



**COUNTY GOVERNMENT OF KERICHO**  
**COUNTY PUBLIC SERVICE BOARD**

**INTERNAL ADVERTISEMENT OF VACANCIES**

Kericho County Public Service Board wishes to recruit competent, self-driven and qualified staff to fill the following positions in the department of Lands, Housing and Physical Planning pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012 and Urban Areas and Cities Act of 2011.

**1. KCPSB/2024/11: ASSISTANT DIRECTOR OF HOUSING, JOB GROUP 'P' (1 POST)**

**a) Duties and Responsibilities**

- i. Initiate review of policies and related legislations;
- ii. Co-ordinate and supervise research work;
- iii. Analyze, interpret and disseminate research findings to stakeholders;
- iv. Establish and update housing databases for use by housing and human settlements stakeholders;
- v. Supervise pre and post contract work in the construction of appropriate technology centres;
- vi. Assess constraints and opportunities in the housing sector;
- vii. Identify locally available resources for meeting the challenges in housing development;
- viii. Ensure proper management and utilization of resources for the improvement of quality human settlements; and
- ix. Guide, supervise and develop staff. The officer will also be responsible for the management of financial resources.

**b) Requirements for Appointment**

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

- i. Bachelors degree in any of the following: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/ Electrical/Mechanical/

- Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a recognized University;
- ii. A Master's degree in any of the following: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/ Electrical/Mechanical/ Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a recognized University;
  - iii. Served in the grade of Principal Housing Officer job group 'N' or in a comparable and relevant position in the housing and human settlements sector for a minimum period of three (3) years;
  - iv. Registration by any of the following bodies: Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environmental Management Authority Board and any other relevant and recognized professional body (*applicable to professional degree holders only*);
  - v. Demonstrated administrative and leadership capabilities in work performance and results.

## **2. KCPSB/2024/12: CHIEF SUPERINTENDENT (BUILDINGS), JOB GROUP 'M' (2 POSTS)**

### **(a) Duties and Responsibilities**

- i. Assisting in the planning of supervision programmes for large complex building projects;
- ii. Monitoring and supervision of works in progress;
- iii. Assisting in preparation of monthly physical progress reports of individual projects;
- iv. Ensuring specification and standards are adhered to during construction; arranging for testing of materials; and

- v. Preparation of cost estimates and schedule of materials for simple buildings on labour contracts.

**(b) Requirement for appointment**

For appointment to this grade, an officer must have:

- (i) A diploma in Building and Civil Engineering or Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution;
- (ii) Served in the grade of Senior Superintendent (buildings) job group 'L' or in a comparable and relevant position in the public Service for a at least three (3) years;
- (iii) Attended a Supervisory Management Course lasting not less than two (2) weeks from a recognized Institution;
- (iv) Shown Administrative ability, wide knowledge and experience in preparation of drawing and management of drawings office; and
- (v) Shown administrative ability by being conversant with Government procedures

**3. KCPSB/2024/13: SENIOR SUPERINTENDENT (BUILDINGS) , JOB GROUP 'L' (9 POSTS)**

**(a) Duties and Responsibilities**

- i. Assist in the planning of supervision programmes for number of buildings,
- ii. Assist in preparation of monthly physical progress reports of individual projects;
- iii. Compilation of site weekly reports, monitoring and supervision of works in progress;
- iv. Coordinate supervision of repairs and alterations of existing building;
- v. Arrange for testing of material
- vi. Preparation of cost estimates and schedule for simple buildings on labour contracts.

**(b) Requirement for appointment**

- i. A Diploma in Building and Civil Engineering or Construction Technician Certificate Part III or its equivalent qualification from a recognized institution;

- ii. Served in the grade of Superintendent(Building) Job group 'K' or in a comparable and relevant position in the Public Service for at least three(3) years;
- iii. Shown merit and ability as reflected in work performance and results.

**How to apply:**

- Applications should be made **online** through:  
<https://internaladvert.psbkericho.co.ke/vacancies>.
- Details of the qualifications and requirements can be obtained from:  
<https://internaladvert.psbkericho.co.ke/download>.
- Only County Government of Kericho employees are eligible to apply and are required to register first through:  
<https://internaladvert.psbkericho.co.ke/register>.
- Applicants **MUST** attach letter of Appointment/last promotion
- Applicants **MUST** attach **original** scanned: National Identity cards/passport, Appointment/promotion letters, curriculum vitae, testimonials, academic and professional certificates other testimonials **on or before Tuesday 30th July 2024.**

**Important:**

- Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.
- Only shortlisted applicants will be contacted.