

COUNTY GOVERNMENT OF TRANS-NZOIA



P.O. BOX 4210-30200

KITALE

Approved
[Signature]
7-9-23.

COUNTY PUBLIC SERVICE BOARD

Mob: (+254) 713 635 352

Transforming the public service workforce

September 7, 2023
OFFICE OF SECRETARY/CEO
TRANS NZOIA COUNTY PUBLIC SERVICE BOARD
Email: cpsbtransnzoia@gmail.com
07 SEP 2023
P.O. BOX 4210 - 30200 KITALE
TEL: 0713 635 352

VACANCIES

Trans Nzoia County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions in the county public service.

No	Cadre	JG	No. Required	Advert No.
1	Principal Administrative Officer/ Manager Bus Park	N	1	9/2023
2	Assistant Public Health Officer[3] (Cemetery Supervisor)	H	1	10/2023
3	Mortician/ Mortuary Superintendent	H	1	11/2023
4	Mortuary Attendant	E	2	12/2023

1. Principal Administrative Officer/ Manager Bus Park -Job Group CPSB-06 JG 'N' 1 POST

SALARY SCALE: Kshs 56,370 x 2,750 – 59,120 x 2,850 – 62,040 x 2,950 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,890 – 79,740 x 3,810 – 83,550 p.m.

The holder of this position reports to the Deputy County Secretary.

The Principal Administrative Officer in the Public Bus will be responsible for managing the activities in the public bus park in Kitale Town. He/she will coordinate the movement of vehicles (public service vehicle and private vehicles) or passengers and implement procedures to efficiently administrate passenger transportation services within the county.

Duties and Responsibilities

- i) Coordinate, implement, manage, and evaluate the operation and workflow of all vehicles (public service vehicles and personal vehicles), parking enforcement activities ensuring consistent levels of service at the bus park;
- ii) Serve as a liaison between the County Government of Trans Nzoia, the PSV Saccos and passengers and act as the front line person for communicating and enforcing policy, investigate situations and complaints and implement solutions. Work with individuals to resolve disputes/problems.
- iii) Act as the point of contact for the parking issues, allocate spaces for the various Matatu Saccos in the parking;
- iv) Develop and implement improved transportation administration policies and procedures;

- v) Ensure recording offenders for necessary action;
- vi) Supervises technical/support staff working at the bus park. Evaluate, conduct induction and train, discipline and recommend necessary action on to ensure smooth operations following established policies. Models and ensures safe behaviors and practices
- vii) Work closely with traffic police to determine fault, loss, or fraud and administering law and order;
- viii) Oversee and collaborate on maintenance and signage projects for parking lots and bus park office facility;
- ix) Participate in Matatu/ PSV Sacco meetings, committees, and/or other related groups to communicate information regarding services and other pertinent information as appropriate;
- x) Ensure that parking and PSV service is in compliance with applicable rules, regulations, and policies;
- xi) Monitors budget, analyzes labor costs, projects and repair costs of the Bus Park for recommendation to management;
- xii) Handling customer queries and escalating serious complaints to management;
- xiii) Other duties as assigned by your immediate supervisor from time to time.

Requirement

- i) Degree in any of the following fields; Bachelor of Arts, Project Management Business Administration or Management, Finance and Accounting, Transportation Management with at least 2 two years of experience as a transportation administrator or similar administration role;
- OR
- ii) A Diploma in transportation management, project management, finance and accounting, Logistics or a related field with at least five(5) years of experience as a transportation administrator or similar administration role;
 - iii) Experience in facilities management ;
 - iv) Outstanding time management and organizational skills;
 - v) Exceptional interpersonal, communication and collaboration abilities;
 - vi) Great problem-solving and analytical skills;

Terms of Service: P&P

2. Assistant Public Health Officer[3] (Cemetery Supervisor) CPSB-11 JG 'H' - 1 POST

SALARY SCALE: Ksh.24,580 x 1,070 – 25,650 x 1,080 – 26,730 x 1,110 – 27,840 x 1,130 – 28,970 x 1,200 – 30,170 x 1,260 – 31,430 x 1,330 – 32,760 p.m.

The officer will be will be deployed to either Kibomet Cemetery, Muslim Cemetery, Hindu Crematorium and Veteran Cemetery to perform given functions.

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties

and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities; carrying out immunization; identifying environmental health issues at community level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered; assessing health needs of the community; implementing vector, vermin and rodent control measures; and implementing integrated mosquito control strategies.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution
- ii) Valid practicing licence from Public Health Officers and Technicians Council (PHOTC); and
- iii) Certificate in Computer application skills from a recognized institution.

Terms of Service: P&P

3. Mortician/ Mortuary Superintendent CPSB-11 JG 'H' 1 POST

SALARY SCALE : Ksh.24,580 x 1,070 – 25,650 x 1,080 - 26,730 x 1,110 – 27,840 x 1,130 – 28,970 x 1,200 – 30,170 x 1,260 – 31,430 x 1,330 – 32,760 p.m.

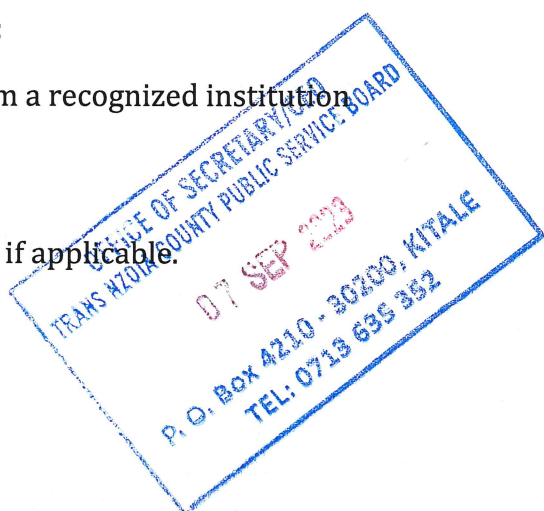
Duties and Responsibilities

- i) Ensure that the mortuary equipment and other machinery are in the right condition and functioning properly.
- ii) Provide proper record keeping and provide custody of all documentation at the mortuary.
- iii) Receive, prepare, preserve and dispatch bodies to the family members.
- iv) Prepare bodies for burial by cleaning and embalming them.
- v) Maintain the proper cleanliness, hygiene and sanitation of the mortuary in the hospital.
- vi) Assist in the Autopsy procedures under the supervision of a Doctor or Pathologist.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i) Diploma or Certificate in mortuary Science from a recognized institution
- ii) Knowledge of relevant legislations
- iii) Knowledge of professional standard
- iv) Registration with the relevant regulatory body if applicable.
- v) Proficiency in computer applications.



vi) Training in embalming will be an added advantage

Soft Skills Required

- i) Communication skills
- ii) Organizational skills
- iii) Observant and compassionate
- iv) Analytical skills
- v) Team player

Terms of Service: P&P

4. Mortuary Attendant- CPSB-14 JG 'E' – Two (2) POSTS

SALARY SCALE: Ksh: 15,670 x 580 – 16,250 x 640 – 16,890 x 680 – 17,570 p.m.

Duties and Responsibilities

Carry out duties in the mortuary, including: Preparation of bodies, Embalming of bodies, assisting in post mortems.

Requirements for appointment

For appointment to this grade, a candidate must have:

- i) KCSE mean grade D (plain).
- ii) Training in embalming will be an added advantage.
- iii) Minimum experience of 1 (one) year will be an added advantage.

Terms of Service: P&P

IMPORTANT INFORMATION TO ALL APPLICANTS

- A. A duly filled CPSB. 1 (2020) form, written application, CV, copies of certificates, testimonials and National Identity Card should be submitted in a sealed envelope clearly marked on the left side, the position being applied for.
- B. All applications **MUST** be received on or before 29th September, 2023 by 5.00 p.m.
- 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 or cpsb@transnzoia.go.ke 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. **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)

H. Canvassing in any form will lead to automatic disqualification.

- I. Hand delivered applications can be submitted at the County Public Service Board offices located next to Kenya Red Cross near St. Anthony Boys High School – Kitale and addressed to:-

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



