



## COUNTY GOVERNMENT OF TAITA TAVETA

### COUNTY PUBLIC SERVICE BOARD

**Telephone:** 0710988455

P.O. Box Private Bag,

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VOI

#### **VACANT POSITIONS IN THE COUNTY PUBLIC SERVICE**

The Taita Taveta County Public Service Board invites applications from suitable and qualified Kenyan citizens to fill the following vacant positions in the County Government of Taita Taveta.

<b>Vacancies in the Office of the Governor</b>				
<b>No.</b>	<b>Position</b>	<b>Job Group</b>	<b>Terms of Service</b>	<b>No. of Posts</b>
1.	ICT Officer- Software Developer	CPSB 08	Permanent	One (1)
2.	ICT Officer III	CPSB 11	Permanent	Two (2)
<b>Vacancies in the Department of Finance and Economic Planning</b>				
<b>No.</b>	<b>Position</b>	<b>Job Group</b>	<b>Terms of Service</b>	<b>No. of Posts</b>
1.	Revenue Clerks	CPSB 14	One year Renewable contract	Thirty (30)
<b>Vacancies in the Department of Health Services</b>				
<b>No.</b>	<b>Position</b>	<b>Job Group</b>	<b>Terms of Service</b>	<b>No. of Posts</b>
1.	Health Administrative Officer III	CPSB 11	Permanent	Three (3)
2.	Driver III	CPSB 15	Permanet	Thirteen (13)
<b>Vacancies in the Department of Public Works, Infrastructure, Transport and Housing</b>				
<b>No.</b>	<b>Position</b>	<b>Job Group</b>	<b>Terms of Service</b>	<b>No. of Posts</b>
1.	Superintending Engineer- Electrical	CPSB 07	Permanent	One (1)
2.	Principal Driver	CSPB 10	Permanent	Two (2)
3.	Chief Driver	CPSB 11	Permanent	Ten (10)
4.	Senior Driver	CPSB 12	Permanent	One (1)
5.	Driver II	CPSB 14	Permanent	Thirty Four (34)
<b>Vacancies in the Department of Water, Sanitation, Environment, Climate Change and Natural Resources</b>				
<b>No.</b>	<b>Position</b>	<b>Job Group</b>	<b>Terms of Service</b>	<b>No. of Posts</b>
1.	Forest Officer II	CPSB 11	Permanent	Two (2)

2.	Support Staff I/ sanitary Cleaner I	CPSB 16	One (1) Year Renewable Contract	One hundred and eight (108)

## HOW TO APPLY

All applications should be addressed and delivered to:

**The Secretary/CEO  
County Public Service Board  
Private Bag  
VOI**

**OR**

Hand delivered at the at the County Public Service Board offices in Voi; located opposite Voi Prison.

The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **Friday, 16<sup>th</sup> February 2024.**

**Warning: Beware of fraudsters! The Taita Taveta County Public Service Board does not charge any fees for purposes of processing applications or facilitating interviews. In case of people soliciting for bribes, the same should be reported to the nearest police station.**

**The Board's official telephone number remains 0710988455.**

**Dated Thursday, 25<sup>th</sup> January 2024.**

# **VACANCIES IN THE OFFICE OF THE GOVERNOR**

**1. Ref No. CPSB/TTC/01/2024**

**POSITION: ICT OFFICER - SOFTWARE DEVELOPER JOB GROUP CPSB 08**

**Number of Posts: One (1) Post**

**Terms of Service: Permanent**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

## **Duties and Responsibilities**

1. Researching, design, develop, and test software and application for computers;
2. Testing and evaluating new programs;
3. Identifying areas for modifications in existing programs and subsequently developing these modifications;
4. Writing and implementing efficient code; and,
5. Maintain all software and create updates regularly for effective service delivery

## **Requirements for Appointments**

1. Be a Kenyan citizen;
2. Minimum Kenya Certificate of Secondary Education Mean grade C+ (Plus) or its approved equivalent;
3. Bachelor degree in any of the following fields; Computer Science, Electronic and Computer Engineering, Information Technology or its equivalent qualification from a recognized institution;
4. Knowledge of the software developing life-cycle;
5. Experience working on a variety of software development projects;

**2. Ref No. CPSB/TTC/02/2024**

**POSITION: ICT OFFICER III JOB GROUP CPSB 11**

**Number of Posts: Two (2) Post**

**Terms of Service: Permanent**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

## **Duties and responsibilities**

1. Writing and testing simple computer programs according to instructions and specifications;
2. Assisting in the implementation of the computer systems;
3. Providing user support and training of users;
4. Repairs and maintenance of ICT equipment and associated peripherals;
5. Monitoring the performance of ICT equipment;
6. Reporting any faults for further action; and,
7. Any other duties as may be assigned.

## **Requirements for appointment**

1. Be a Kenyan citizen;
2. Kenya Certificate of Secondary Education Mean Grade C (Plain) or its approved equivalent; and,
3. Diploma in any of the following fields; Computer Science, Information Technology or its equivalent qualification from a recognized institution.

# **VACANCIES IN THE DEPARTMENT OF FINANCE AND ECONOMIC PLANNING**

**I. Ref No. CPSB/TTC/03/2024**

**POSITION: REVENUE CLERKS JOB GROUP CPSB 14**

**Number of Posts: Thirty (30) Posts**

**Terms of Service: One (1) year renewable contract**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

## **Duties and responsibilities**

1. Handling regular revenue collections transactions;
2. Timely banking of collected revenue;
3. Collect and post revenue to appropriate accounts for charged fees and other money paid to the county;
4. Analyzing and reporting on market trends;
5. Map, identify revenue sources and reports defaulters to ensure the county collects all the revenue due;
6. Verify other deposit from county offices and agencies and other revenue due to the county
7. Sort and post payments received by mail or by other means and prepare office documents and reports;
8. Prepare daily, weekly and monthly revenue report per each collection stream; issue inventory and check accountable documents;
9. Do inspections of business premises for issue of business permits and issue out of single business invoices;
10. Making entries in accountable document, including electronic; writing and issuing receipts;
11. Collecting and recording cheques;
12. Liaising with enforcement unit in dealing with defaulters; and,
13. Any other duty as may be assigned from time to time

## **Requirements for Appointment**

1. Be a Kenyan Citizen;
2. Be a holder of a minimum academic qualification of a KCSE D (Plain) and above
3. Be a good team player with exemplary leadership qualities, interpersonal skills , communication skills and collaborative skills;
4. Good planning, organizational, communication and analytical skills ,
5. Proficiency in computer applications;

# **VACANCIES IN THE DEPARTMENT OF HEALTH SERVICES**

**I. Ref No. CPSB/TTC/04/2024**

**POSITION: HEALTH ADMINISTRATIVE OFFICER III JOB GROUP CPSB II**

**Number of Posts: Three (3) Posts**

**Terms of Service: Permanent**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

## **Duties and responsibilities**

1. Prepare project proposals and overseeing project implementation in the Hospital;
2. Advise Medical Superintendent on financial management, and ensuring financial guidelines are followed;
3. Ensure compliance with procurement guidelines;
4. Oversee transport management;
5. Provide technical advice and support on administrative roles to the hospital;
6. Promote and support maintenance of plant, buildings and equipment;
7. Oversee supervision and development of personnel through performance appraisals;
8. Prepare staff returns for the hospital;
9. Serves as Secretary to various management committees;
10. Supervise collection and expenditure of FIF (Public Health Office & Medical Officer of Health);
11. Prepare relevant documents for Kenya Gazette notices and forward them to the CHAO;
12. Follow up on audit queries of the Hospital;
13. Compile infrastructure needs for the Hospital and programs;
14. Manage hospitality;
15. Evaluate personnel and prepare daily reports; and,
16. Any other duty as shall be assigned from time to time by the management.

## **Requirements for Appointment**

1. Be a Kenyan Citizen.
2. Have a diploma in Health Management, Hospital Administration, or Business Administration from a recognized institution.
3. Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent with at least a C in English/Kiswahili and Mathematics from a recognized Institution.
4. Have a Certificate in computer application skills from a recognized institution.

**2. Ref No. CPSB/TTC/05/2024**

**POSITION: DRIVER III JOB GROUP CPSB 15**

**Number of Posts: Thirteen (13) Posts**

**Terms of Service: Permanent**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

**Duties and responsibilities**

1. Driving a vehicle as authorized.
2. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems.
3. Maintenance of work tickets for vehicles assigned.
4. Ensuring security and safety of the vehicle on and off the road.
5. Overseeing safety of the passengers and or goods therein.
6. Maintaining cleanliness of the vehicle.

**Requirements for Appointment;**

1. Be a Kenyan Citizen
2. Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized institution.
3. A valid driving license free from any current endorsement for classes of vehicles an officer is required to drive
4. A valid certificate of good conduct from the Kenya Police.
5. Attended a first aid certificate course lasting not less than one week from St. John's Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution.
6. Passed suitability Test for Driver III
7. Passed practical Test for drivers conducted by the respective ministry/Department
8. At least two years driving experience

# **VACANCIES IN THE DEPARTMENT OF PUBLIC WORKS, INFRASTRUCTURE, TRANSPORT AND HOUSING**

**I. Ref No. CPSB/TTC/06/2024**

**POSITION: SUPERINTENDING ENGINEER-ELECTRICAL JOB GROUP CPSB 08**

**Number of Posts: One (1) Posts**

**Terms of Service: Permanent**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

## **Duties and Responsibilities**

An officer at this level will be deployed at County Public Works Headquarters as the County Electrical Engineer, duties and responsibilities will include:

1. Planning, controlling and coordination of electrical design aspects for building projects;
2. Checking and recommending for approval of engineering consultants designs including: evaluation and recommending fees submitted by consultants and contractors
3. Design, detailing and site supervision of electrical engineering works
4. Production of specifications, bills of quantities, estimates and tender documents for electrical engineering works.
5. Liaison with Architects, Structural Engineers, local authorities and other Ministries on project development;
6. Checking and monitoring projects designed by consulting engineers;
7. Undertaking work programs in all the functional areas;
8. Training and development of staff under him/her;
9. Design, detailing, site supervision and maintenance of county streetlights and floodlights
10. Checking and monitoring projects designed by consultants;
11. Provide technical advice on safe designs and construction;
12. Obtain planning and/or building regulations approval; and,
13. Monitor and inspect all work undertaken by contractors to ensure electrical soundness;

## **Requirements for Appointment**

For appointment to this grade, an officer must have:

1. Must be a Kenyan Citizen
2. Have a Bachelor's Degree in Electrical & Electronics Engineering from a recognized institution.
3. At least 3 years relevant working experience as an Electrical Engineer
4. Be registered with the relevant professional Body
5. Certificate in Computer applications from a recognized institution



6. Be a good team player with exemplary leadership qualities, interpersonal skills, communication skills and collaborative skills;

## **2. Ref No. CPSB/TTC/07/2024**

### **POSITION: PRINCIPAL DRIVER JOB GROUP CPSB 10**

**Number of Posts: Two (2) Posts**

**Terms of Service: Permanent**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

#### **Duties and Responsibilities**

1. Operating assigned vehicles as per authorized journey on work ticket;
2. Liaising with mechanics for servicing of assigned vehicle;
3. Making daily and weekly vehicles cooling, oil, electrical, tire pressure and brake systems;
4. Detecting and reporting malfunctioning of the vehicle systems;
5. Maintenance of work ticket(s) for vehicle assigned;
6. Ensuring safety of the vehicle on and off the road;
7. Overseeing safety of the passengers and /or goods therein;
8. Maintaining cleanliness of the assigned vehicle;
9. The officer may be required to supervise and guide staff working under him/her.

#### **Requirements for Appointments**

For appointment to this grade a candidate must have: -

1. Be a Kenyan Citizen
2. Have a Kenya Certificate of Secondary Education (KCSE) mean Grade 'D' Plain or equivalent qualification from a recognized Institution;
3. Served in the grade of Chief Driver for a minimum period of three (3) years;
4. Have passed Occupational trade test I for drivers;
5. Possess a valid driving license free from any current endorsement(s) for class(es) of vehicle(s) the officer is required to drive;
6. Defensive driving certificate from the Automobile association (AA) of Kenya or its equivalent from a recognized institution;
7. Attended a Refresher Course lasting not less than one (1) week within every three years from the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
8. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
9. Demonstrated outstanding professional competence and integrity in work performance and results;

### **3. Ref No. CPSB/TTC/08/2024**

#### **POSITION: CHIEF DRIVER JOB GROUP CPSB I I**

**Number of Posts: Ten (10) Posts**

**Terms of Service: Permanent**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

#### **Duties and Responsibilities**

1. Operating assigned vehicles as per authorized journey on work ticket;
2. Liaising with mechanics for servicing of assigned vehicle;
3. Making daily and weekly vehicles cooling, oil, electrical, tire pressure and brake systems;
4. Detecting and reporting malfunctioning of the vehicle systems;
5. Maintenance of work ticket(s) for vehicle assigned;
6. Ensuring safety of the vehicle on and off the road;
7. Overseeing safety of the passengers and /or goods therein;
8. Maintaining cleanliness of the assigned vehicle;
9. Supervise and guide staff working under him.

#### **Requirements for Appointments**

For appointment to this grade a candidate must have: -

1. Be a Kenyan Citizen
2. Have a Kenya Certificate of Secondary Education (KCSE) mean Grade 'D' Plain or equivalent qualification from a recognized Institution;
3. Served in the grade of senior driver for a minimum period of three (3) years;
4. Have passed Occupational trade test I for drivers;
5. Possess a valid driving license free from any current endorsement(s) for class(es) of vehicle(s) the officer is required to drive;
6. Defensive driving certificate from the Automobile association (AA) of Kenya or its equivalent from a recognized institution;
7. Attended a Refresher Course lasting not less than one (1) week within every three years from the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
8. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
9. Demonstrated outstanding professional competence and integrity in work performance and results;

#### **4. Ref No. CPSB/TTC/09/2024**

### **POSITION: SENIOR DRIVER JOB GROUP CPSB 12**

**Number of Posts: One (1) Posts**

**Terms of Service: Permanent and Pensionable**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

#### **Duties and Responsibilities**

1. Operating assigned vehicles as per authorized journey on work ticket;
2. Liaising with mechanics for servicing of assigned vehicle;
3. Making daily and weekly vehicles cooling, oil, electrical, tire pressure and brake systems;
4. Detecting and reporting malfunctioning of the vehicle systems;
5. Maintenance of work ticket(s) for vehicle assigned;
6. Ensuring safety of the vehicle on and off the road;
7. Overseeing safety of the passengers and /or goods therein;
8. Maintaining cleanliness of the assigned vehicle;
9. Advise and guide junior drivers.

#### **Requirements for Appointments**

For appointment to this grade a candidate must have :-

1. Be a Kenyan Citizen
2. Have a Kenya Certificate of Secondary Education (KCSE) mean Grade 'D' Plain or equivalent qualification from a recognized Institution;
3. Served in the grade of driver I for a minimum period of three (3) years;
4. Have passed Occupational trade test I for drivers;
5. Possess a valid driving license free from any current endorsement(s) for class(es) of vehicle(s) the officer is required to drive;
6. Defensive driving certificate from the Automobile association (AA) of Kenya or its equivalent from a recognized institution;
7. Attended a Refresher Course lasting not less than one (1) week within every three years from the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
8. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
9. Demonstrated outstanding professional competence and integrity in work performance and results;

## **5. Ref No. CPSB/TTC/I0/2024**

### **POSITION: DRIVER JOB GROUP CPSB 12**

**Number of Posts: Thirty-Four (34) Posts**

**Terms of Service: Permanent and Pensionable**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

#### **Duties and Responsibilities**

1. Operating assigned vehicles as per authorized journey on work ticket;
2. Liaising with mechanics for servicing of assigned vehicle;
3. Making daily and weekly vehicles cooling, oil, electrical, tire pressure and brake systems;
4. Detecting and reporting malfunctioning of the vehicle systems;
5. Maintenance of work ticket(s) for vehicle assigned;
6. Ensuring safety of the vehicle on and off the road;
7. Overseeing safety of the passengers and /or goods therein;
8. Maintaining cleanliness of the assigned vehicle;

#### **Requirements for Appointments**

For appointment to this grade a candidate must have :-

1. Be a Kenyan Citizen
2. Have a Kenya Certificate of Secondary Education (KCSE) mean Grade 'D' Plain or equivalent qualification from a recognized Institution;
3. Served in the grade of Driver III for a minimum period of (3) years or comparable working experience
4. Have passed Occupational trade test III for drivers;
5. Possess a valid driving license free from any current endorsement(s) for class(es) of vehicle(s) the officer is required to drive;
6. Defensive driving certificate from the Automobile association (AA) of Kenya or its equivalent from a recognized institution;
7. Attended a Refresher Course lasting not less than one (1) week within past three years from the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
8. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
9. Shown merit and ability as reflected in work performance and results;

# **VACANCIES IN THE DEPARTMENT OF WATER, SANITATION, ENVIRONMENT, CLIMATE CHANGE AND NATURAL RESOURCES**

**1. Ref No. CPSB/TTC/11/2023**

**POSITION: FOREST OFFICERS JOB GROUP CPSB 11**

**Number of Posts: Two (2) Posts**

**Terms of Service: Permanent**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

## **Duties and Responsibilities**

1. Implementing natural resources activities within the County;
2. Implementing conservation programmes;
3. Monitoring and enforcing compliance with resource usage regulations and laws;
4. Preparing educational forestry programmes for community groups, schools and visitors;
5. Implement forestry devolved function on transition implementation plan; and,
6. Any other duties as may be assigned from time to time.

## **Requirement for Appointment**

1. Be a Kenyan citizen;
2. Diploma in any of the following disciplines, Forestry, Environmental Related studies or any other relevant and equivalent qualification from a recognized institution;
3. Must have a minimum of D+ in Kenya Certificate of Secondary Education
4. Proficiency in Computer application

**2. . Ref No. CPSB/TTC/12/2024**

**POSITION: SUPPORT STAFF III/SANITARY CLEANER III JOB GROUP CPSB 16**

**Number of Posts: One Hundred and Eight (108) Posts**

**Terms of Service: One (1) Year Renewable Contract**

**Basic Salary Scale: As provided for by the Salaries and Remunerations Commission**

## **Duties and responsibilities**

1. Cleaning the streets and markets;
2. Collecting and loading of garbage;
3. Beautification activities; and,
4. Any other duties assigned by the supervisors.

## **Requirements for Appointment**

1. Be a Kenyan Citizen.
2. Have a Kenya Certificate of Primary Education (K.C.P.E) or its approved equivalent
3. Should have good interpersonal and communication skills.
4. Previous experience in the field will be a desirable added advantage

## **HOW TO APPLY**

All applications should be addressed and delivered to:

**The Secretary/CEO  
County Public Service Board  
Private Bag  
VOI**

**OR**

Hand delivered at the at the County Public Service Board offices in Voi; located opposite Voi Prison.

## **IMPORTANT INFORMATION**

1. Candidates **MUST** clearly indicate the position being applied for by quoting the vacancy reference number.
2. Candidates **MUST** attach a clear copy of their national identity card or valid passport.
3. The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **Friday, 16<sup>th</sup> February 2024**.
4. Only shortlisted candidates will be contacted.
5. Youth, women and persons with special needs are encouraged to apply.
6. Candidates found canvassing will automatically be disqualified.

**Warning: Beware of fraudsters! The Taita Taveta County Public Service Board does not charge any fees for purposes of processing applications or facilitating interviews. In case of people soliciting for bribes, the same should be reported to the nearest police station.**

**The Board's official telephone number remains 0710988455.**

**SECRETARY/CEO  
COUNTY PUBLIC SERVICE BOARD**

**Dated Thursday, 25<sup>th</sup> January 2024**