

## COUNTY GOVERNMENT OF KIAMBU



COUNTY PUBLIC SERVICE BOARD  
P.O BOX 2362-00900  
KIAMBU

### VACANCIES

Kiambu County Public Service Board wishes to recruit competent and qualified persons to fill the following positions in the Department of Lands, Housing, Physical Planning, Urban Development and Management. This is pursuant to Article 235 of the Constitution of Kenya, 2010 and Section 63 of the County Government Act, 2012.

#### DIRECTORATE OF HOUSING AND COMMUNITY DEVELOPMENT

**1, DIRECTOR COUNTY HOUSING AND COMMUNITY DEVELOPMENT, JOB GROUP  
CPSB 03 - (1 POST)**

**Requirement for Appointment**

The officer is to work under the supervision and guidance of the Chief Officer.

**Duties and Responsibilities**

- Responsible to the chief officer on all matters related to housing policy formulation, housing development and management, and urban renewal and regeneration, slum upgrading and prevention and community development matters within the county boundaries,
- Coordinate and oversee the efficient management of public buildings;
- Responsible on advising stakeholders and clients on all technical matters related to public-private partnerships or joint ventures on housing , and delivery of land rights and security of tenure;
- Initiate, mobilize and coordinate participation in community development with the county and;
- Maintain and update housing data and records.
- Any other duty as may be assigned from time to time by the chief officer.

### **Requirements for Appointment**

- Be a Kenyan citizen;
- Possess a Bachelor's Degree in any of the following fields; Urban and or Regional planning or both, Urban Management, Housing Administration, Architecture, Building Economics, Valuation and Property Management from a recognized university;
- A Master's degree in a relevant field will be an added advantage;
- Must be a Registered with relevant professional registration Board;
- Must be a corporate member in good standing of a recognized professional society;
- Must have worked in a public office for a minimum of 5 years;
- Have demonstrated professional competence and administrative ability and integrity as required in the work performance and results; and
- Have met the requirements of Chapter Six of the Constitution of Kenya; and Public Officer Ethics Act 2003.

## **2. PRINCIPAL HOUSING OFFICER, JOB GROUP CPSB 06 - (1 POST)**

### **Duties and Responsibilities**

- Carry out surveys on housing and human settlement issues and information on land tenure;
- Analyse data to inform policy and decision making;
- Undertake assessment of housing needs, demand and supply for various income groups and sectors in the county;
- Analyse and monitor the database for prospective investors in physical housing infrastructure;
- Carry out physical and social mapping of slums and informal settlements.

### **Requirements for Appointment**

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

- A Bachelor's Degree in any of the following, Bachelor's degree in Architecture, Real estate & property Management, Civil Engineering, Land Economics, Urban/Regional Planning, Construction and/or Project Management;

- A post graduate Diploma in Housing or related field from a recognized institution will be an added advantage;
- Senior Management Course lasting not less than for (4) weeks from a recognized institution;
- 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, and any other relevant and recognized professional body;
- Must have worked in the field for a minimum of 5 years.

### 3. ARCHITECT I, JOB GROUP CPSB 07 - (2 POSTS)

The officer is to work under the supervision and guidance of the County Director Housing and Community services.

#### **Duties and Responsibilities**

- Interpretation of clients' requirements;
- Preparing sketch/scheme designs and producing working drawings/construction details;
- Preparation of specification notes and schedules for all types of Architectural buildings;
- Ensuring that Engineering and other specialists' Drawings conform to the Architects' Drawings;
- Measurements and preparation of drawings of existing buildings and sites;
- Carrying out post contract administration.

#### **Requirements for Appointment**

For appointment to this grade, a candidate must:-

- Be a Kenyan citizen;
- Have a Bachelor's Degree in Architecture from a recognized institution;
- Have proficiency in CAD programs or Certificate of relevant Computer Application Skills from a recognized institution;
- Be registered as a graduate member of the Architectural Association of Kenya (AAK) and registrable with relevant professional body (BORAQS);

- Have demonstrated professional competence and administrative ability in the line of duty;
- Must have worked in the field for a minimum of 3 years;
- Have met the requirements of Chapter Six of the Constitution of Kenya; and Public Officer Ethics Act 2003.

#### 4. **QUANTITY SURVEYOR I, JOB GROUP CPSB 08 - (2 POSTS)**

The Officer is to work under the supervision and guidance of County Director Housing and community services.

##### **Duties and Responsibilities**

Duties and responsibilities will entail;-

- Preparation of cost estimates.
- Preparation of Bills of Quantities.
- Monthly valuation on site.
- Site re-measurements.
- Preparation of variation orders.
- Preparation of Final Accounts.

##### **Requirements for Appointment**

For appointments to this grade a candidate must:-

- Be a Kenyan citizen;
- Have a Bachelor's Degree in Building Economics / Quantity Surveying or its equivalent and relevant qualifications from a recognized institution; and
- Be registered by the relevant professional body;
- Have worked as a quantity surveyor in a busy office for a minimum of 3 years;
- Have demonstrated professional competence and administrative ability in the line of duty;
- Have met the requirements of Chapter Six of the Constitution of Kenya; and Public Officer Ethics Act 2003.

**5. CONSTRUCTION/PROJECT MANAGER, JOB GROUP CPSB 06 - (1 POST)**

The Officer is to work under the supervision and guidance of the Chief Officer.

**Duties and Responsibilities**

Duties and responsibilities will entail:-

- Preparation of cost estimates;
- Preparation of Bills of Quantities;
- Monthly valuation on site;
- Site re-measurements;
- Preparation of variation orders;
- Preparation of Final Accounts.

**Requirements for Appointment**

For appointment to this grade, a candidate must:-

- Be a Kenyan citizen,
- A Bachelor's Degree in Construction Management from a recognized institution;
- Be registered member of a recognized relevant professional body;
- Have demonstrated professional competence and administrative ability in the line of duty;
- Must have worked in the field for a minimum of 3 years;
- Have met the requirements of Chapter Six of the Constitution of Kenya; and Public Officer Ethics Act 2003.

**6. REAL ESTATE INVESTMENT ANALYST, JOB GROUP CPSB 07 - (1 POST)**

Responsible to the County Director of Housing and Community Development for all matters related to affordable housing development and management.

**Duties and Responsibilities**

- Work as part of the County Housing Directorate team and to provide in-depth analysis of potential real estate development across a variety of capital sources;

- Perform financial modeling and analysis of potential real estate developments to determine their viability;
- Track and report information relevant to real estate development;
- Produce regular market performance assessment (MPA) reports and maintains real market data models in the County;
- Monitor and analyze specified commercial and residential real estate market conditions, using the areas' internal and external real estate, financial and economic data, as well as research;
- Managing real estate holdings, continuously watching the markets where partners or County has properties to be prepared to deal with any changes that might occur in the area and in capitalizing any positive shifts;
- Assist in preparation of documentation of investment analysis and present recommendations and due diligence findings;
- Liaise with external partners in building up Public Private Partnerships.

#### **Requirements for Appointment**

- A Bachelor's Degree in Land Economics/Bachelors of Real estate studies/Urban Planning, Or Actuarial science from a recognized University;
- Post graduate qualification in Economics/ business studies;
- At least 2 years of real estate experience, or data analysis and financial modelling;
- Proficiency in statistical analysis applications, (Excel, Word and Power point, SPSS) & ability to learn new applications.

#### **7. CIVIL/STRUCTURAL ENGINEER II, JOB GROUP CPSB 08 - ( 2 POSTS)**

##### **Duties and Responsibilities**

- Management of County building projects and Supervision of ongoing projects;
- Monitoring and inspection of upcoming constructions to ensure compliance with approval conditions;
- Investigation and survey of building sites to determine the suitability of the site for the requirements of the upcoming project;

- Co-ordinate and consult with other members of their projects, including Environmental Scientists, Architects and Landscape Architects;
- Design of structures and Carryout structural integrity tests on existing structures;
- Preparation and filing of accurate reports of ongoing projects.

### **Requirements for Appointment**

For appointment in this post of Civil/Structural Engineer, the officer must; -

- Be a Kenyan citizen;
- Have a Bachelor's Degree in Civil/Structural Engineering from a recognized institution;
- Have a Certificate of relevant Computer Application Skills from a recognized institution;
- Be registered as a graduate member of the Engineers Association of Kenya;
- Have demonstrated professional competence and administrative ability in the line of duty;
- Must have worked in the field for a minimum of 3 years;
- Have met the requirements of Chapter Six of the Constitution of Kenya; and Public Officer Ethics Act 2003.

## **DIRECTORATE OF LAND SURVEY AND GEO-INFORMATICS**

### **8. DIRECTOR COUNTY LAND SURVEY AND GEO-INFORMATICS, JOB GROUP CPSB 03 - (1 POST)**

#### **Duties and Responsibilities**

- Head of County Land Survey and Geo Informatics Department;
- Responsible to the Chief Officer for all matters related to Land Survey and Land Management Information within the County boundaries.

#### **Requirements for Appointment**

For appointment in this post of County Director of Land Survey and Geo Spatial Information, the officer must;-

- Possess a Bachelor's Degree in any of the following disciplines; Land Surveying and Photogrammetry, Geomatics, Geomatics Engineering, Technology in Geomatics or Geo-Spatial Engineering, from a University recognized in Kenya;
- Have a Master's Degree in a relevant field from a University recognized in Kenya will be an added advantage;
- Have worked as a land surveyor in public office for a minimum of 8 years;
- Be a member of the Institution of Surveyors of Kenya (MISK); and be registered by the relevant professional registration body;
- Have demonstrated professional competence, administrative ability and integrity as required in the work performance and results;
- Have exhibited a thorough understanding of land laws, the National goals, policies and objectives and the ability to relate them to the survey functions; and
- Meet the requirements of Chapter Six of the Constitution of Kenya;

## 9. LAND SURVEYORS, JOB GROUP CPSB 09 - (3 POSTS)

### **Duties and Responsibilities**

- Responsible to the County Deputy Director of Land Survey and Geo Spatial Information for all matters relating to drawing and digitizing county maps and plans, preparation of base maps;
- Carryout land survey works as directed by the supervisors and preparation of survey plans;
- Responsible for requisition of technical equipment and effective use of identifying sources of land data;
- Any other works as may be assigned by the County Deputy Director of land Survey and Geo Spatial Information.

### **Requirements for Appointment**

For appointment to this post of Land Surveyor, the officer must;

- Possess a Degree in Land Surveying and Photogrammetry, Geomatics, Geomatics Engineering, Technology in Geomatics or Geo-Spatial Engineering, from a University recognized in Kenya;



- Have worked as Land Surveyor in a busy office for a minimum of 3 years;
- Have exhibited a thorough understanding of land laws, use of modern survey equipment's and a clear understanding of the land policies and objectives and the ability to relate them to the survey functions;
- Meet the requirements of Chapter Six of the Constitution of Kenya.

## **DIRECTORATE OF LAND VALUATION AND ASSETS MANAGEMENT**

### **10. DIRECTOR LAND VALUATION AND COUNTY PROPERTY MANAGEMENT, JOB GROUP CPSB 03 - (1 POST)**

#### **Duties and Responsibilities**

- Responsible to the Chief Officer for all matters related to land valuation, management of county's rental housing and other fixed assets, and determination of land values for allocation and acquisition within the County boundaries;
- Responsible for advising stakeholders and clients on all technical matters related to the land valuation and rating, allocations and acquisitions of County property and fixed asset management information within the County;
- Preparation and management of the County valuation roll and the rates register.
- Advice on area rating and all matters related to ratable property.
- Any other works as may be assigned by the Chief Officer.

#### **Requirement for Appointment**

For appointment in this post of Land Valuation and Assets Management, the officer must;

- Possess a Bachelor's Degree in Land Valuation and Property Management, from a University recognized in Kenya;
- Have a Master's Degree in a relevant field from a University recognized in Kenya will be an added advantage;
- Be a member of the Institution of Surveyors of Kenya (MISK); and be registered by the relevant professional body;

- Have worked as a Valuer in public office for a minimum of 8 years;
- Have demonstrated professional competence, administrative ability and integrity as required in the work performance and results;
- Have exhibited a thorough understanding of national goals; policies and objectives and ability to relate them to the survey function;
- Have attended and successfully completed the Senior Management Course (SMC);
- Meet the requirements of Chapter Six of the Constitution of Kenya.

### How to apply

All applicants should submit their applications together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees. Academic and professional certificates, testimonials, national identity card or passport and any other supporting documents. **Clearly indicate the position applied for both on the cover letter and the envelope.** Applications should be addressed to:

The Secretary  
 County Public Service Board  
 P O Box 2362 - 00900  
**KIAMBU**

Hand delivered applications should be dropped in the specific box provided on the first floor Thika Sub-County offices (at the County Public Service Board offices - Room 103) between 8.00 a.m and 5.00 p.m on weekdays.

Applicants should seek clearance from and attach copies or evidence thereof of the **CURRENT** (valid in 2018) documents below.

- **Kenya Revenue Authority**
- **Ethics and Anti-corruption Commission**
- **Criminal Investigation Department (Certificate of Good Conduct)**
- **Higher Education Loans Board (HELB)**
- **Credit Reference Bureau (CRB)**

Applications should reach the County Public Service Board (CPSB) on or before the **20th July, 2018**

Shortlisted candidates will be required to produce their **original** identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their applications.

**NOTE:**

- **KIAMBU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**
- **EMPLOYEES OF THE COUNTY ARE ENCOURAGED TO APPLY.**
- **WOMEN, MINORITIES AND PERSONS LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.**
- **ANY FORM OF CANVASSING SHALL LEAD TO AUTOMATIC DISQUALIFICATION.**
- **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**