



01/07/2025
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COUNTY GOVERNMENT OF TRANS-NZOIA



P.O. BOX 4210-30200

KITALE

COUNTY PUBLIC SERVICE BOARD

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Transforming the public service workforce

VACANCIES FOR PROMOTION

The Trans Nzoia County Public Service Board invites applications from suitably qualified serving officers to fill the following positions competitively. Applications should be submitted online through the County Public Service Board's website: cpsbtransnzoia.co.ke/internal.

GENDER, SPORTS, YOUTH CULTURE AND TOURISM

1. CHIEF TOURISM OFFICER JOB GROUP 'M' – (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level will entail: providing guidelines for tourism product development; identifying Small and Medium Tourism Enterprises (SMTE's) and community based tourism projects; liaising with Tourism stakeholders on issues related to tourism; undertaking research and tourism intelligence surveys; analyzing reports on tourism facilities and service providers; preparing briefs for tourism promotion and marketing; undertaking domestic tourism promotion; maintaining a register on tourism facilities and services; and verifying identified locations for mounting tourist signages.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Senior Tourism Officer, for a minimum period of three (3) years;
- (ii) Bachelor's degree in either Tourism; Tourism Management; Tourism and Hospitality Management; Eco-tourism, Hotel and Institutional Management and Information Technology; Travel and Tour

Operations Management; International Tourism Management Hospitality Management; Travel and Tourism Management; Hotel and Hospitality Management; or its equivalent qualification from a recognized institution; and

OR

Bachelor's degree in any of the following disciplines: -Environmental Studies, Sociology, Geography, Business Administration, Commerce (Marketing option), International Relations from a recognized institution;

- (iii) Certificate in computer applications from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

2. CHIEF SOCIAL DEVELOPMENT OFFICER JOB GROUP 'M' – (1 POST)

Duties and Responsibilities

- (i) Participating in identification and implementation of socio-economic empowerment projects and programs;
- (ii) Collecting, compiling and analyzing socio economic disaggregated data in the county;
- (iii) Liaising with organizations handling socio economic issues;
- (iv) Disseminating information on socio-economic empowerment policies, programmes and projects;
- (v) Identifying programs to address socio economic; and
- (vi) Participating in social community field days.

Requirements for Appointment

For Appointment to this grade, an officer must have;

- (i) Served in the grade of Senior Social Development Officer on in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Sociology, Social Work, Psychology, Community Development, Project Development and Management, Disability Studies, Anthropology, Counselling, Business Administration/Management, Rehabilitation Studies, Gerontology, Education, Economics or equivalent qualification from a recognized institution;
- (iii) Certificate in Social Work, Community Development or equivalent qualification lasting not less than one (1) month from a recognized institution;

- (iv) Been a person of integrity;
- (v) Certificate in computer applications; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

3. ASSISTANT DIRECTOR- SOCIAL DEVELOPMENT SERVICES JOB GROUP 'P'- (1 POST)

Duties and Responsibilities

- (i) Participating in development, review, and implementation of socio-economic policies, projects and programs;
- (ii) Promoting socio-economic empowerment in the County;
- (iii) Undertaking research on and documentation of socio-economic issues;
- (iv) Promoting programs for socio-cultural transformation at family level;
- (v) Monitoring socio-economic empowerment projects and programs;
- (vi) Providing guidance on socio economic issues in Medium Term Expenditure Framework budget;
- (vii) Facilitating generation of socio-economic disaggregated data;
- (viii) implementation of socio-economic related Funds;
- (ix) Undertaking research on and documentation of socio-economic issues;
- (x) Coordinating community-based programs;
- (xi) Promoting partnership with stakeholders on community related matters; and
- (xii) Supervising and mentoring staff working under him/her

For Appointment to this grade, an officer must have;
Served in the grade of Principal Social Development Officer for a minimum period of three (3) years;

- (i) Bachelor's degree in any of the following disciplines: Sociology, Social Work, Psychology, Community Development, Project Development and Management, Disability Studies, Anthropology, Counselling, Business Administration/Management, Rehabilitation Studies, Gerontology, Education, Economics or equivalent qualification from a recognized institution;
- (ii) Master's degree in any of the following disciplines: - Sociology, Social Work, Psychology, Community Development, Project Development and Management, Anthropology, Economics, Counselling, Social Studies, Project Planning and Management, Public Policy, Disaster Management, Business Administration/Management or equivalent qualification from a recognized institution;
- (iii) Certificate in Social Work, Community Development or equivalent qualification lasting not less than one (1) month from a recognized institution;
- (iv) Been a person of integrity;
- (v) Certificate in computer applications; and

- (vi) Demonstrated merit and ability as reflected in work performance and results.

4. LIBRARIAN II JOB GROUP JG 'K' – (1 POST)

Duties and Responsibilities:

Work at this level will involve: cataloging and classification of library materials; Supervision of support staff in the library attached department; issuing of publications to library users; shelving new and returned materials; providing data for quarterly reports; and assist in interlibrary loan services.

Requirements for appointment:

Serving officers will be promoted to this grade, provided they have: -

- (i) Served in the grade of Assistant Librarian for a Minimum period of three (3) years; and
- (ii) Shown merit and ability in job performance.

TRADE AND INDUSTRIALIZATION

1. ASSISTANT DIRECTOR (TRADE) – JOB GROUP 'P' – (1 POST)

The assistant director trade will be responsible to the director trade and industrialization for the overall promotion and implementation of trade development projects and programmes in the county

Duties and Responsibilities:

- (i) Advising the county monitoring and evaluation committee on trade matters;
- (ii) Administering loan scheme under the department;
- (iii) Carrying out market intelligence;
- (iv) Monitoring and evaluating trade activities and programs;
- (v) Promoting public –private sector partnerships;
- (vi) Promoting entrepreneurial venture creation, growth and development;
- (vii) Graduating micro, small and medium enterprises (MSMEs);
- (viii) Selecting and prioritizing the development of wholesale hubs/wholesale markets and tier 1 retail markets in the distribution value chain; ix. Analyzing reports, returns and business mapping data;
- (ix) Undertaking intra and inter-ministerial liaison on trade matters for trade development;

- (x) Facilitating the settlement of trade disputes;
- (xi) Responding to public complaints /customer care issues;
- (xii) Monitoring the impact of trade practices and making recommendations; and
- (xiii) Undertaking business counselling and consultancy services.

Requirements for Appointment

For appointment to this position, an officer must have;

- (i) Served in the grade of Principal Trade Development Officer for a minimum period of 3 years;
- (ii) Bachelor's degree in any of the following disciplines: commerce, marketing, business administration, business management, business and information technology, entrepreneurship, trade law, or international trade/business from a recognized university.
- (iii) Master's degree will be an added advantage;
- (iv) A Certificate in strategic leadership development program from a recognized institution lasting not less than six (6) weeks;
- (v) Certificate in computer applications from a recognized institution; and
- (vi) Demonstrated professional competence and outstanding administrative and managerial capability in trade development services.

2. ASSISTANT DIRECTOR OF WEIGHTS AND MEASURES OFFICER – JOB GROUP 'P' – (1 POST)

Duties and Responsibilities

Specific duties will involve co-ordination of verification of weighing and measuring equipment activities; supervise sampling of pre-packaged goods for control and manufacture of weighing and measuring equipment; ensuring comparison of working standards against Secondary Reference Standards and calibration of testing equipment, standards and equipment used by manufacturers and repairers and overseeing enforcement of the Road Traffic Act (Cap 403) on axle load, the Anti-Counterfeit Act, 2008 on combating sale of counterfeit goods and the Petroleum Act (Cap 308) on installation of underground storage tanks and fuel dispensers for sale of petroleum products and relative products in liaison with relevant institutions and licensing and monitoring performance of Weights and Measures technicians.

In addition, the officer, supervising and coordinating verification activities at stamping stations ; testing automatic weighing machines, bulkweighers and totalizing machines, bulk meters at oil depots; carrying

out verification of weighing and measuring equipment used by local authorities and other government institutions to ensure accuracy; maintaining records of seized and forfeited goods; instituting criminal proceedings in court; advising on the needs for tools and verification materials; and carry out research in specific areas of legal metrology and consumer protection.

The officer will also be required to test samples for research analysis, and articles submitted by stakeholders; conducting inspection and investigation on mis-descriptions of goods, services, facilities and on the use of weighing and measuring equipment for trade; and coordinating on-job training for in-service trainees, mentoring, guiding and counseling of staff working under him/her.

Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) Served in the grade of Principal Weights and Measures Officer for a minimum period of 3 years;
- (ii) Bachelor's degree in any of the following disciplines: Physics, Mathematics, Chemistry, Computer Science, Law, Metrology, Information Communication Technology, Instrumentation, Engineering (Mechanical/Electrical/Electronics), Micro-processors or equivalent qualifications from a recognized institution;
- (iii) Master's degree in any of the following disciplines; - Instrumentation, Computer Science, Physics, Chemistry, Mathematics, Law, Engineering (Mechanical/Electrical/Electronics), Micro-processors, Business Administration or equivalent qualifications from a recognized institution;
- (iv) Advanced Certificate of the Institute of Trade Standards Administration (Kenya);
- (v) Be a member of the Institute of Trade Standards Administration (Kenya);
- (vi) Certificate in computer applications from a recognized institution;
- (vii) Demonstrated professional competence in administration of weights and measures activities

3. CHIEF WEIGHTS AND MEASURES OFFICER – JOB GROUP 'M' – (1 POST)

Duties and Responsibilities

An officer at this level will be responsible for testing and stamping of mechanical and electronic weighing and measuring equipment, and class II mechanical and electronic scales used for pharmaceutical dispensing and jewellery trade; collection of data on verified equipment at traders premises, stamping

stations and verification office; sampling pre-packaged goods for quantitative analysis; and preparing weights and measuring equipment during trade fairs and public service exhibitions; testing of meters for water, milk, other liquid foods and liquefied gas; supervising and coordinating verification activities at stamping stations; testing automatic weighing machines, bulk weighers and totalizing machines, bulk meters at oil depots, carrying out verification of weighing and measuring equipment used by local authority and other Government institutions to ensure accuracy; carrying out inspection on internal controls by the manufacturers and measuring systems including software for data processing of measuring results.

Other duties will include- conducting prosecution of cases on offences arising from infringement of the Weights and Measures Act (Cap 513), the Trade Descriptions Act (Cap 505) and regulations made there under; carrying of bi-annual comparison of working standards with secondary reference standards; and developing sampling schemes for checking pre-packages; enforcing of the Road Traffic Act (Cap 403) on axle load, the Anti-Counterfeit Act, 2008 on combating sale of counterfeit goods and in liaison with relevant institutions; carrying out research in specific areas of legal metrology and consumer protection; and preparing materials for trade fairs and exhibitions.

Further duties will include: conducting inspection on wholesale and retail trading premises on the use of weighing and measuring equipment; calibrating proffer tanks and maintain secondary reference standards; testing of fabric and area of measuring instruments, and all electronic weighing and measuring equipment; collection and accounting for Appropriation In Aid (A-I-A); requisitioning workshop tools and verification materials and delivering lectures in traders' courses.

Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) Served in the grade of Senior Weights and Measures Officer for a minimum period of 3 years;
- (ii) Bachelor's degree in any of the following disciplines: Physics, Mathematics, Chemistry, Computer Science, Law, Legal Metrology, Information Communication Technology, Instrumentation or Engineering (Mechanical/Electrical/Electronics), Micro-processors or equivalent qualifications from a recognized institution;
- (iii) Advanced Certificate of the Institute of Trade Standards Administration (Kenya);
- (iv) Certificate of membership of the Institute of Trade Standards Administration (Kenya);
- (v) Certificate in computer applications from a recognized institution;
- (vi) Shown merit and ability as reflected in work performance and results

IX. LANDS, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT

1. PHYSICAL PLANNING ASSISTANT I, JOB GROUP 'K' (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level will entail: collecting and analyzing geographical data for preparing physical and land Use development plans, drawing/ digitizing Local Physical and land Use Development Plans, converting Analogue data to digital formats using Geographical Information System (GIS) and other technology; designing, symbolizing, layout preparations, printing/plotting and plan finishing, conducting site inspections and updating of plans.

Requirements for appointment

For appoint to this grade, an officer must have:

- (i) Served in the grade of Physical Planning Assistant II for a minimum period of Three (3) years
- (ii) Diploma/Higher Diploma in any of the following areas: Urban and Regional Planning, Regional planning, Urban planning, Building, Civil Engineering, Cartography, Geo- informatics, Geographic Information Systems (GIS) from a recognized institution
- (iii) Certificate in Computer application skills from a recognized institution and
- (iv) Demonstrated merit and ability as reflected in work performance and results

2. SENIOR PHYSICAL PLANNER, JOB GROUP 'L' – (3 POSTS)

Duties and Responsibilities

An officer at this level will be responsible for:- preparing physical development plans for small and medium sized urban areas; collecting, collating and analyzing urban and regional physical planning data; preparing action plan for specific project such as residential housing schemes and shopping Centre; providing advice on development applications; providing logistical support to physical planning liaison committees; and updating and maintaining physical planning records.

Requirements for Appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of physical planner for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in any of the following disciplines: Urban and Regional planning, Urban planning or Town planning from a recognized institution;
- (iii) Be a graduate member of Kenya Institute of planners or Architectural Association of Kenya (Town planning chapter);
- (iv) Have a certificate in computer application skills from a recognized institution; and
- (v) Have demonstrated merit and shown ability as reflected in work performance and results.

3. CHIEF PHYSICAL PLANNER, JOB GROUP 'M' - (3 POSTS)

Duties and Responsibilities

An officer at this level will be responsible for: - preparing physical development plans for small and medium sized urban areas; collecting, collating and analyzing urban and regional physical planning data; preparing action plan for specific project such as residential housing schemes and shopping Centre; providing advice on development applications; providing logistical support to physical planning liaison committees; and updating and maintaining physical planning records.

Requirements for Appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of Senior physical planner for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in any of the following disciplines: Urban and Regional planning, Urban planning or Town planning from a recognized institution;
- (iii) Be a graduate member of Kenya Institute of planners or Architectural Association of Kenya (Town planning chapter);
- (iv) Have a certificate in computer application skills from a recognized institution; and
- (v) Have demonstrated merit and shown ability as reflected in work performance and results.

4. PRINCIPAL PHYSICAL PLANNER, JOB GROUP 'N' - (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level will entail:-initiating, preparing and monitoring the implementation of county and local physical development plans; preparing action plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities; providing

advice to government and private agencies on development proposals and plans; implementing and providing feedback on physical planning guidelines and standards; undertaking thematic regional studies on matters relating to physical planning; managing physical planning data; setting agenda and convening physical planning liaison committee meetings; keeping record of deliberations and communicating decisions of the physical planning liaison committees; providing advice on development control; carrying out public education on physical planning matters; and preparing annual state of physical planning reports on county and local physical development plans.

Requirements for Appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of Chief Physical Planner for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in any of the following disciplines: -Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- (iii) Be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- (iv) Be registered by the Physical Planners Registration Board;
- (v) Have a certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Have a certificate in computer application skills from a recognized institution; and
- (vii) Have demonstrated merit and shown ability reflected in work performance and results.

5. ASSISTANT DIRECTOR OF PHYSICAL PLANNING, JOB GROUP 'P' (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

Preparing County, metropolitan regional, urban, rural physical and Land Use development plans; providing guidance on data requirements for the various categories of physical and land use development plans; implementing physical planning policies, strategies, standards and programs; conducting thematic regional and national studies on matters relating to physical planning such as human settlements patterns, urbanization patterns and urban sprawl; inducting the physical and land Use planning Liaison committee; conducting public education on physical planning and development control matters, setting agenda and convening Physical and land Use planning Liaison committees and overseeing the enforcement of

resolutions; preparing annual state of physical planning reports on county, metropolitan, regional, urban and rural physical and Land use development plans

Requirements for Appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of Principal Physical Planner for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in any of the following disciplines: -Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- (iii) Have a master's degree in Urban and regional Planning, Urban planning, regional planning or Town Planning from a recognized institution
- (iv) Be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- (v) Be registered by the Physical Planners Registration Board;
- (vi) Have a certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Have a certificate in computer application skills from a recognized institution; and
- (viii) Have demonstrated technical and professional competence as reflected in work performance and results.

6. DIRECTOR OF PHYSICAL PLANNING, JOB GROUP 'R' - (1 POST)

Duties and Responsibilities.

Duties and responsibilities will entail:

Developing plans for strategic national projects and programmes such as resort cities, resettlement and special economic zones; Interpreting national policies, standards and programs; Conducting thematic research on matters relating to strategic national projects and programs; Supervising preparation of County, Metropolitan, Regional, Urban and Rural Spatial plans; Implementing strategies for public education, participation and engagement; Preparing Annual State of Physical planning reports and providing guidance to liaison committees and secretariats.

Requirements for Appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of Senior Assistant Director of Physical Planning for a minimum period of Three (3) years
- (ii) Have a Bachelor's degree in any of the following disciplines: Urban and Regional Planning or Town Planning from a recognized institution
- (iii) Have a Master's degree in Urban and Regional Planning or Town Planning from a recognized institution
- (iv) Be a Corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning chapter)
- (v) Be registered by the Physical Planners Registrations Board
- (vi) Have a certificate in Computer application skills from a recognized institution: and
- (vii) Have demonstrated technical and professional competence as reflected in work performance and results.

7. SENIOR LAND SURVEYOR, JOB GROUP 'M' – (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level entail: - carrying out large area cadastral, geodetic and mapping control surveys, gravity and magnetic control observations and computations; supervising small, medium and large area cadastral, adjudication; supervising small, medium and high density topographical, subdivisional schemes, photo control, site and general engineering surveys; carrying out quality control of topographical, engineering, cadastral, adjudication and general boundary surveys; and maintaining, testing and calibrating survey equipment.

Requirement for Appointment

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Land Surveyor I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Land Surveying and Photogrammetry, Geomatics, Geomatics Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Philosophy in Technology (Survey/Geo-informatics/Geo-informatics and Information Technology) from a recognized institution;
- (iii) Affiliate/associate membership of the Institution of Surveyors of Kenya (ISK);
- (iv) Certificate in computer applications; and

- (v) Shown merit and ability as reflected in work performance and results.

8. LAND SURVEYOR I, JOB GROUP 'L' – (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level entail: - carrying out large area cadastral, geodetic and mapping control surveys, gravity and magnetic control observations; carry supervising small and medium area cadastral, adjudication, small, medium and high density topographical, sub-divisional schemes, photo control, site and general engineering surveys; and carrying out preliminary quality control of topographical, engineering, cadastral, adjudication and general boundary surveys.

Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Land Surveyor II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Land Surveying and Photogrammetry, Geomatics, Geomatics Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Philosophy in Technology (Survey), from a recognized institution;
- (iii) affiliate/associate membership of the Institution of Surveyors of Kenya (ISK);
- (iv) certificate in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

9. LAND SURVEY ASSISTANT I, JOB GROUP 'K' – (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level entail: - carrying out angular and distance measurements and computation for medium and high density topographical, general engineering, sub-divisional schemes, medium area cadastral and photo control surveys.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Land Survey Assistant II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Diploma in Land Surveying from a recognized institution;
- (iii) certificate in computer applications; and
- (iv) Shown merit and ability as reflected in work performance and results.

10. LAND SURVEY ASSISTANT II, JOB GROUP 'J' – (1 POST)

Duties and Responsibilities

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level entail: - carrying out angular and distance measurements and computation for small density topographical, site engineering, general boundary, and photo control surveys.

Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Land Survey Assistant III or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Diploma in Land Surveying from a recognized institution;
- (iii) Certificate in computer applications; and
- (iv) Shown merit and ability as reflected in work performance and results.

WATER ENVIRONMENT, NATURAL RESOURCES AND CLIMATE CHANGE

1. SENIOR PRINCIPAL SUPERINTENDENT (WATER AND SEWERAGE), JOB GROUP 'P' (1 POST)

Ksh90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 -124,630 p.m.

Duties and Responsibilities

This is the highest grade for this cadre. Specific duties and responsibilities will entail: - developing and reviewing operational standards; formulating water tariffs guidelines and strategies for both urban and

rural water supplies system; and providing advice to other institutions on water supply, development and management issues.

Requirements for Appointment

For appointment to this grade, an officer must have:-

Served in the grade of principal Superintendent (water and sewerage) for a minimum period of three (3) years;

- (i) Higher Diploma in either Water Supply Technology or water Engineering from a recognized institution;
- (ii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iii) Certificate in computer applications from a recognized institution; and
- (iv) Demonstrated outstanding professional competence and administrative ability as reflected in work performance and results.

2. PRINCIPAL SUPERINTENDENT (WATER AND SEWERAGE), JOB GROUP 'N' - (1 POST)

Duties and Responsibilities

Specific duties and responsibilities will entail: - developing and reviewing operational standards; formulating water tariffs guidelines and strategies for both urban and rural water supplies system; and providing advice to other institutions on water supply, development and management issues.

Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Chief Superintendent (water and sewerage) for a minimum period of three (3) years;
- (ii) Higher Diploma in either Water Supply Technology or water
- (iii) Engineering from a recognized institution;
- (iv) certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in computer applications from a recognized institution; and;
- (vi) Demonstrated outstanding professional competence and administrative ability as reflected in work performance and results.

3. CHIEF SUPERINTENDENT (WATER AND SEWERAGE), JOB GROUP 'M' - (1 POST)

Ksh50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail: - ensuring availability of requirements for the operations and maintenance of water supply; preparing bills of quantities for water projects; checking the adherence to specification and standards; supervising complex water works; preparing water supply and sewerage programmes; and ensuring that work is progressing on schedule.

Requirements for Appointment

For appointment to this grade, an officer must have: -

Served in the grade of Senior Superintendent (water and sewerage) for a minimum period of three (3) years;

(i) Three (3) years certificate in Technical Training from a recognized institution;

OR

Diploma in either Water Supply Technology or Water Engineering from a recognized institution;

(ii) Certificate in Supervisory skills course lasting not less than two (2) weeks from a recognized institution;

(iii) Certificate in computer applications from a recognized institution; and

(iv) Demonstrated merit and shown ability as reflected in work performance and results.

4. SENIOR SUPERINTENDENT (WATER AND SEWERAGE), JOB GROUP 'L' - (2 POSTS)

Ksh44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 p.m.

Duties and Responsibilities

Duties and responsibility at this level will entail: - coordinating water supplies and sewerage works; ensuring availability of requirements for the operations and maintenance of water supplies; compiling reports; and undertaking technical evaluation of tenders for water and sewerage inputs.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) Served in the grade of superintendent (water and sewerage) for minimum period of three (3) years;
 - (ii) Three (3) years certificate in technical training from a recognized institution;
- OR
- (iii) Diploma in either water technology or water engineering from a recognized institution
 - (iv) Certificate in computer applications from a recognized institution; and
 - (v) Demonstrated merit and shown ability as reflected in work performance and results.

5. SENIOR CHARGE-HAND, JOB GROUP 'J' - (1 POST)

Ksh32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Duties and Responsibilities

An officer at this level will be the overall in-charge of the Artisans and Charge-hands in line with their area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing). Duties at this level will entail preparation of improvement, repair and maintenance schedules; managing maintenance workshops; supervising, training and guiding other staff.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of charge-hand or in a comparable and relevant position in the public Service for at least three (3) years;
- (ii) Demonstrated ability to organize works, train and supervise junior staff; and
- (iii) Shown merit and ability in work performance and results.

V. PUBLIC WORKS AND ENERGY

1. CHIEF SUPERINTENDING ARCHITECT, JOB GROUP 'P' - (1 POST)

Ksh58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 61,110 x 3,540- 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail preparing scheme designs and production drawings of projects, coordinating project documentation, supervising projects during construction and maintenance, checking sketch/scheme designs, conducting field surveys and user reaction investigations, analyzing data from field surveys, and establishing space standards.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Superintending Architect or a comparable and relevant position in the public Service for at least three (3) years;
- (ii) A Bachelor's Degree in Architecture or its equivalent and a relevant qualification from a recognized institution;
- (iii) Been registered with the Board of Registration of Architects and Quantity Surveyors;
- (iv) Membership with the 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 application; and
- (vii) Demonstrated merit and ability as reflected in work performance and results.

2. SUPERINTENDENT (BUILDING), JOB GROUP 'K' - (3 POSTS)

Ksh39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 –44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 p.m.

Duties and Responsibilities

An officer at this level will be deployed as a clerk of works for buildings under construction or as a supervisor of maintenance works. As a clerk of works, the duties and responsibilities at this level entail reading and interpreting Architectural and Engineering drawings, comparing their details with work on site and compiling site weekly reports; assisting in planning a building programme for a group of buildings, ensuring that construction work in progress is by specifications and taking details of provisional items. As a supervisor of maintenance works at a depot, duties will involve supervision of artisans carrying out repairs and alterations of existing buildings; preparation of cost estimates and schedule of materials.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Inspector (Buildings) or in a comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Building and Civil Engineering or Construction Technician Certificate Part III, or its equivalent qualification from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

3. SUPERINTENDING QUANTITY SURVEYOR, JOB GROUP 'M' - (1 POST)

Ksh50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Duties and Responsibilities

Duties and responsibilities entail the preparation of cost estimates, bills of quantities, monthly valuations on site, site re-measurements, and the preparation of variation orders and final accounts. In addition, the officer will carry out cost analysis and cost planning from already completed projects.

Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Assistant Quantity Surveyor I or a comparable and relevant position in the public Service for at least three (3) years;
- (ii) A Bachelor's Degree in Building Economics/Quantity Surveying or its equivalent and relevant qualifications 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 the Architectural Association of Kenya (AAK);
- (v) Attended a project Development and Management course lasting not less than four (4) weeks from a recognized Institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

4. SENIOR SUPERINTENDING FIRE OFFICER, JOB GROUP 'N' - (1 POST)

Ksh58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 61,110 x 3,540- 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

Duties and Responsibilities

An officer at this level will be deployed at Headquarters or in a province. Duties and responsibilities will entail; design of fire alarms, fire extinguishing and fire venting systems in government buildings and construction works; siting of fire appliances; inspection of buildings to assess fire hazards and risks and prepare reports; and ensuring availability of functional emergency exits and adequacy of means of escape in public buildings; fire investigations and compiling reports; and preparation of maintenance schedules and specifications for new fire fighting equipment's/ installations; and processing of tenders for firefighting equipment. In addition, the officer will supervise staff working under him/her.

Requirements for Appointment

For appointment to this grade, the candidate must:

- (i) Served in the grade of Senior Fire Officer or in a comparable and relevant position in the Public Service at least three (3) years;
- (ii) A Bachelor's Degree in any of the following disciplines: Electrical/Mechanical/Chemical/Mechatronics Engineering or its equivalent qualification from a recognized institution;
- (iii) Been registered by the Engineers Registration Board of Kenya;
- (iv) Current valid annual Practicing License from the Engineers Registration Board of Kenya;
- (v) Corporate Membership with the Institution of Engineers of Kenya (IEK);
- (vi) Attended a Project Development and Management course lasting not less than four (4) weeks from a recognized Institution;
- (vii) Attended a Management Course lasting not less than four (4) weeks from a recognized Institution;

- (viii) Fire Officer I Certificate from a recognized Fire Services Training School/ Institution;
- (ix) A valid First Aid Certificate from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution; and
- (x) Demonstrated general administrative ability required for direction, control, and implementation of fire services programmes.

5. SENIOR INSPECTOR (FIRE SERVICES), JOB GROUP 'K' - (4 POSTS)

Ksh39,700 × 1,470 – 41,170 × 1,520 – 42,690 × 1,710 – 44,400 × 1,920 – 46,320 × 2,000 – 48,320 × 2,290 – 50,610 × 2,350 – 52,960 p.m.

Duties and Responsibilities

An officer at this level duties and responsibilities will entail the following; ensuring compliance with fire safety standards; preparation of estimates related to fire installations; inspection of buildings to assess fire hazards and risks; supervision of installation, repair and maintenance of fire equipment in public buildings, hospitals, conference centers and institutions; conducting fire investigations and compiling reports. In addition, the officer will supervise staff working under him/her.

Requirements for Appointment.

For appointment to this grade, a candidate must have;

- (i) Served in the grade of Senior Inspector (Fire Services) or in a comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Mechanical/ Electrical/ Chemical Engineering or equivalent and relevant qualification from a recognized institution;
- (iii) A valid First Aid Certificate from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

6. SENIOR FIREMAN JOB GROUP 'H' - (2 POSTS)

Ksh26,900 × 1,110 – 28,010 × 1,120 – 29,130 × 1,150 – 30,280 × 1,170 – 31,450 × 1,250 – 32,700 × 1,300 – 34,000 × 1,380 – 35,380 p.m.

Duties and Responsibilities.

An officer at this level will work under the supervision of an experienced officer. Duties and responsibilities will entail: inspection and maintenance of firefighting appliances; assisting in rescue

operations during emergencies; operating appliances and communication equipment and siting of fire appliances.

Requirements for Appointment.

For appointment to this grade, the officer must have:

- (i) Served in the grade of Fireman I or a comparable grade in the Public Service for at least three (3) years;
- (ii) First Aid Certificate course lasting not less than one (1) week from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

7. FIREMAN I, JOB GROUP 'G' - (3 POSTS)

Ksh23,700 x 1,040 – 24,740 x 1,070 – 25,810 x 1,090 – 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 p.m.

Duties and Responsibilities

An officer at this level will work under the supervision of an experienced officer

Duties and responsibilities will entail: inspection and maintenance of fire-fighting appliances; assisting in rescue operations during emergencies; operating appliance and communication equipment and siting of fire appliances.

Requirements for Appointment

Promotion

For promotion to this grade, the officer must have:

- (i) Served in the grade of Fireman II or a comparable grade in the Public Service for at least three (3) years;
- (ii) First Aid Certificate from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution; and
- (iii) Fireman I Certificate from a recognized Fire Services Training School/ Institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

8. FIREMAN II, JOB GROUP 'F' - (1 POST)

Ksh19,220 x 680 – 19,900 x 700 – 20,600 x 780 – 21,380 x 800 – 22,180 x 950 – 23,130 pm

Duties and Responsibilities

An officer at this level will work under the supervision of an experienced officer

Duties and responsibilities will entail: inspection and maintenance of fire-fighting appliances; assisting in rescue operations during emergencies; operating appliance and communication equipment.

Requirements for Appointment

Promotion

For promotion to this grade, the officer must have:

- (i) Served in the grade of Fireman III or a comparable grade in the Public Service for at least three (3) years;
- (ii) First Aid Certificate from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution; and
- (iii) Fireman II Certificate from a recognized Fire Services Training School/ Institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

VI. TRANSPORT

1. SENIOR CHARGE-HAND, JOB GROUP 'J'

Kshs.32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Duties and Responsibilities

An officer at this level will be the overall in-charge of the Artisans and Charge-hands in line with their area of specialization (Carpentry, Masonry, Welding, Painting, and Plumbing). Duties at this level will entail the preparation of improvement, repair, and maintenance schedules; managing maintenance workshops; supervising, training, and guiding other staff.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of charge-hand or a comparable and relevant position in the public Service for at least three (3) years;
- (ii) Demonstrated ability to organize work, train and supervise junior staff; and
- (iii) Shown merit and ability in work performance and results.

2. SUPERINTENDING ENGINEER (MECHANICAL) JOB GROUP 'M'

Ksh50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Duties and responsibilities

An officer at this level will be deployed to perform duties at the County level or in one of the following functional areas: central workshops, regional workshops, technical designing/planning /development, and transport offices.

Technical Designing, Planning and Development

In this functional area the duties and responsibilities entail: preparation of development plans, proposal and designs for new and improved workshop facilities; implementation of workshop development programs: design of vehicle bodies, special purpose plant, vehicle and plant modifications, and other items; preparations of requirements for procurement and replacement, overhaul utilization, allocation and arrangement of the vehicle, plant, equipment and workshop tools; building services in the department headquarters and central workshops; manpower development and training; preparation and submission of reports and returns; staff discipline and welfare.

Central Workshops

In this functional area the duties and responsibilities entail: Repair and maintenance of the mechanical machines and equipment; provision of transport services submission of regular reports, advising on spares; enforcement of quality; carrying out cost estimates of all repair work including work entrusted to outside contractors; submission of regular progress reports; advising on spares holding and, on all matters, connected with maintenance and repairs of vehicles and plant.

Regional Workshops

In this functional area, the duties and responsibilities entail: repair and maintenance of the mechanical machines and equipment; provision of transport services; submission of regular reports and advising on spares; managing the mechanical and transport Fund at the regional level.

Transport Offices

In this functional area, the duties and responsibilities entail control and supervision of a transport office and fleet of vehicles in a department ; advising and monitoring on servicing, repairs, maintenance, and disposal of vehicles, plant, and equipment in a department ; staff discipline and welfare.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served as an Assistant Engineer 1(Mechanical) or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Mechanical Engineering or its equivalent from a recognized institution.
- (iii) Been registered by the Engineers Registration Board of Kenya
- (iv) Current valid annual Practicing License from the Engineers Registration Board of Kenya;
- (v) Corporate Membership with the Institution OF Engineers of Kenya (IEK)
- (vi) Attended a Project Development and Management course lasting not less than four (4) weeks from a recognized Institution; and
- (vii) Shown merit and ability as reflected in work performance and results.

OR

Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent.

- (viii) Attended a management course lasting not less than four (4) weeks from the Kenya Institute of Administration or any other recognized institution.
- (ix) Show merit and ability as reflected in work performance and results.

Please Note:

- A.** Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- B.** All applications **MUST** be received on or before 21st July, 2025 by 5.00 p.m (E.A.T.).
- C.** Trans Nzoia County Public Service Board is an equal opportunity employer. Persons with disability, marginalized and minorities are encouraged to apply.

- D. Trans Nzoia County Public Service Board does not charge any fee at any stage of the recruitment and selection process. Our official communication channels are email address cpsbtransnzoia@gmail.com and phone number: 0713635352 and **not any other**.
- E. **ONLY** applicants who meet ALL the requirements will be shortlisted and contacted.
- F. Shortlisted candidates MUST present their original academic and professional certificates during the interview.
- G. It is a criminal offence to present fake certificates/documents.
- H. **ONLY** successful candidates will be required to avail the following documents:
 - ✓ Clearance from Higher Education Loans Board (HELB);
 - ✓ Clearance from Criminal Investigations Department;
 - ✓ Clearance from the Ethics and Anti-Corruption Commission (EACC);
 - ✓ Clearance from Kenya Revenue Authority (Tax Compliance Certificate)
- I. **Canvassing in any form will lead to automatic disqualification.**
- J. Should you encounter any difficulties in the online job application process, feel free to visit the Board's offices for assistance at our help desk, or you can reach out for support by calling **0713635352**.

TRANS NZOIA COUNTY PUBLIC SERVICE BOARD
P.O. BOX 4210 - 30200
KITALE