



LAMU COUNTY GOVERNMENT

County Public Service Board



VACANCIES

The Lamu County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per Sections 59 of the County Governments Act.

LANDS, PHYSICAL PLANNING & URBAN DEVELOPMENT DEPARTMENT

ASSISTANT DIRECTOR, PHYSICAL PLANNING - J/G 'P' (1 POST)

REF: LCPSB/ADV/2020/12

**Terms of Service: One (1) Year Contract,
Renewable based on performance**

Salary Scale: 87,360 – 121,430 p.m.

Other Allowances are as issued by SRC from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate shall be required to:

1. Be a Kenyan Citizen;
2. Have a Bachelor's Degree in any of the following; Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
3. A Master's Degree in Urban and Regional Planning, Urban Planning, Regional Planning or Town Planning from a

recognized institution will be an added advantage;

4. Ten (10) years general experience of which five (5) years' experience are in a Physical Planning;
5. Be a corporate member of Kenya Institute of Planners of Architectural Association of Kenya (Town Planning Chapter);
6. Be Registered by the Physical Planners Registration Board;
7. Certificate in computer applications; and
8. Shown merit and ability as reflected in work performance and results

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

1. Preparing county, metropolitan, regional, urban, rural physical development plans;
2. Providing guidance on data requirements for the various categories of physical development plans;
3. Implementing physical planning policies, strategies, standards and programmes;

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SERVICE BOARD
P.O. Box 535 - 80500
LAMU

4. Conducting thematic regional and national studies on matter relating to physical planning such as human settlement patterns, urbanization patterns and urban sprawl;
5. Inducting the physical planning liaison committee members;
6. Conducting public education on physical planning and development control matters;
7. Setting agenda and convening physical planning liaison committee meetings;
8. Keeping records of deliberations and communicating decisions of the physical planning liaison committee meetings;
9. Advising liaison committees and overseeing the enforcement of resolutions;
10. Preparing annual state of physical planning reports on county, metropolitan, regional, urban and rural physical development plans; and
11. Any other relevant duties that may be assigned from time to time.

PRINCIPAL PHYSICAL PLANNER

J/G 'N' (1 POST)

REF: LCPSB/ADV/2020/13

**Terms of Service: One (1) Year Contract,
Renewable based on performance**

Salary Scale: 56,370 – 87,360 p.m.

Other Allowances are as issued by SRC from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate shall be required to:

1. Be a Kenyan Citizen;

2. Have a Bachelor's Degree in any of the following; Urban and Regional Planning, Urban Planning or Town Planning from an institution in Kenya;
3. Eight (8) years general experience of which three (3) years' experience in a Physical Planning;
4. Be a corporate member of Kenya Institute of Planners of Architectural Association of Kenya (Town Planning Chapter);
5. Be Registered by the Physical Planners Registration Board;
6. Have a certificate in Senior Management course lasting not less than four (4) weeks from a recognized institution;
7. Certificate in computer applications;
8. Shown merit and ability as reflected in work performance and results

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

1. Implementing and providing feedback on physical planning guidelines and standards;
2. Preparing and monitoring the implementation of county and local physical development plans;
3. Preparing action plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities;
4. Providing advice to Government and private agencies on development proposals and plans;

5. Providing advice on development control;
6. Carrying out public education on physical planning matters; and
7. Preparing annual state of physical planning reports on county and local physical development plans; and
8. Any other relevant duties that may be assigned from time to time.

PHYSICAL PLANNER

J/G 'K' (4 POSTS)

REF: LPSB/ADV/2020/14

Terms of Service: One (1) Year Contract,

Renewable based on performance

Salary Scale: 38,270 – 51,170 p.m. Other Allowances are as issued by SRC from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate shall be required to:

1. Be a Kenyan Citizen;
2. Have a Bachelor's Degree in any of the following disciplines; - Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
3. Three (3) years' experience in Physical Planning;
4. Be a graduate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter); and
5. Have a certificate in computer applications skills from a recognized institution.

DUTIES AND RESPONSIBILITIES

An Officer at this level will work under the supervision and guidance of senior officer. Duties and responsibilities will include:

1. Preparing physical planning development plans;
2. Undertaking feasibility studies on physical, social, economic and environmental characteristics;
3. Implementing physical plans for National, Regional, Urban Areas and Cities; processing development applications; and maintain physical planning records; and
4. Any other relevant duties that may be assigned from time to time.

INFRASTRUCTURE AND ENERGY DEPARTMENT

SUPERINTENDING ENGINEER –

BUILDING SERVICES- J/G 'M'

REF: LCPSB/ADV/2020/15 (1 POST)

Terms of Service: One (1) Year Contract,

Renewable based on performance

Salary Scale: 49,000 – 65,120 p.m.

Other Allowances are as issued by SRC from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate shall be required to have:

1. Be a Kenyan Citizen
2. Five (5) years' experience in the relevant field from a Public Institution;

3. Be in possession of a Bachelor's Degree in Mechanical Engineering or its equivalent and relevant qualification from a recognized institution;
4. Be Registered by Engineers Registration Board of Kenya;
5. Corporate Membership with the Institution of Engineers of Kenya (IEK);
6. Attended a project development and Management Course lasting not less than Four (4) weeks from a recognized institution;
7. Shown merit and ability as reflected in work performance and results; and
8. Proficiency in computer applications

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

1. Design of structural works in Government buildings and construction works;
2. Repair and maintenance of mechanical installations in airports, waterworks, offices, workshops, conferences, complexes and other Government facilities;
3. Preparation of specifications for new equipment;
4. Assist in the preparation of tender documents and evaluation of tenders and the preparation and finalization of contracts for construction and rehabilitation works;
5. Undertaking project works;
6. Monitor construction and rehabilitation works, including environmental mitigation

and safety plans in accordance with contractual agreements;

7. Review the contractor's work programmes, resource, schedule and project implementation plan and ensure that the contractors/site supervisors comply with their work plans and complete the work within the specified time frame;
8. Ensure all works, undertaken by the contractor and/or his agent, are of good quality, as per specifications and with approved quality materials;
9. Assess and evaluate the contractor's performance and resources;
10. Be able to prepare the drafts for contractual correspondence, interpret the contract conditions and specifications, monitor the progress of work, be able to prepare work plans, minutes of meetings, etc.; and
11. Any other relevant duties that may be assigned from time to time.

FINANCE, BUDGET, STRATEGY AND ECONOMIC PLANNING DEPARTMENT

DEPUTY DIRECTOR –SUPPLY CHAIN MANAGEMENT SERVICES - J/G 'Q'

REF: LCPSB/ADV/2020/16 (1 POST)

Terms of Service: Permanent & Pensionable

Salary Scale: 99,900 – 133,870 p.m.

Other Allowances are as issued by SRC from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate shall be required to have:

1. Be a Kenyan Citizen;
2. A Bachelor's Degree in any of the following: Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution;
3. A Master's Degree in any of the following: Procurement and Supply Management, Business Administration, Commerce, Logistics and Supply Chain Management or any other relevant field from a recognized Institution will be an added advantage;
4. Ten (10) years general experience of which five (5) years' experience in senior managerial position in Supply Chain Management in a public institution;
5. Must be Registered with Kenya Institute of Supplies Management (KISM);
6. Must have Valid Practising License;
7. Demonstrated professional competence, administrative capabilities and initiative in the general organization and management of the Supply Chain Management function and possess through understanding of Supply Chain Management issues and emerging Supply Chain Management trends and techniques;
8. Certificate in computer applications; and

9. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

An officer at this level will be deployed at the Directorate of Supply Chain Management Services and will be answerable to the County Director of Supply Chain Management Services. Specific duties and responsibilities will be as follows:

1. Assisting the Director, Supply Chain Management Services in the day-to-day duties, innovation and design of Supply Chain Management Strategies and translating them into policies;
2. Introduction of systems that will facilitate effective and efficient management of Supply Chain function;
3. Provision of guidance on the Supply Chain Management policy matters to Departments;
4. Updating existing rules and regulations in line with the changing environment such as laws and related statutes;
5. Coordination of the administration of Scheme of Service for Supply Chain Management Personnel and reviewing of curriculum for the Public Sector Materials Management Programme;
6. Advising the Accounting Officer on Supply Chain Management standards and assisting in Procurement Planning and Budget preparation;

7. Advising entities and departments on Supply Chain Management matters and interpreting of other laws and statutes that impact on Supply Chain Management matters; and
8. Any other relevant duties that may be assigned from time to time.

CHIEF SUPPLY CHAIN MANAGEMENT

SERVICES - J/G 'M' (1 POST)

REF: LCPSB/ADV/2020/17

Terms of Service: Permanent & Pensionable

Salary Scale: 49,000 – 65,120 p.m.

Other Allowances are as issued by SRC from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate shall be required to have:

1. Be a Kenyan Citizen;
2. A Bachelor's Degree in Supplies Chain Management or its approved equivalent in a relevant field from a recognized institution;
3. Must be Registered with Kenya Institute of Supplies Management (KISM);
4. Five (5) years' experience in Supply Chain Management in a Public Institution;
5. Must have Valid Practising License;
6. Shown administrative ability, wide knowledge and experience in Procurement procedures;and
7. Certificate in Computer Applications.

DUTIES AND RESPONSIBILITIES

An officer at this level may be deployed at the Directorate of Supply Chain Management

Services or in a Ministry/ Department. He/she will be in charge of Supply Chain Management Unit or head a section within a Supply Chain Management Division of a Department Headquarter.

Specific duties and responsibilities will be as follows:

1. Planning and coordinating supply chain management activities in such areas as procurement;
2. Warehousing, distribution, fleet management;
3. Ensuring Disposal of obsolete stores and assets;
4. Conducting Market survey and research;
5. Preparation of procurement plans, inventory and stock control;
6. Coordination of the administration of Scheme of Service for Supply Chain Management Personnel and reviewing of curriculum for the Public Sector Materials Management Programmes;
7. Advising the Assistant Director on Supply Chain Management standards and assisting in Procurement Planning and Budget preparation;
8. In additional the officer will be involved in tender committee secretariat duties and implementation of policy decisions; and
9. Any other relevant duties that may be assigned from time to time.

SUPPLY CHAIN MANAGEMENT**SERVICES(II) – J/G 'P' (3 POSTS)****REF: LCPSB/ADV/2020/18****Terms of Service: Permanent & Pensionable**

Salary Scale: 31,270 – 41,260 p.m.

Other Allowances are as issued by SRC from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate shall be required to have:

1. Be a Kenyan Citizen;
2. A Bachelor's Degree in any of the following; Commerce, Business Administration (Supplies Management Option), Economics, Procurement and Supplies Management, Marketing or their equivalent from a recognized Institution;
3. Three (3) years' experience in Supply Chain Management;
4. Must be Registered with Kenya Institute of Supplies Management (KISM);
5. Certificate in Computer Applications; and
6. Shown merit and ability as reflected in work performance and results

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

1. Warehousing;
2. Distribution management;
3. Fleet management;
4. Disposal of stores, Equipment, procurement;
5. Market surveys and research;

6. Inventory and stock control, in accordance with the laid down regulations and procedures; and

7. Any other relevant duties that may be assigned from time to time.

SUPPLY CHAIN MANAGEMENT**SERVICES(III) – J/G 'P'****LCPSB/ADV/2020/19 (5 POSTS)****Terms of Service: Permanent & Pensionable**

Salary Scale: 25,470 – 33,950 p.m.

Other Allowances are as issued by SRC from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate shall be required to have:

1. Be a Kenyan Citizen;
2. A Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) with a minimum of C- in Mathematics and English or Kiswahili or its equivalent Qualification from a recognized Institution;
3. A Diploma (CIPS) in Supplies Management or its equivalent qualification from a Recognized Institution;
4. Must be Registered with Kenya Institute of Supplies Management (KISM);
5. Certificate in Computer Applications; and
6. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

1. Issuing and receiving stores;
2. Assisting in stock taking;

3. Reconciliation;
4. Preparation and maintenance of records;
and
5. Any other relevant duties that may be
assigned from time to time.

How to Apply

Qualified and interested candidates should download and dully fill job application form provided on our website www.lamu.go.ke / www.lamu-cpsb.org. together with required documents and send to:

**The Secretary
Lamu County Public Service Board
P.O.Box 536-80500
Lamu.**

Applicants must attach photocopies of the following documents:

- National Identity Card;
- Academic: Professional Certificates and Testimonials;
- Those with Academic Qualification from foreign Universities should attach proof of accreditation from the Commission for University Education;
- Copies of clearance certificates from:
 - Higher Education Loans Board (HELB);
 - Kenya Revenue Authority (KRA);
 - Criminal Investigation Department (CID);
 - Ethics and Anti – Corruption Commission (EACC); and
 - Credit Reference Bureau (CRB) and respective professional bodies.
- Any other relevant supporting documents.

Important information

- The applications should reach the County Public Service Board on or before **24th February 2021.**
- Only shortlisted candidates will be contacted
- Canvasing in any form will lead to automatic disqualification.
- Youth, Women and persons with special needs are encouraged to apply.