

THE COUNTY GOVERNMENT OF KILIFI



COUNTY PUBLIC SERVICE BOARD

VACANCIES ANNOUNCEMENT

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PO BOX 491
KILIFI, KENYA

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

DEPARTMENT OF LANDS, ENERGY, HOUSING, PHYSICAL PLANNING & URBAN DEVELOPMENT

1. MUNICIPAL MANAGER CPSB 04 (J/G 'Q') 3 POSTS REF: CG/KLF/ADVERTS/2/2023/1

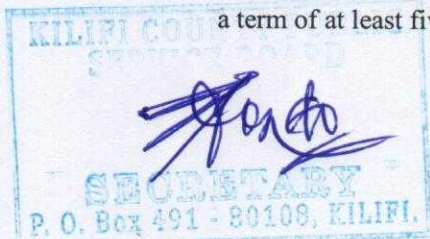
Duties and Responsibilities: -

- Ensuring the execution of the directives of the Board of the Municipality;
- Overseeing the affairs of the Municipality;
- Preparing and presenting for approval of the Board of the Municipality, an annual estimate of revenue and expenditure to fund and carry out the programmes and operations of the Board;
- Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board of the Municipality and the Civil society, private sector and community based organizations;
- Developing and adopting policies, plans, strategies and programmes;
- Formulating and implementing an integrated development plan;
- Prepare annual report on the activities and accomplishments of the Municipal Department for transmission to the Board of the Municipality and distributed to the public;
- Establish, implement and monitor performance management systems;
- Perform such other functions as may be delegated by the Municipality Board; and
- Act as an ex-officio member of all committees of the Board of the Municipality.

Requirements for Appointment

For appointment to this grade, an officer must:

- Be a Kenyan Citizen;
- Hold a degree from a university recognized in Kenya or its equivalent;
- Have served and had proven experience in administration in either public or private sector for a term of at least five years.



Terms of service: 3 years contract renewable once.

Salary and allowances as determined by the Salaries & Remuneration Commission.

2. MUNICIPAL ENGINEER CPSB 07 (J/G 'M') 2 POSTS REF: CG/KLF/ADVERTS/2/2023/2

Duties and Responsibilities

- Design bridges and other drainage structures;
- Preparation of tender documents;
- Monitoring and evaluation of municipal programs and strategic plans.
- Monitoring the execution of roads development projects
- Direction and co-ordination of roads and research activities
- Rehabilitation and maintenance of classified and unclassified roads within the municipality
- Supervision of the construction works; site measurements and valuation; arranging for materials testing; preparation certificates and analysis of contractual claims.
- Supervision, monitoring and evaluation of performance of water services within the area of jurisdiction.
- Formulation of policies which regulates the daily handling of works and energy services within the Municipality.
- Control and supervision of all programmes related to mechanical engineering in the Municipality.
- Final preparation of programmes for availability and utilization, arrangement, allocation, maintenance, replacement and disposal of vehicles, plant and mechanical equipment.

Requirements for Appointment

For appointment to this grade, an officer must:-

- i. Have a Bachelor's Degree in Civil/Mechanical Engineering or equivalent and relevant qualification from a recognized institution;
- ii. Been registered by Engineers Registration Board of Kenya;
- iii. Current valid Practicing Licence from the Engineers Registration Board of Kenya;
- iv. Corporate Membership with the Institute of Engineers of Kenya (IEK);
- v. Attended a Project Development and Management course lasting not less than four (4) weeks from a recognized institution; and
- vi. Relevant work experience of not less than five (5) years, three (3) of which must have been in a senior position in the public sector or private sector.

Terms of service: 5 years contract.

Salary and allowances as determined by the Salaries & Remuneration Commission

3. MUNICIPAL PHYSICAL PLANNER CPSB 08 (J/G 'L') 2 POSTS REF: CG/KLF/ADVERTS/2/2023/3

Duties and Responsibilities

- Preparing physical development plans for small and medium sized urban areas
- Implementing physical planning policies, strategies and programmes;



- Conducting thematic regional and national studies on matters relating to physical planning such as human settlement patterns;
- Preparing action plans for specific projects such as residential housing schemes and shopping centres;
- Providing advice on development applications;
- Providing logistical support to physical planning liaison committees;
- Keeping records of deliberations and communicating decisions of the physical planning liaison committees;
- Setting agenda and convening physical planning liaison committees;
- Conducting public education on physical planning and development control matters;
- Updating and maintaining physical planning records.

Requirements for Appointment

For appointment to this grade, an officer must:-

- Have a Bachelor's degree in any of the following disciplines;-Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- Five years relevant work experience
- Be a graduate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- Be registered by the Physical Planners Registration Board
- Have a certificate in computer application

Terms of service: 5 years contract.

Salary and allowances as determined by the Salaries & Remuneration Commission

Interested candidates who meet the set criteria **MUST** use the Application for Employment Form (KCPSB 001) and attach copies of ID, CV, academic/professional certificates and testimonials.

The form can either be;

- Obtained from the Kilifi County Public Service Board offices **OR**
- Downloaded from the Kilifi County website

Applicants can choose to:

- Deliver their applications at the office of the Secretary, County Public Service Board at the Fumbini Resource Centre (DICECE). **OR**
- Mail to the address below:-

The Secretary,

County Public Service Board

P.O. Box 491-80108

Kilifi



All applications in hard copy stating the post applied for should be received not later than **5:00PM** on **13th December, 2023.**



PLEASE NOTE:

- The Kilifi County Public Service Board does not charge fees at any stage of the recruitment and selection process.
- Only shortlisted and successful candidates will be contacted.
- Canvassing will lead to automatic disqualification.

