensuring proper post contract administration.

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- (i) Bachelor's degree in Architecture or its equivalent qualification from a recognized institution;
- (ii) been registered with the Board of Registration of Architects and Quantity Surveyors; and
- (iii) Certificate in computer application skills.

3. SUPERINTENDENT (BUILDINGS), JOB GRADE CPSB 09 - 6 POSTS

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

SALARY SCALE: CPSB 09: Ksh 39,700 X 1470 - 41,170 X 1,520 - 42,960 X 1,710 - 44,400 X 1,920 - 46,320 X 2,000 - 48,320 X 2,290 - 50,610 X 2,350 - 52,960 PM

Duties and Responsibilities

An officer at this level will be deployed as a Clerk of Works for buildings under construction or as a Supervisor of maintenance works.

As a Clerk of Works, the duties and responsibilities at this level entail reading and interpreting Architectural and Engineering drawings, comparing their details with work on site and compiling site weekly reports; assisting in planning a building programme for a group of buildings, ensuring that construction work in progress is in accordance with specifications and taking details of provisional items.

As a Supervisor of maintenance works at a depot, duties will involve supervision of artisans carrying out repairs and alteration of existing buildings; preparation of cost estimates and schedule of materials.

Requirements for Appointment

- (i) Served in the grade of Senior Inspector (Buildings) or in comparable and relevant position in the Public service or private sector for at least three (3) years;
- (ii) Have a diploma in any of the following fields: Building and Civil Engineering; Construction technician part III; or its equivalent and relevant qualification from recognized institution;
- (iii) Have Proficiency in computer applications;

4. PRINCIPAL PHYSICAL PLANNER JOB GRADE CPSB 06 - 2 POSTS

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

SALARY SCALE: CPSB 06: Ksh 58,360x2,750-61,110x2,920-64,030x3,080-67,110x3,540-70,650x3,690 -74,340x3,890-78,230x3,900-82,130x4,010-86,140x4,060-90,200 pm.

Duties and Responsibilities

Duties and responsibilities at this level will entail:- initiating, preparing and monitoring the implementation of county and local physical development plans; preparing action plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities; providing advice to County government and agencies on development proposals and plans; implementing and providing feedback on physical planning guidelines and standards; undertaking thematic regional studies on matters relating to physical planning; keeping up-to-date physical planning data; setting agenda and convening physical planning liaison committee meetings; keeping record of deliberations and communicating decisions of the physical planning liaison committees; providing advice on development control; carrying

out public education on physical planning matters; and preparing annual state of physical planning reports on county and local physical development plans.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) served in the grade of Chief Physical Planner or in a comparable and relevant position in the Public service or private sector for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- (iii) Membership to the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- (iv) Registration by the Physical Planners Registration Board;
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent from a recognized institution;
- (vi) Certificate in computer application skills; and
- (vii) Demonstrated merit and shown ability as reflected in work performance and results.

5. PHYSICAL PLANNER, JOB GRADE CPSB 09 - 2 POSTS

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

SALARY SCALE: CPSB 09: Ksh 39,700 X 1470 - 41,170 X 1,520 - 42,960 X 1,710 - 44,400 X 1,920 - 46,320 X 2,000 - 48,320 X 2,290 - 50,610 X 2,350 - 52,960 PM

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a senior officer. Duties and responsibilities will entail: - preparing physical development plans; undertaking feasibility studies on physical, social, economic and environmental characteristics; implementing physical plans for national, regional, urban areas and cities; processing development applications; and maintaining physical planning records.

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- (i) Bachelor's degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- (ii) Membership to the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter); and

(iii) Certificate in computer applications skills.

6. GIS EXPERT/CARTOGRAPHER, JOB GRADE CPSB 09 - 2 POSTS

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

SALARY SCALE: CPSB 09: Ksh 39,700 X 1470 - 41,170 X 1,520 - 42,960 X 1,710 - 44,400 X 1,920 - 46,320 X 2,000 - 48,320 X 2,290 - 50,610 X 2,350 - 52,960 PM

Duties and Responsibilities

This will be the entry and training grade of this cadre.

An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will entail: - drawing survey and cadastral plans, registry index maps, area boundary schedules and preliminary index diagrams; entering approved geographical names in geospatial database; preparing topographical base maps for special purpose maps; and revising base maps from aerial imageries.

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- (i) Bachelor's degree in any of the following disciplines: - Technology in Geo-informatics, Philosophy in Technology (Geo-informatics), Geospatial Information Science, or equivalent qualification from a recognized institution; and
- (ii) Certificate in computer applications skills

7. VALUER, JOB GRADE CPSB 09 - ONE (1) POST

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

SALARY SCALE: CPSB 09: Ksh 39,700 X 1470 - 41,170 X 1,520 - 42,960 X 1,710 - 44,400 X 1,920 - 46,320 X 2,000 - 48,320 X 2,290 - 50,610 X 2,350 - 52,960 PM

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will entail:- collecting data for in building in the National Land Value Index; collecting and analyzing market data for valuation purposes; taking part in apportioning rents following subdivisions, change of users and lease extensions; taking part in Stamp Duty valuation; taking part in making searches on titles in land registries for various valuation purposes; calculating areas from building plans and maps; and measuring buildings in the field for valuation.

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- (i) Bachelor's degree in any of the following disciplines: - Land Economics, Real Estate and Property Studies or its equivalent qualification from a recognized institution;
- (ii) Membership to the Institution of Surveyors of Kenya (ISK), Valuation and Estate Management Surveyors Chapter; and
- (iii) Certificate in computer applications skills.

8. ENVIRONMENT MANAGEMENT OFFICER I, JOB GRADE CPSB 09- TWO (2) POSTS

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

SALARY SCALE: CPSB 09: Ksh 39,700 X 1470 - 41,170 X 1,520 - 42,960 X 1,710 - 44,400 X 1,920 - 46,320 X 2,000 - 48,320 X 2,290 - 50,610 X 2,350 - 52,960 PM

Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing environmental management plans; participating in environmental audits and following up implementation of the recommendations; maintaining register on compliance to environmental legislation, propose corrective actions and follow up on implementation; complying with Occupational Health and Safety Programs; inspecting waste generation and disposal; and complying with the company's Environment Management Policy.

Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Environment Management Officer II or in a comparable and relevant position in the Public Service or private sector for a minimum period of one (1) year;
- (ii) Bachelor's degree in any of the following disciplines:- Environmental Studies, Natural Resource Management or equivalent qualification from a recognized institution;
- (iii) Registration with NEMA as an associate expert in EIs/EAs.
- (iv) Membership to Environmental Institute of Kenya or relevant professional body;
- (v) Certificate in computer application skills; and
- (vi) shown merit and ability as reflected in work performance and results.

9. HUMAN RESOURCE MANAGEMENT OFFICER I, JOB GRADE CPSB 09 -TWO (2) POSTS

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

SALARY SCALE: CPSB 09: Ksh 39,700 X 1470 - 41,170 X 1,520 - 42,960 X 1,710 - 44,400 X 1,920 - 46,320 X 2,000 - 48,320 X 2,290 - 50,610 X 2,350 - 52,960 PM

Duties and Responsibilities

Duties and responsibilities at this level will entail: collating and compiling data on human resource management; processing documents on various human resource functions including recruitment, placement, payroll administration, pension and other human resource functions; updating staff establishment; implementing human resource decisions within the existing rules, regulations and procedures; updating and maintaining an up-to-date human resource information database as per set procedures and policies; and drafting human resource periodic reports.

Requirements for appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Human Resource Management Officer II or in a comparable and relevant position in the public service or private sector for a minimum period of one (1) year;
 - (ii) Bachelor's Degree in any of the following disciplines: Sociology, Public/ Business Administration, or any other relevant qualification from a recognized institution **Plus** a Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions **or** its equivalent qualification from a recognized institution; **or** Certified Human Resource Professional Examination Part III (K) or its accepted equivalent qualification or Certified Secretaries Examination Part III (K) or its equivalent; **or** Higher Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;
- OR**
- Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution;
 - (iii) Certificate in computer application skills;
 - (iv) Demonstrated merit and ability as reflected in work performance and results.

10. SUPPLY CHAIN MANAGEMENT OFFICER, JOB GRADE CPSB 09 - TWO (2) POSTS

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

SALARY SCALE: CPSB 09: Ksh 39,700 X 1470 - 41,170 X 1,520 - 42,960 X 1,710 - 44,400 X 1,920 - 46,320 X 2,000 - 48,320 X 2,290 - 50,610 X 2,350 - 52,960 PM

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:- receiving and issuing stores; preparing procurement documents; opening of bids; registering and updating suppliers'

database; managing stores; publicizing of tender awards; registering and updating suppliers' database; stock checking and stock-taking; and implementing security and safety procedures in the stores.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Bachelor's degree in any of the following disciplines:- Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;

OR

Bachelor's degree in any of the following disciplines:- Commerce, Marketing, Economics, Business Management or Law **plus** a Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;

- (ii) Certified Procurement and Supply Professional of Kenya (CPSP- K) Part I or Diploma in Supplies Management Foundation Stage (FOS) or Diploma in Chartered Institute of Procurement and Supply (CIPS);
- (iii) Membership to the Kenya Institute of Supplies Management (KISM); and
- (iv) Certificate in computer applications skills.

11. SENIOR ACCOUNTANT, JOB GRADE CPSB 08- TWO (2) POSTS

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

SALARY SCALE: CPSB 08: Ksh 44,400 X 1,920 - 46,320 X 2,000 – 48,320 X 2,290 – 50,610 X 2,350 -52,960 X 2,550 -55,510 X 2,850 – 58,360 X 2,750 -61,110 PM

Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: receiving and analysing financial reports from public sector entities; maintaining database of all public-sector entities; reviewing the quality of public sector entities financial statements; preparing the annual consolidated financial report for the County Government; verifying payment and receipt vouchers and committal documents; data capture; maintaining primary records such as cashbooks, ledgers, vote books; preparing management reports; keeping safe custody of Accounting records; receiving duly processed payments and receipt vouchers; writing cheques and posting payments and receipt vouchers in the cash books; authorizing payments and signing cheques subject to set limit; balancing and ruling of the cash books on daily basis; withdrawing and ensuring safety of the cash; ensuring security of cheques and cheque books under their custody; capturing Authority to Incur Expenditure (AIE) in the system; filing returns; and preparing Appropriation in Aid (AIA) returns.

In addition, an officer will be responsible for: monitoring collection of revenue including inspection; keeping safe custody of equipment, records and accountable documents; preparing payment advice (PA) forms; raising accounting debt entries; processing payments, reimbursements and disbursements; preparing annual final accounts; verifying invoices and preparation of simple accounting reports in the system; defining employee and supplier details; uploading accounting data into the system; assisting in the closure of the monthly accounting periods; and providing user support and help desk management.

Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Accountant I for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

Plus

Part II of the Certified Public Accountant (CPA) Examination or any other relevant qualification from a recognized institution;

- (iii) Certificate in computer applications or Database Management from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results

12. SOCIAL WELFARE OFFICER I, JOB GRADE CPSB 09 - TWO (2) POSTS

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

SALARY SCALE: CPSB 09: Ksh 39,700 X 1470 - 41,170 X 1,520 - 42,960 X 1,710 - 44,400 X 1,920 - 46,320 X 2,000 - 48,320 X 2,290 - 50,610 X 2,350 - 52,960 PM

Duties and Responsibilities

Working with communities to identify and mobilize local resources for the implementation of development projects; Spearheading grievance redress mechanism in project management; Guiding communities develop Community Action Plans (CAPs); Liaising with local communities and other development agencies in implementing Community development programmes; Identifying self-help groups and community based organizations for registration; Collecting social development related data for planning; Guiding communities and self-help groups to identify their social economic needs; Mobilizing communities to implement their development projects; and Mainstreaming disability in programmes and projects.

Requirements for Appointment

For appointment to this grade, an officer-must have

- (i) served in the grade of Social Welfare Officer II or in a comparable and relevant position in the public service or private sector for a minimum period of three (3) years;

- (ii) Bachelor of Arts Degree in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Counselling or other equivalent qualification from a recognized institution;
 - (iii) Certificate in Computer applications; and
 - (iv) shown outstanding competence, ability and initiative in work performance and results.
-

Interested and qualified persons are requested to make their applications in written by completing one **(1)** Application for employment form serial number **NRK-CPSB (2)2016 (REV. 2021)**. The form can be downloaded from the Narok County Government **website** <http://www.narok.go.ke>.

Please note: Candidates should not attach any documents to the application form; ALL the details requested in the advertisement should be filled on the form.

- i. Only qualified and shortlisted candidates will be contacted.
- ii. Canvassing in any form will lead to automatic disqualification.
- iii. **It is a criminal offence to present fake certificates/documents.**

The Narok CPSB is committed to availing equal employment opportunities to all Kenyans. **Persons with Disabilities, the marginalized and the minorities are encouraged to apply.**

Shortlisted candidates shall be required to produce original and copies of the following documents:

- National Identity Card;
- Academic and Professional certificates and transcripts that are certified by the issuing institution.

Current Clearances from the following bodies:

- Kenya Revenue Authority;
- Higher Education Loans Board;
- A Registered Credit Reference Bureau;
- Directorate of Criminal Investigations (Police Clearance Certificate);
- Self – declaration Form dully stamped by the Ethics and Anti-corruption commission

Applications should reach the Board by close of business on or before **25th February 2025** addressed to:

The Board Secretary/CEO

Narok County Public Service Board

NOOLMONGI BUILDING MAU- NAROK ROAD, NAROK TOWN

P.O Box 545-20500 NAROK.