



**THE COUNTY GOVERNMENT OF TAITA TAVETA
COUNTY PUBLIC SERVICE BOARD**

INTERNAL ADVERTISEMENT

Advert for the positions listed below STRICTLY targets officers working within the County Government of Taita Taveta either on Permanent and Pensionable, Contract or on Casual Basis. IN THE APPLICATION INDICATE WHERE YOU ARE CURRENTLY WORKING.

VACANCIES IN THE DEPARTMENT OF INDUSTRIALIZATION, ENERGY & ICT

**1. ICT OFFICER (SYSTEM ADMINISTRATOR/DEVELOPER) JG 'K' (IPOST) –
PERMANENT & PENSIONABLE**

DUTIES AND RESPONSIBILITIES:

- i.** Oversee administration of County Government of Taita Taveta and its services including planning, designing, installation and maintenance of web server, proxy server, DNS, FTP, Mail and any other relevant server services;
- ii.** Design ,Develop and implement application systems;
- iii.** Design and Implementation of security systems e.g. firewalls and gateways;
- iv.** Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs and verifying completion of scheduled jobs such as backups;
- v.** Perform regular security monitoring to identify any possible intrusions;
- vi.** Perform daily back up operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary;

- vii.** Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities, configure/add new services as necessary;
- viii.** Perform ongoing performance tuning, hardware upgrades, and resource optimization as required, configure CPU, memory and disk partitions as required;
- ix.** Configuring CPU, memory and disk partitions as required;
- x.** Monitor the quality of document management services;
- xi.** Ensure that County Government of Taita Taveta records are digitized as appropriate;
- xii.** Develop and monitor/review County Government of Taita Taveta data and information management strategy including data protection data consistency and record management policy;
- xiii.** Ensure compliance with adopted recognized data security standards;
- xiv.** Facilitate access to Government data by recognized users;
- xv.** To liaise with technical staff to ensure technical measures are implemented to conform to information security requirements and access rights;
- xvi.** Monitor and report on trends of disclosures including data access/protection complaints proposing agreeing and implementing corrective actions;
- xvii.** Produce information data and statistics including the analysis of such across a range of subjects required;
- xviii.** Assist to facilitate and regulate the design implementation and use of ICTs in the Public Service;
- xix.** Assist in the design and maintenance of formal Government Enterprise Architecture which is the main design document that specifies the function, scope and organization of Government;
- xx.** ICT systems and infrastructure; and any other duties as may be assigned from time to time.

REQUIREMENT FOR APPOINTMENT

- i.** Be a Kenyan citizen;
- ii.** A University degree in Information and Communication Technology (ICT) or in any other ICT related discipline from a recognized institution;
- iii.** Microsoft professional certification preferable;
- iv.** Good in reporting especially with BI and crystal reports is an added advantage;

- v. At least two(2) years relevant experience in active software development environment;
- vi. Good communication skills and problem solving skills
- vii. Planning and organization skills and people management experience;
- viii. Strong grasp of security principles and how they apply to E-commerce applications;
- ix. Analytical skills; able to evaluate information and situations and take sound decisions;
- x. Project management skills and ability to prioritize;
- xi. Excellent organizational and analytical skills;
- xii. Proven leadership skills.

2. ICT OFFICER II JG 'J' (1POST) – PERMANENT & PENSIONABLE

DUTIES AND RESPONSIBILITIES

- i. Carrying out ICT and IT equipment and network analysis design and programme specification in liaison with users;
- ii. Developing implementing and maintaining ICT systems and associated links;
- iii. Ensuring efficient and effective ICT system;
- iv. Supervising and programming overall IT systems;
- v. Recommending and supervising hardware/software specification for information communication technology equipment;
- vi. Carrying out capacity building/imparting ICT skills;
- vii. Developing security for ICT systems;
- viii. Ensuring adherence to established ICT standards;
- ix. Advising on ICT related issues;

REQUIREMENTS FOR APPOINTMENT

- i. Must be a Kenyan citizen;
- ii. At least degree in Computer Science/Information Systems or Information Engineering from a recognized Institution;
- iii. Minimum of at least two(2) years relevant experience;
- iv. Excellent administration organization and analytical skills;
- v. Excellent inter-personal skills;
- vi. Excellent written and verbal communication skills;

- vii. Ability to multi- task motivate and lead others;
- viii. Must be conversant with information systems security;
- ix. Demonstrate understanding of and commitment to the values and principles outlined in Article 10 and 232 of the Constitution
- x. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

3. ICT OFFICER III (TECHNICIAN) JG ‘H’ (1POST) – PERMANENT & PENSIONABLE

DUTIES AND RESPONSIBILITIES

- i. Develop and maintain, support users and provide guidance on IT integration;
- ii. ICT user support-investigate user problems, identifying their source, determine possible solutions, test and implement solutions;
- iii. Monitor the implementation of policies, procedures and standards and recommend necessary corrections;
- iv. Install, configure and maintain personal computers, workstations, file servers. Internet networks, network cabling and other related equipment devices and systems;
- v. Network administration;
- vi. Maintenance and security investigate, recommend, install enhancements and operating procedures that optimize network utilization, data integrity and confidentiality;
- vii. Perform routine maintenance and cleaning of equipment;
- viii. Document and review processes and procedures;
- ix. Undertake back – up and recovery activities on software licenses;
- x. Maintain a register of proprietary software and sites;
- xi. Ensure that the proprietary software licenses are up-to-date at all times.

REQUIREMENTS FOR APPOINTMENT

- i. Must be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education(KCSE) mean grade C (plain) with at least a C- (minus) in Mathematics and English/Kiswahili or its approved equivalent;
- iii. At least diploma in ICT or Electronics engineering or its equivalent qualification from a recognized institution;

- iv. Knowledge of modern day IT administration software, configuration management software, network monitoring software, network security management software, transaction security and virus protection software;
- v. Must be initiative, innovative, attentive to details;
- vi. Ability to set up and administer a network including firewalls;
- vii. Ability to install and support stand-a-lone PCs, networked printers and photocopiers;
- viii. Ability to negotiate hardware/software service and technical support contracts with vendors;
- ix. Demonstrate experience in: software and hardware installation and maintenance of LAN, internet and PC trouble shooting user training and support.

4. SUBORDINATE STAFF/OFFICE ASSISTANT JG 'E' (1POST) – PERMANENT & PENSIONABLE

DUTIES AND RESPONSIBILITIES

- i. Carry out duties as a messenger;
- ii. Report any faults on all the office equipment
- iii. Cleaning of all offices;
- iv. Make tea for office staff/visitors
- v. Keep the social amenities(kitchen, meeting rooms, toilets etc) clean and all equipments in good working condition;
- vi. Dust all surfaces and windows on a daily basis;
- vii. Organize office tables and surfaces professionally;
- viii. Ensure that packages or messages are delivered in a time efficient manner;
- ix. Ensure the highest degree of security
- x. Understand privacy rules and not tamper with package or document;
- xi. Assist with filing and preparation of documents;

REQUIREMENTS FOR APPOINTMENT

- i. At least a KCSE Certificate with a mean grade of D-(Minus) and above;

- ii. At least 1 year experience in similar position;
- iii. Self-driven,mature,clea n and well organized;
- iv. Excellent communication skills both in English and Kiswahili;
- v. Team player with good attitude towards work and colleagues;
- vi. Knowledge of computer packages will be an added advantage.

VACANCIES IN THE DEPARTMENT OF EDUCATION & LIBRARIES

1. LIBRARY ASSISTANTS JG ‘G’ (4POSTS) – PERMANENT & PENSIONABLE

DUTIES AND RESPONSIBILITIES:

- i. Ensure sub county libraries/documentation centers are operational;
- ii. Custodian of data to the public/client departments in the Sub Counties;
- iii. Establish archives both in hard and soft copies;
- iv. Sourcing library materials for the respective sub counties;
- v. Advise on information gap that needs to be filled.

REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan Citizen;
- ii. A Diploma in Information Studies or Certificate in Information Studies from a recognized university;
- iii. Have knowledge, experience and distinguished career of not less than two(2)years in Diploma, and three(3) years in Certificate;
- iv. Must be computer literate.

2. CLERICAL OFFICER I JG ‘G’ (2POSTS) – PERMANENT & PENSIONABLE

DUTIES AND RESPONSIBILITIES

- i.** Compiling statistical records;
- ii.** Sorting out letters and filing;
- iii.** Dispatching letters and maintaining an efficient filing system;

- iv. Processing appointments, promotions, discipline cases, transfers and other related duties in human resource management;
- v. Preparing payment vouchers;
- vi. Computation of financial or statistical records based on routine or special sources of information, compiling data and drafting simple letters.

REQUIREMENTS FOR APPOINTMENT

- i. Have a diploma in any of the following; social sciences ,information technology;
- ii. Have served in the grade of Clerical Information Officer II for a minimum period of three(3) years
- iii. Be proficient in computer application.

3. ACCOUNTS CLERK JG ‘G’ (1 POST) – PERMANENT & PENSIONABLE

DUTIES AND RESPONSIBILITIES

- i. General ledger accounts;
- ii. Bank reconciliation;
- iii. Preparations of schedules for reports;
- iv. Filing of taxes in a timely and accurate manner.

REQUIREMENTS FOR APPOINTMENT

- i. Diploma in Accounting;
- ii. Qualified accountant with CPA Part 1;
- iii. At least one(1) year working experience in a busy accounts office;
- iv. Knowledge of operation of Quick Books is an added advantage;
- v. Some knowledge of Tax KRA systems such as iTax, and submission of returns using the system is an added advantage;
- vi. Strong communication skills;
- vii. Highly motivated to beat deadlines;
- viii. Ability to work independently and with minimal supervision.

VACANCIES IN THE DEPARTMENT OF ADMINISTRATION AND DEVOLUTION

1. HUMAN RESOURCE OFFICER I JG 'K' (3POSTS) – PERMANENT & PENSIONABLE

DUTIES AND RESPONSIBILITIES

- i.** Carrying out staff audits identifying gaps and developing optimal staffing level in the County;
- ii.** Preparing the budget for the HRM function;
- iii.** Administration of staff payroll, on-boarding of new staff preparing and distributing staff handbooks and other HR materials;
- iv.** Assisting in all administrative activities related to medical aid insurance health & safety staff retirement benefits, house-keeping and leave administration among others;
- v.** Ensure correct interpretation of human resource policies rules regulations labour laws and other relevant statutes;
- vi.** Establishing performance management systems;
- vii.** Ensuring compliance with public service Values and Principles of Government in Counties;
- viii.** Establishing records management systems and organizing for transfer of all human resource records from both national and local authorities;
- ix.** Drafting job descriptions in consultation with heads of departments;
- x.** Promoting quality diversity and inclusiveness as part of the culture of the organization; and
- xi.** Performing any other duties as assigned.

REQUIREMENTS FOR APPOINTMENT

- i.** Must be a Kenyan citizen;
- ii.** Must have a Bachelor's degree in Human Resource Management from a recognized institution.
- iii.** A Post Graduate Diploma in Human Resource Management from the Institute of Human Resource Management will be an added advantage
- iv.** Experience in Human Resource Management will be an added advantage;
- v.** Strong interpersonal and leadership skills;
- vi.** Rounded experience and knowledge of labor laws, procedures and policies;

- vii. Computer literate;
- viii. Satisfy the requirements of Chapter Six of the Constitution.

All applications should be submitted in a sealed envelope addressed to:

The Secretary
County Public Service Board
Private Bag
Voi

Or hand delivered at the County Public Service Board Offices at Maghamba Plaza Ground Floor, Opposite Kenya Power and Lighting Company.

Important information

- All applications with copies of National ID card, academic, professional and all other relevant testimonials should reach the County Public Service Board on or before **Monday 10th October, 2016 latest 4.30 pm.**
- All candidates **MUST** satisfy the requirements of chapter six. In their applications, they should attach **valid** Clearance Certificates from the Ethics and Anti-Corruption Commission(**EACC**), Kenya National Police Service (**Certificate of Good Conduct**),Kenya Revenue Authority tax Clearance(**KRA tax clearance certificate**)Higher Education Loans Board(**HELB**) and the Credit Reference Bureau(**CRB**)
- Only shortlisted candidates will be contacted
- Candidates found canvassing will automatically be disqualified.

**THE COUNTY PUBLIC SERVICE BOARD IS COMMITTED TO AVAILING
EQUAL EMPLOYMENT OPPORTUNITIES TO ALL KENYANS.YOUTH,
WOMEN , PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE
MINORITIES ARE ENCOURAGED TO APPLY**

N/B **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.

Serving officers shall be required to produce the **original letter of appointment** to their current substantive post during the interview.

