



COUNTY GOVERNMENT OF BUSIA
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 1103 – 50400
BUSIA, KENYA



ADVERTISEMENT

Pursuant to Article 235 (1) (b) of the Constitution of Kenya 2010 and Section 59 (1) (b), of The County Governments Act No.17, 2012, The County Public Service Board of Busia invites applications from suitably qualified persons to fill vacant positions in the Department of Public Works, Roads, Transport and Energy as follows:

S/No	Positions	Job Group	Number of Posts
1.	Director of Public Works	‘R’	1
2.	Assistant Quantity Survey II,	‘K’	1
3.	Assistant Architect II	‘K’	1
4.	Inspector Roads	‘K’	1
5.	Plant Operator Grade III	‘D’	1
6.	Assistant Engineer II (Mechanical Building Services)	‘K’	1
7.	Assistant Engineer II (Structural)	‘K’	2
	Total		8

1. Director of Public Works 1 Post

a) Job Specification/Requirements

- Bachelor degree in either Civil, Structural, Quantity surveyor Building and construction, Architecture or any related dripline.
- Have relevant knowledge, experience and a distinguished career in services for not less than seven (7), three (3) years of which should be at a senior managerial position in the public service or equivalent in the private sector;
- Master’s degree in relevant field is an added advantage;
- A current valid annual practicing license from relevant registration Board.
- Attended a management course lasting not less than four (4) weeks from a recognized institution;
- Attended a strategic leadership development course lasting not less than six (6) weeks from a recognized institution;
- Demonstrated general administrative ability required for direction, control and implementation of public works services.

b) Duties and Responsibilities

- Provides oversight of the divisions within the directorate and interprets and oversees compliance with laws, regulations, codes and/or standards;
- Review and formulation construction and civil engineering services in the department and county government institutions and sites;
- Co-ordination of design, supervision of construction and maintenance of buildings, civil and other public works;
- Reviewing and updating policies, systems and procedures for design in civil/structural engineer services;
- Planning, design, supervision of construction, contracts, materials investigation and research related to building and other structures
- Formulating and reviewing general policies on procurement and maintenance of infrastructure;
- Overall planning, controlling and co-ordination of structural and civil engineering services designs and implementation
- Carrying out quality assurance in civil/ structural engineering services
- Approval of consultant's designs; and coordinating evaluation and monitoring adherence and compliance with the chief and compliance with the set commitments and indicators in the departmental performance contract;
- Advice the Chief Officer on matters of Public Works;

2. Assistant Quantity Survey II, Job Group 'K' 1 Post

a) Job Specification/Requirements

For appointment to this grade a candidate must have:

- i) A Bachelor's Degree in Building Economics/Quantity Surveying, or its equivalent and relevant qualifications from a recognized institution; and
- ii) Been registered as a graduate member of either Architectural Association of Kenya or the Institute of Quantity Surveyors of Kenya.

b) Duties and Responsibilities

- This is the entry and training grade into this cadre officer at this level will work under the guidance of senior Officer. Duties and responsibilities entail;
 - i) Preparation of costs estimates, Bills of Quantities; monthly valuations on site re-measurements, and preparations of variation orders.

3. Assistant Architect II, Job Group 'K' 1 Post

a) Job Specification/Requirements

For appointment to this grade, a candidate must have:

- i. A Bachelors' Degree in Architect or its equivalent and relevant qualifications from a recognized institution; and
- ii. Been registered as a graduate member of either Architectural Association of Kenya or the Institute of Quantity Surveyors of Kenya.

b) Duties and Responsibilities

This is the entry and training grade into this cadre, office at this level will work under the guidance of a senior Officer. Duties and responsibilities entail;

- i) Preparation of Architectural plans and facilitates housing schemes and related public facilities.
- ii) Preparation of conceptual and sketch designs working drawing and specifications for building projects.

4. Assistant Engineer II (Roads), Job Group 'K' 1 Post**a) Job Specification/Requirements**

For appointment to this grade, a candidate must have:

- i. A Bachelor's Degree in civil engineering from a recognized institution; and
- ii. Been registered by Engineers Registration Board of Kenya (ERB) AS A Graduate Engineer.

a) Duties and Responsibilities

b) This is the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior Officer. Duties and responsibilities entail;

- i. Preliminary design, supervision of classified and unclassified roads.

5. Plant Operator Grade III, Job Group 'D' 1 Post**a) Job Specification/Requirements**

- i. Kenya Certificate of Secondary Education mean grade 'D' (Plain) or an equivalent qualification from a recognized institution;
- ii. Have passed the suitability test for plant operators;
- iii. Possess a valid driving license free from current endorsements for class (es) of machine (s) that one may be required to operate;
- iv. Be able to operate at least two (2) plants of difficult rating 'C' attended a First Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or the Kenya Institute of Highways and Technology (KIHBT) or any other recognized institution; and
- v. Shown merit and ability as reflected performance and results

b) Duties and Responsibilities

This is the entry and training grade for plant operators

Duties:

- i. Operating machines of; difficult 'rating' C'
- ii. Assisting machine attendance in identifying possible breakdowns
- iii. Liaising with mechanics for servicing, making daily and weekly oil checks; and
- iv. Maintaining the cleanliness of the plants

6. Assistant Engineer II (Mechanical-Building Services) Job Group ‘K’ 1 Post

Job specification and requirements

For appointment to this grade, a candidate must have:

- i) A Bachelor’s Degree in Mechanical Engineering from a recognized institution; Board of Kenya (ERB) as a Graduate Engineer.

Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under the guidance of an Officer. Duties and responsibilities entail;

- i) Preparations of design drawings and specifications;
- ii) Making estimates for mechanical installations in public buildings Hospital and other institutions.

7. Assistant Engineer II (Structural), Job Group ‘K’ 2 Posts

Job specification and requirements

For appointment to this grade, a candidate must have:

- i) A Bachelor’s Degree in civil engineering or its equivalent and relevant qualification from a recognized institution; and
- ii) Been registered by Engineers Registration Board of Kenya (ERB) as a Graduate Engineer.

Duties and Responsibilities.

This is the entry and training grade for plant operators, duties and responsibilities entails;

- i) Operating machines of; difficult ‘rating’ C’
- ii) Assisting machine attendance in identifying possible breakdowns;
- iii) Liaising with mechanics for serving; making daily and weekly oil checks; and
- iv) Maintaining the cleanliness of the plant.

Mandatory Additional requirements (Chapter VI documents of the constitution of Kenya 2010)

All applicants are expected to attach copies of the following additional documents

- Tax Compliance Certificate
- Clearance from HELB where necessary
- Clearance from the Ethics and anti-corruption commission
- Certificate of good conduct from the police
- CRB Clearance Certificate

Interested and qualified persons are requested to make their applications attaching copies of their certificates and testimonials, and send to the undersigned **on or before 31st August, 2020 at 5.00 P.M**

Martin S Sikolia
For Secretary/CEO
County Public Service Board