



LAMU COUNTY GOVERNMENT

County Public Service Board



JOB VACANCIES

The Lamu County Public Service Board wishes to recruit competent and qualified persons to fill the below positions in compliance with the Constitution of Kenya and County Government Act.

DIRECTOR ADMINISTRATION (MEDICAL SERVICES)

CPSB 03' (1 Post)

REF: LCPSB/ADV/2022/01

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate must:

- i. Be a Kenyan citizen;
- ii. Have Bachelor of Medicine and Bachelor of Surgery (M.B.Ch. B), Health Management, Health Administration, Hospital/health institution Administration, Health Planning, Public Health, Public Policy and Administration, Business Administration, Health Systems Management, Health services management, Health Economics or equivalent qualifications from a recognized institution;
- iii. A Masters degree in Medicine and Bachelor of Surgery (M.B.Ch. B), Health Management, Health Administration, Hospital/health institution Administration, Health Planning, Public Health, Public Policy and Administration, Business Administration, Health Systems Management, Health services management, Health Economics or equivalent qualifications will be an added advantage;
- iv. Have Eight (8) years general experience of which five (5) years' experience in managerial position in Public or Private Sector;
- v. Certificate of Registration by the Medical Practitioners and Dentists Board;
- vi. Valid practising license from Medical Practitioners and Dentists Board;
- vii. Attended a Management Course lasting not less than four (4) weeks;

- viii. Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya;
- ix. Be computer literate. and
- x. Satisfy the requirement of Chapter Six (6) of the constitution.

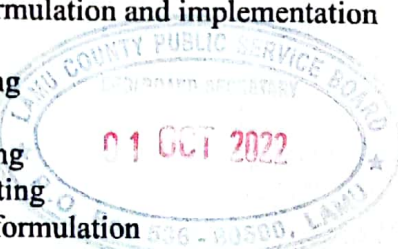
PERSONAL QUALITIES

In addition to the above requirements, an applicant must have the following qualities:

- i. Ability to articulate, interpret and implement County, National and International Policies and Development Goals.
- ii. Organizational, conceptual and analytical, managerial and decisive skills.
- iii. Creativity and innovation.
- iv. Technical problem solving.
- v. Resource management skills.
- vi. Interpersonal and communication skills.
- vii. Integrity and commitment to producing results.
- viii. Leadership, advocacy, relationship building and collaboration, self-drive and initiative to achieve expected results

CORE SKILLS

- i. People Management
- ii. Financial Management
- iii. Policy formulation and implementation
- iv. Planning
- v. Organizing
- vi. Directing
- vii. Controlling
- viii. Coordinating
- ix. Strategy formulation



DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Providing overall administrative support of all health facilities in the County;
- ii. Review formulation and implementation of health and administrative policies;
- iii. Effective supervision, deployment, discipline, training and development of staff;
- iv. Co-coordinating major health technical functions and ensuring timely completion of tasks;
- v. Where necessary in collaboration with the Chief Officer of Health rises, plans and budgets and progress to ensure planned activities are completed;
- vi. Ensuring Efficient and effective management of health facilities;
- vii. Review, formulation and implementation of health and administrative policies, procedures and programmes;
- viii. Effective supervision, deployment, discipline, training and development of staff in the health administrative service;
- ix. Development and dissemination of policy guidelines on infrastructure and health programs and projects for health facilities;
- x. Overseeing the implementation of the cost sharing programmes among the health facilities in the County;
- xi. Oversee provision of optimal operations of health administrative services; and
- xii. Any other relevant duties that may be assigned from time to time.

DIRECTOR, WATER SERVICES.

CPSB 03* (1 Post)

REF: LCPSB/ADV/2022/02

Terms of Service: Two (2) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidates must:

- i. Be a Kenyan Citizen;
- ii. Have Bachelors Degree in Business Administration, Public Administration, Engineering or relevant discipline from a recognized institution;
- iii. A Masters degree in Business Administration, Public Administration, Engineering or relevant discipline from a recognized institution will be an added advantage;
- iv. Have Eight (8) years general experience of which five (5) years' experience in managerial position in Public or Private Sector;
- v. Attended a Management Course lasting not less than four (4) weeks;
- vi. Demonstrate leadership qualities in dealing with change in an organization;

- vii. Have a record of proper performance, self-driven, result oriented and possess excellent public relation and customer oriented;
- viii. Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya;
- ix. Be computer literate; and
- x. Satisfy the requirement of Chapter Six (6) of the constitution.

PERSONAL QUALITIES

In addition to the above requirements, an applicant must have the following qualities:

- Ability to articulate, interpret and implement County, National and International Policies and Development Goals.
- Organizational, conceptual and analytical, managerial and decisive skills.
- Creativity and innovation.
- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Leadership, advocacy, relationship building and collaboration, self-drive and initiative to achieve expected results

CORE SKILLS

- a) People Management
- b) Financial Management
- c) Policy formulation and implementation
- d) Planning
- e) Organizing
- f) Directing
- g) Controlling
- h) Coordinating
- i) Strategy formulation

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Preparing professional and quality standards for construction of Water supply and sewerage infrastructure for the County.
- ii. Organizing, directing, controlling and the co-coordinating the functions of the Department.

- iii. Overseeing the construction of Water and Sewerage works undertaken directly or by contractors.
- iv. Developing, Implementing and Evaluating strategic plans, programs and projects in collaboration with other Departments and stakeholders;
- v. Planning and supervising the programs and activities in the Department for Water Services.
- vi. Interpreting and applying County and National laws and other related statutes in the department in line with the County goals and objectives;
- vii. Developing appropriate County departmental policies, legal and institutional frameworks for implementation.
- viii. Overseeing preparation of annual work plan and financial budgets, Ensuring strict compliance with all financial, budgetary and procurement procedures;
- ix. Coordinating production, documentation, and dissemination of the relevant information;
- x. Ensure the Department for Water Services and the County complies with the government's legal directives; and
- xi. Performing other duties that may be assigned from time to time by the Chief Officer.

DIRECTOR OF ADMINISTRATION.

'CPSB 03' (1 Post)

REF: LCPSB/ADV/2022/03

Terms of Service: Two (2) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidates must:

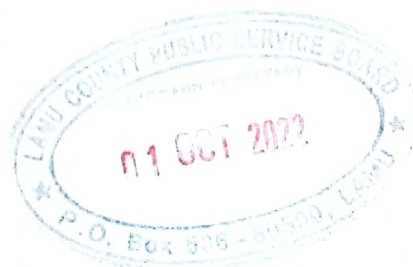
- i. Be a Kenyan citizen;
- ii. Have Bachelors degree in any of the following disciplines: - Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iii. A Masters degree in Business Administration, Public Administration, Engineering or relevant discipline from a recognized institution will be an added advantage;
- iv. Have Eight (8) years general experience of which five (5) years' experience in managerial position in Public or Private Sector;

- v. Attended a Management Course lasting not less than four (4) weeks;
- vi. Demonstrate leadership qualities in dealing with change in an organization;
- vii. Have a record of proper performance, self-driven, result oriented and possess excellent public relation and customer oriented;
- viii. Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya;
- ix. Be computer literate; and
- x. Satisfy the requirement of Chapter Six (6) of the constitution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Initiating, interpreting, implementing and reviewing administrative polices, strategies, procedures and programme;
- ii. Coordinating, managing and supervising the general administrative functions in the County;
- iii. Coordinating Public Service reforms;
- iv. Overseeing development of programmes and projects to empower the community;
- v. Coordinating and facilitating citizen participation in the development of policies, plans and delivery of services;
- vi. Facilitating intra and inter-governmental relations and conflict resolutions;
- vii. Overseeing safe custody of County Government assets;
- viii. Coordinating and liaising with other directorates and departments in the County;
- ix. Ensuring compliance with national values and principles of good governance; and
- x. Any other relevant duties that may be assigned from time to time.



SENIOR ASSISTANT DIRECTOR OF HUMAN RESOURCE MANAGEMENT.

CPSB 04' (1 Post)

REF: LCPSB/ADV/2022/04

Terms of Service: Two (2) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidates must:

- i. Be a Kenyan Citizen;
- ii. Have experience as Assistant Director of Human Resource Management for a minimum period of three (3) years;
- iii. Have Bachelors degree in Human Resource/ Human Resource Management, Industrial Relation, Public/ Business Administration or any other relevant qualification from a recognized institution;
- iv. A Masters degree in Human Resource/ Human Resource Management, Industrial Relations, Public / Business Administration or any other relevant qualification will be an added advantage;
- v. Demonstrate a high degree of professional competence, administrative capabilities and initiative in the general organization and management of human resources a thorough understanding of the human resource management policies, regulations and employee relation, Labour Laws and other statutes that impact on the human resource;
- vi. Attended a Management Course lasting not less than four (4) weeks;
- vii. Be familiar with the Government policies and regulations relating to human resources management;
- viii. Be computer literate; and
- ix. Satisfy the requirement of Chapter Six (6) of the constitution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. An officer at this level will be responsible to the Deputy Director of Human Resource Management for analysing the Human Resource Management structure and system, determining and proposing methods/strategies of handling Human Resource Management function;
- ii. Initiating, developing Human Resource Management Policies geared towards instilling the right attitude, values and

culture in line with the overall service mission and vision;

- iii. Proposing performance improvement strategies that are adaptive to the changing environment and technology; and
- iv. Coordinate development of strategies / action plans for the Human Resource Management.

ASSISTANT DIRECTOR -REVENUE SERVICES.

CPSB 05' (1 Post)

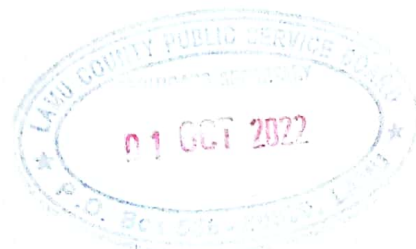
REF: LCPSB/ADV/2022/05

Terms of Service: Two (2) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, the ideal candidate must:

- i. Be a Kenyan Citizen;
- ii. Have Bachelors Degree in commerce (Accounting or Finance option); Business Administration / Management (Accounting or Finance) Public Administration, or its equivalent from a recognized institution;
- iii. Have a pass in Part II of the Certified Public Accountant (CPA) exams or its recognized equivalent qualification;
- iv. Have five (5) years relevant working experience;
- v. Attended a Management Course lasting not less than four (4) weeks;
- vi. Demonstrate leadership qualities in dealing with change in an organization;
- vii. Have a record of proper performance, self-driven, result oriented and possess excellent public relation and customer oriented;
- viii. Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya;
- ix. Be computer literate; and
- x. Satisfy the requirement of Chapter Six (6) of the constitution.



DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Day to day running of the County Revenue Collection Section.
- ii. Implementing County policies and regulations for revenue, developing and implementing plans to operationalize County Revenue to enhance efficient revenue collection and growth.
- iii. Designing effective, efficient and secure systems of collecting revenue; maintaining records of all the revenue sources/ centers, rates and revenues collected.
- iv. Setting up and projecting regular revenue trends for planning and decision making in the county.
- v. Planning, formulating strategies and identifying sources of revenue.
- vi. Submitting regular reports to county committees on matters of revenue collection. And
- vii. Any other relevant duties that may be assigned from time to time.

SENIOR RECORDS MANAGEMENT OFFICER.

CPSB 08' (1 Post)

REF: LCPSB/ADV/2022/06

Terms of Service: Two (2) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidates must:

- i. Be a Kenya Citizen;
- ii. Have served in the grade of Records Management Officer I or in a Comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iii. Have Bachelors degree in any of the following: Records / Information Management, Information / Library Science or any other related qualification from a recognized institution;
- iv. Be computer literate; and
- v. Show ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Ensuring that file covers are well maintained;

- ii. Documents are carefully handled;
- iii. Pending correspondence and bring – us are checked and appropriate action taken;
- iv. Mails are received, sorted, opened and dispatched related registers are maintained;
- v. Initiate appraisal and disposal of files/ documents in liaison with National Archives and Documentation Services; and
- vi. Ensure security of information, documents, files and office documents.

SUPPLY CHAIN MANAGEMENT OFFICER I.

CPSB 09' (1 Post)

REF: LCPSB/ADV/2022/07

Terms of Service: Two (2) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidates must:

- i. Be a Kenyan citizen;
- ii. Have Bachelors Degree in any of the following: Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing or its equivalent qualification from a recognized institution;
- iii. Demonstrates professional competence;
- iv. Have three (3) years relevant working experience;
- v. Be Computer literate; and
- vi. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Assist in the preparation of request for quotation, Initiation of bids, Request for proposal and coordination of their timely dispatch;
- ii. Prepare Local Purchase Order and Local Service Order;
- iii. Register all documents and handle all customers and supplies data base;
- iv. Prepare reports concerning supply chain management operations
- v. Routing, copying and circulation of quotes, bids and proposal for evaluation, documents and manuals;

- vi. Researching on pricing, obtaining quotes locally on low value items
- vii. Assist in coordination of the selected bidder to ensure completion of administrative processes including bid security, contract award notice and distribution of contract documents accordingly;
- viii. Assist in management of the administrative process throughout the duration of the preparation of all documentation until the award of the contract;

TRANSPORT AND LOGISTICS OFFICER.

CPSB 11' (1 Post)

REF: LCPSB/ADV/2022/08

Terms of Service: Two (2) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidates must:

- i. Be a Kenyan Citizen;
- ii. Have Diploma in any of the following disciplines: Fleet Management/ Automotive Engineering/Logistics and Transport management, Business Administration or its equivalent from an institution recognized in Kenya;
- iii. Have knowledge and experience of at least three (3) years in matters of Fleet Management/Logistics or Transport management in Public or Private Sector;
- iv. Be computer literate; and
- v. Show ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Organizing schedules & routes, ensuring that vehicles and boats are safe and meet legal requirements;
- ii. Supervising drivers and coxswains in their day-to-day duties and making sure they are aware of their responsibilities;
- iii. Allocating vehicles/boats and duties to drivers and coxswains;
- iv. Preparing maintenance / repair schedules for vehicles and boats;
- v. Ensure all vehicles and boats are kept in good condition;
- vi. Analysing work-tickets and ensure compliance any requirements on work-ticket management;

- vii. Receiving and compiling motor vehicle boat reports for management use;
- viii. Manage motor-vehicle / boats file registry and maintain motor-vehicle/boat fleet register;
- ix. Working closely with the Supply Chain Department in purchasing and acquiring of new vehicles, boats and their parts for the County Government;
- x. Coordinating Motor Vehicle/ boats Insurance and licensing;
- xi. Fuel Management; and
- xii. Performing any other duties as may be assigned from time to time.

ADMINISTRATION ASSISTANT III.

'CPSB 11' (1 Post)

REF: LCPSB/ADV/2022/09

Terms of Service: Two (2) Years Contract

REQUIREMENTS FOR APPOINTMENT

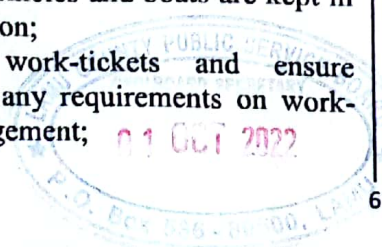
For appointment to this grade, the ideal candidate must:

- i. Be a Kenyan citizen;
- ii. Have Diploma in any of the following disciplines: Public Administration, Business Administration/ Management, Community Development or any other Social Science from a recognized Institution;
- iii. Certificate in computer applications from a recognized Institution

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. General office administration.
- ii. Facilitating general maintenance of building and furniture.
- iii. Maintaining and updating furniture and office equipment inventory.
- iv. Facilitating logistics for meetings, conferences and other specific events.
- v. Collecting and collating data on developmental activities.
- vi. Providing input in organizing public participation awareness at the local level.
- vii. Asset management and inventory
- viii. Coordination and organization of Government functions.
- ix. Facilitating transport and travelling services;
- x. Ensuring payment of utility bills; and
- xi. Facilitating movement of assets.



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:

1. National Identity Card
2. Academic: Professional Certificates and Testimonials.
3. Any other relevant supporting documents

Important information

- The applications should reach the County Public Service Board on or before **21st October 2022.**
- Those with Degrees from foreign Universities should attach proof of accreditation from the Commission for University Education
- Only shortlisted candidates will be contacted
- Canvassing in any form will lead to automatic disqualification.
- Youth, Women and persons with special needs are encouraged to apply.

