



COUNTY GOVERNMENT OF KERICHO
COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT OF VACANCIES

Kericho County Public Service Board wishes to promote competent, self-driven and qualified staff to fill the following position in the department of Information, Communication, E-government, Sports, Gender and Youth Affairs pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012.

1. KCPSB/2024/03: DEPUTY DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY, JOB GROUP 'Q' (1 POST)

a) Duties and Responsibilities

- i. Ensuring the implementation of ICT projects;
- ii. Adherence to standards and procedures for ICT systems development projects;
- iii. Participating in selection, interviews and recruitment of ICT project team members;
- iv. Providing guidelines and advise to ICT project managers;
- v. Periodic review of projects systems and procedures and recommending improvements;
- vi. Initiating policy review and updating of existing regulations on computing management including drawing of computer specifications for equipments and services; and
- vii. Ensuring adherence enforcement of all regulations, procedures and practices on computing management in all Departments.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Bachelors degree in Computer Science/ Information Communication Technology/ Electronics/Electrical Engineering or ICT related field from a recognised institution.
- ii. A Masters degree in Computer Science/ Information Communication Technology/ Electronics/Electrical Engineering or ICT related field from a recognised institution.
- i. Served in the grade of Assistant Director, Information Communication Technology job group 'P' or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Attended a Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized Institution; and
- iii. Demonstrated a high degree of competence in identifying, designing and monitoring information technology projects.

2. KCPSB/2024/04: ASSISTANT DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY, JOB GROUP 'P' (1 POST)

a) Duties and Responsibilities

- i. Planning, monitoring and evaluating program activities; ensuring ICT goals and objectives are met;
- ii. Approving of ICT standards for application;
- iii. Liaising with users to ensure that information processing needs are met;
- iv. Reviewing and evaluating feasibility studies and reports for implementation;
- v. Management and coordination of the unit;
- vi. Supervising ICT officers;
- vii. Providing assistance in the development of ICT strategic plans;
- viii. Ensuring that ICT projects are completed within the planned time and budget;

- ix. Ensuring that procedures and standards are adhered to;
- x. Liaising with heads of Departments in developing and implementing change management initiatives;
- xi. Ensuring that officers are adequately trained;
- xii. Drawing up the budget for the ICT unit; and procurement of ICT equipments and services.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Bachelors degree in Computer Science/ Information Communication Technology/ Electronics/Electrical Engineering or ICT related field from a recognised institution.
- ii. A Masters degree in Computer Science/ Information Communication Technology/ Electronics/Electrical Engineering or ICT related field from a recognised institution.
- iii. Served in the grade of Principal Information Communication Technology or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- iv. Attended a Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized Institution; and
- v. Demonstrated professional ability, initiative and competence in organizing and directing work.

3. KCPSB/2024/05: ASSISTANT DIRECTOR OF PUBLIC COMMUNICATIONS, JOB GROUP 'P'

a) Duties and Responsibilities

- i. An officer at this level will head a Public Communications Unit in a Department or be deployed in the Ministry Headquarters. Duties and
- ii. Responsibilities will entail analyzing information on programmes, significant events and impact on the customers in a specific sectoral area;

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- iii. Researching on possible causes of negative publicity on the Government on both local and international press and assisting in the development of appropriate strategies to address the situation;
- iv. Identifying Government events that require packaging for dissemination to the media and the public;
- v. Preparing and organizing for a where Government policies, programmes and projects can be propagated and promoted.
- vi. In addition, the officer will prepare media supplements, documentaries, press releases/media features; and regularly attend meetings at the Public Communications Office to deliberate on cross cutting issues that require to be centrally disseminated by the Office of Public Communications.

b) Requirements for appointment

For appointment to this grade, an officer must:

- i. Have a Bachelors degree in any of the following disciplines: Mass Communication, Public Relations, Communications Studies, Journalism, International Relations, Social Sciences or any other approved equivalent qualifications from a recognized institution;
- ii. Have a masters degree in any of the following disciplines: Communication Studies; Mass Communication; Journalism, Public Relations; Information Science, Social Sciences or any other approved equivalent qualifications from a recognized institution;
- iii. Have served in the grade of Principal Public Communications Officer job group 'N' or in a comparable and relevant position in the Public Service for a minimum period three (3) years;
- iv. Attended a Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized Institution;
- v. Have demonstrated professional competence and managerial capability as reflected in work performance and results.

4. KCPSB/2024/06: PRINCIPAL PUBLIC COMMUNICATIONS OFFICER, JOB GROUP 'N' (1 POST)

a) Duties and Responsibilities

- vii. Gathering information on programmes, significant events in a specific sectoral area and the impact on customers, and forwarding the same to the head of Public Communications Unit for dissemination;
- viii. Assisting in the development of communications and media strategy;
- ix. Editing stories on various topical issues before they are released to the public and liaising with media practitioners and the public on issues of mutual concern.
- x. Scheduling interviews with Government officials; managing assigned projects/programmes, and organizing events under the guidance of the head of the Public Communications Unit.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

- i. Bachelors degree in any of the following disciplines: Mass Communication, Public Relations, Communications Studies, Journalism, International Relations, Social Sciences or any other approved equivalent qualifications from a recognized institution;
- ii. Have served in the grade of Chief Public Communications Officer job group 'M' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iii. Have a clear understanding of the working of the media and the socio-political environment in Kenya;
- iv. Attended a management course lasting not less than four (4) weeks; and
- v. Have demonstrated professional and managerial competence as reflected in work performance and results.

5. KCPSB/2024/07: SENIOR INFORMATION OFFICER, JOB GROUP 'L' (1 POST)

a) Duties and Responsibilities

- i. Receiving, selecting, re-writing, translating and editing news and features;
- ii. Ensuring quality dissemination of news;
- iii. Supervising, guiding and coordinating staff and other resources in the office.

b) Requirements for Appointment

- i. For appointment to this grade, an officer must:
- ii. Bachelors degree in any of the following disciplines: Mass Communication, Public Relations, Communications Studies, Journalism, International Relations, Social Sciences or any other approved equivalent qualifications from a recognized institution;
- iii. Have served in the grade of Information Officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iv. Have demonstrated merit and ability as reflected in work performance and results.

6. KCPSB/2024/08: PRINCIPAL PUBLIC SPORTS OFFICER, JOB GROUP 'N' (1 POST)

a) Duties and Responsibilities

- i. Assist in formulating, implementing and reviewing sports policies, strategies and programmes;
- ii. Coordination, supervision and implementation of sporting activities, policies and development programmes regarding sports at the county level;
- iii. Overall coordination and management of sports activities in the county;
- iv. Supervise full and part-time sports officers, full responsibility for training, mentoring, and evaluating sports officers in the County;

- v. Liaise with stakeholders such as sports federations, clubs and teams in conducting clinics in sports standards;
- vi. Act as strategic and policy advisor on sports matters to the Director and Chief Officer in the department;
- vii. Work with other agencies, bodies, government to improve the sports and other recreational facilities and enhance the use of the facilities;
- viii. Collaborate with sports federations to monitor doping in sports and participate in organizing sports championship;
- ix. Oversee the monitoring and evaluating of sport programmes and projects in the county;
- x. Prepare quarterly and annual reports detailing challenges and successes of the section;
- xi. Establish and maintain standards of dress, scholarship and conduct for team travel and training, and practice rules for all County Sports;
- xii. Develop and manage departmental, team, and special events sports budgets; Preside over elections of sports association and supervision of sports association in the county;
- xiii. Oversee development and maintenance of sports grounds, stadia and recreational facilities;
- xiv. Any other duty as may be assigned by a competent authority.

b) Requirements for Appointment

For appointment to this grade, a candidate must have: –

- i. Served as in the grade of Chief Sport Officer job group ‘M’ or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; Chief Sport Officer in public service or its equivalent;
- ii. A Bachelor’s degree Sports Management OR its equivalent from a university recognized in Kenya;
- iii. Attended a Senior Management Course in a recognized institution;

- iv. Demonstrated leadership, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to the sports function.

7. KCPSB/2024/09: SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER , JOB GROUP 'L' (1 POST)

a) Duties and Responsibilities

- i. Carrying out systems analysis, design and programme specifications in liaison with users; developing, implementing and maintaining of systems; ensuring adherence to established ICT standards;
- ii. Supervising and compiling overall systems documentation; and advising on ICT related issues; supervising installation certification, repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- iii. Developing and maintaining ICT standards; recommending and supervising Hardware/Software specifications for Information Communication Technology equipment;
- iv. Logging of problems; drawing and scheduling preventive maintenance; and assisting in feasibility studies as assigned. In addition the officer will train officers working below him/her.

b) Requirements for Appointment

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

- i. Bachelors degree in any of the following fields: Computer Science/ Information Communication Technology/ Electronics/Electrical Engineering or ICT related field from a recognised institution.
- ii. Served in the grade of Information Communication Technology Officer I, job group "K" or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years; and
- iii. Demonstrated professional ability, initiative and competence in organizing and directing work.

8. KCPSB/2024/10: INFORMATION COMMUNICATION TECHNOLOGY OFFICER I, JOB GROUP 'K' (2 POSTS)

a) Duties and Responsibilities

- i. installation and maintenance of computer systems; configuration of Local Area Network and Wide Area Network;
- ii. Developing and updating application systems;
- iii. Carrying out systems analysis, design and programme specifications in liaison with users;
- iv. Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- v. Drawing up hardware specifications for Information Communication Technology equipment;
- vi. Verification, validation and certification of Information Communication Technology equipment; and
- vii. Overseeing the process of configuration of new Information Communication Technology equipment.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Diploma in Computer Science/ Information Communication Technology/ Electronics/Electrical Engineering or ICT related field from a recognised institution.
- ii. Served in the grade of Information Communication Technology Officer II job group "K" or in an equivalent and relevant position in the Public Service for a minimum period of 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.