

REPUBLIC OF KENYA



NAROK COUNTY GOVERNMENT  
PUBLIC SERVICE BOARD

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

Pursuant to the Constitution of Kenya 2010 (Article 185(2), 186(1) and 187(2)) on distribution of functions between the National Government and County Government, the Narok County Public Service Board invites applications from suitably qualified candidates to fill the following positions in the Narok County Government.

### VACANCY IN THE DEPARTMENT OF TOURISM AND WILDLIFE

#### **DIRECTOR TOURISM –ONE (1) POST –V/NO 01/2022**

#### **TERMS OF SERVICE: Permanent and pensionable**

**SALARY: CPSB 03 :Ksh. 121,430 x 6,070 – 127,500 x 6,370 – 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 p.m.**

Duties and responsibilities at this level will include; facilitating, coordinating and monitoring activities performed by all divisions for efficient functioning of the d

Department; undertake special duties and programmes in the Tourism sector; responding to critical issues and initiatives such as Tourism safety concerns, crisis management and wildlife management policy implementation and reviews; coordinating tourism sustainability strategies; ensure regular surveys on impact of tourism on economic growth; and coordinate preparation of reports and briefs; coordinating local and foreign investment programmes in Tourism; reviewing and implantations of bilateral and multi-lateral tourism agreement/protocols; maintenance of necessary linkages between the Department and other stakeholder's such as parastatals and international organizations concerns with the Tourism.in addition the officer will be in charge of all administrative matters in the department the officer may be appointed to serve as to the Hotel and Restaurants Appeal Tribunal.

#### **Requirement for Appointment**

For appointment to this grade, an officer must have

- i. Served in the grade of senior Assistant Director of tourism or in a comparable and relevant position in the public service for a minimum period of three (3)
- ii. A Bachelor Degree in any of the following fields: Tourism, Environmental science, business Administration, Economic, Commerce, Sociology, Geography, International Relation or any other equivalent qualification in a related field from a recognized institution
- iii. A Master's degree in any of the following field; Tourism, Environmental science, business Administration, Economic, Commerce, Sociology, Geography, International Relation or any other equivalent qualification in a related field from a recognized institution and
- iv. Demonstration professional competence in tourism management and gained managerial and administrative capability.

## VACANCY IN THE DEPARTMENT OF PUBLIC SERVICE MANAGEMENT

### **DIRECTOR OF HUMAN RESOURCE AUDIT,-ONE (1) POST-V/NO 2/2022**

#### **TERMS OF SERVICE: Permanent and pensionable**

**SALARY: CPSB 04, Ksh. 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,500 – 115,650 x 5,780 – 121,430 x 6,070 – 127,500 x 6,370 – 133,870 p.m.**

#### **Duties and responsibility**

An officer at this level Audit in the coordination and control of all Audit activities in the department specifically, duties and responsibilities involve, supervising the preparation of quarterly Audit statistics and annual audit report and all audit report and all audit activities in the department: constituting audit teams for scheduled and ad hoc assignment:ensuring that high audit standard and ethical behaviors are maintained: and organizing training opportunities for human resource personnel in the Department.

#### **Requirements for Appointment**

- I. Served in the grade of Assistant Director of Human Resource Audit / Assistant Director of Human Resource Management/ undersecretary or any other comparable and relevant position for a least (3) years.
- II. A Master's degree in any of the following: Human resource management, Public/Business Administration industrial relation or any other equivalent qualification from a recognized university:
- III. Attended a course lasting not less than four (4) weeks in Human resource Audit Technique from recognized institution and
- IV. Show merit and ability in management of the audit function and proven competence to develop strategic and operational Audit work plan.

## VACANCY IN THE DEPARTMENT OF FINANCE ECONOMIC PLANNING, ICT, & E-GOVERNMENT

### **PRINCIPAL FINANCE OFFICER, -ONE (1) POST-V/No 3/2022**

#### **Terms of Service: Permanent and Pensionable**

**SALARY SCALE: CPSB 06: Ksh. 56,370 x 2,750 - 59,120 x 2,920 - 62,040 x 3,080 - 65,120 x 3,440 - 68,560 x 3,590 - 72,150 x 3,790 - 75,940 x 3,800 79,740 x 3,810 - 8,550 x 3,810 – 87,360 p.m.**

#### **Duties and Responsibilities**

Duties and responsibilities will entail: interpreting the County budget estimates reports; reviewing and analysing project proposals and costings; reviewing budget estimates; preparing technical and policy briefs on budgetary matters; analyzing financial and non-financial performance reports from the County; analyzing proposals for reallocation of budgetary funds; participating in organizing stakeholders' public participation for the budget process; drafting proposals for seeking funds for additional expenditure and reallocation of voted funds; preparing Medium Term Budget, quarterly expenditure forecasts and Revised Budget Estimates; preparing reports on costing of programmes and projects; monitoring and evaluating expenditure and programmes on periodic basis; and interpreting reports on the County budget estimates and projects implementation on a periodic basis.

In addition, work at this level will entail: analyzing programmes on budget estimates to identify performance indicators; preparing responses to financial queries; participating in initial processing of authority to incur expenditure; facilitating users to capture budget data; designing reports in the Plan to 47 Budget component; providing support to end users and help desk management; interpreting and implementing emerging trends in budget and financial process; monitoring expenditure and commitments in the financial system and developing budget performance indicators; preparing annual work plans, annual procurement plans and cash plans; and supervising staff.

### **Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Finance Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Commerce (Finance or Accounts option), Economics, Business Administration, Business Management, Finance or equivalent qualification from a recognized institution;
- (iii) Membership to a relevant professional body;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in computer application skills; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

## **VACANCY IN THE DEPARTMENT OF LANDS, HOUSING & URBAN DEVELOPMENT**

### **SENIOR SUPERINTENDING QUANTITY SURVEYOR, ONE (1) POST- V/No 4/2022**

**Terms of Service: Permanent and Pensionable**

**SALARY SCALE: CPSB 06: Ksh. 56,370 x 2,750 - 59,120 x 2,920 - 62,040 x 3,080 - 65,120 x 3,440 - 68,560 x 3,590 - 72,150 x 3,790 - 75,940 x 3,800 79,740 x 3,810 - 8,550 x 3,810 – 87,360 p.m.**

#### **Duties and Responsibilities**

An officer at this level will be deployed in any of the units at the Headquarters/Sub County as a Sub County Quantity Surveyor.

#### **County Headquarters**

At the Headquarters duties and responsibilities will entail checking cost estimates, Bills of Quantities, reports of tender analysis, site valuations, site measurements, variation orders and Final Accounts prepared by a group of Quantity Surveyors working under him or her; and the implementing projects Falling under a number of Ministries/Departments.

#### **Sub County**

At the Sub County level, duties and responsibilities will entail preparing cost estimates, Bills of Quantities, monthly valuation on site, site re measurements' preparing of payment vouchers, Variation orders and final accounts involving the implementation of development projects for various Ministries and Departments and supervision of staff under him/her.

#### **Requirement for Appointment**

For appointment to this grade, an officer must have:

- i. served in the grade of Superintending Quantity Surveyor for a minimum period of three (3) years;

- ii. Bachelor's degree in any of the following disciplines:- Building Economics, Quantity Surveying or its equivalent and relevant qualification from a recognized institution;
- iii. Been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya as a Quantity Surveyor;
- iv. Corporate Membership of the Institute of Quantity Surveyors of Kenya (IQSK) or Architectural Association of Kenya (AAK);
- v. attended a Senior Management Course lasting not less than four (4) weeks from a recognized Institution;
- vi. Certificate in computer applications; and
- vii. demonstrate general administrative ability required for direction, control and implementation of quantity surveying matters

## VACANCY IN THE DEPARTMENT OF EDUCATION SOCIAL SERVICES, CULTURE, YOUTH & SPORTS

### **DEPUTY PRINCIPAL SOCIAL WELFARE OFFICER ONE (1) POST –V/NO 5/2022**

**Terms of Service: Permanent and Pensionable**

**SALARY SCALE: CPSB 06: Ksh. 56,370 x 2,750 - 59,120 x 2,920 - 62,040 x 3,080 - 65,120 x 3,440 - 68,560 x 3,590 - 72,150 x 3,790 - 75,940 x 3,800 79,740 x 3,810 - 8,550 x 3,810 – 87,360 p.m.**

**Duties and Responsibilities**

A deputy principal social welfare officer may be deployed at the county headquarters and will be responsible for the efficient management and social welfare programmes. The officer will be expected to be fully conversant with the government policy on rehabilitation and treatments of inmates in penal institutions: giving technical advice: ensuring implementation of policies on social welfare programme in prison and communities, liaising with Non-Governmental organization regarding donation and social welfare policy formulation. The officer will also coordinate and participate in social services programme:be involved in formal and informal teaching of social welfare officers in the latest developments in their area of specialization; and organize courses relevant to the needs of social welfare officers

**Requirement for appointment**

- I. Have served in the grade of chief social welfare officer or in a comparable and relevant position in the public service for a minimum period of three (3) years
- II. Bachelor of arts degree in any of the following discipline sociology, social work, Psychology, mental health, anthropology counselling or equivalent qualification from a recognize institutions
- III. Have attended a Management course lasting not less than four (4) weeks from a recognized institutions
- IV. Have demonstrated proven competence, ability and initiative in work performance and results

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**Please Note:**

Interested and qualified persons are requested to make their applications in written by completing one (1) application for employment form serial number **NRK-CPSB (1)2016 (REV. 2021) 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.

- . Only shortlisted and successful candidates will be contacted.
- . Canvassing in any form will lead to automatic disqualification.
- . Serving officers shall be required to produce the original letter of appointment to their current substantive post during the interview.

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

**Shortlisted candidates** shall be required to produce **original and copies** of their National Identity Card, academic and professional certificates and transcripts, KRA, HELB, EACC and CRB clearances and Certificate of good conduct during the interviews.

Applications should reach the Board on or before **22 July, 2022** addressed to:

**The Board Secretary/CEO**  
**Narok County Public Service Board**  
*NOOLMONGI BUILDING MAU- NAROK ROAD, NAROK TOWN*  
*P.O Box 545-20500*

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