

## COUNTY GOVERNMENT OF KIAMBU



### COUNTY PUBLIC SERVICE BOARD

P.O BOX 2362-00900

KIAMBU

### ADVERTISEMENT OF VACANCIES

Kiambu County Public Service Board is a body corporate established under Section 57 of the County Governments Act, 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Governments Act 2012 outlines the functions of the CPSB among them being *"appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the County and to confirm appointments."*

Pursuant to the above constitutional and legal provision, the Board invites applications from suitably qualified persons who wish to be considered for the positions listed below in the Department of Land, Housing, Physical Planning, Municipal Administration and Urban Development.

#### **1. DIRECTOR VALUATION AND ASSET MANAGEMENT, JOB GROUP CPSB 03 (R) -1 POST**

Reports to the Chief Officer for all matters related to land valuation, asset management, rating, and determination of land values for allocation and acquisition within the County boundaries;

#### **Duties and responsibilities**

- Advising the Executive Committee Member on the appropriate methods of rating and rates struck;
- Responsible for advising stakeholders and clients on all technical matters related to the land valuation and rating,
- Custodian of the valuation roll and supplementary valuation roll;
- Preparation and management of the County valuation roll and the rates register;
- Advice on area rating and all matters related to ratable property;

- Administering area rates and valuation roll;
- Preparing schedules or rates;
- Issuance of rates clearance certificates;
- Supervise manage, develop and appraise staff under him/ her;
- Coordinate activities in the Valuation department;
- Formulate and implement the County valuation policies.

### **Requirements for appointment**

- Master's degree in Land management, Valuation, Land Economics, Real Estate, Property Management or an equivalent relevant qualification from a recognized institution;
- Bachelor degree in any of the following discipline: Land management, Valuation, Land Economics, Real Estate, Property Management from a recognized institution;
- Full member of The Institution of Surveyors of Kenya (VEMS Chapter);
- Registered by the Valuers registration board;
- Certificate in Strategic leadership Development Programme (SLDP) Course lasting not less than four (4) weeks from a recognized institution OR its equivalent will be an added advantage.
- Have served as a principal valuer or its equivalent for a minimum period of five (5) years in public or private sector.
- Satisfies the requirements of Chapter Six of the Constitution of Kenya.

### **Terms of Service: Contract**

**Salary: As set by the Salaries and Remuneration Commission (SRC).**

## **2. DEPUTY DIRECTOR VALUATION & ASSET MANAGEMENT, JOB GROUP CPSB 04 (Q)-1 POST**

Reports to the Director Land Valuation & Asset Management for all matters related to land valuation, asset management, rating, and determination of land values for allocation and acquisition within the County boundaries.

## **Duties and responsibilities**

- Responsible for advising stakeholders and clients on all technical matters related to the land valuation and rating;
- Responsible for allocations and acquisitions of County property and fixed asset management information within the County;
- Formulate and implement the County valuation policies;
- Value land and county government assets for various purposes.
- Issue of valuation notices, rates payment reports and advice the county government on actions to take in case of default.
- Supervise manage, develop and appraise staff under him/ her.
- Coordinate activities in the Valuation department
- Formulate and implement the County valuation policies

## **REQUIREMENTS FOR APPOINTMENT**

- Bachelor degree in any of the following discipline: Land management, Valuation, Land Economics, Real Estate, Property Management from a recognized institution;
- Master's degree in Land management, Valuation, Land Economics, Real Estate, Property Management or an equivalent relevant qualification from a recognized institution.
- Full member of The Institution of Surveyors of Kenya (VEMS Chapter);
- Registered by the Valuers registration board;
- Certificate in Strategic leadership Development Programme (SLDP) Course lasting not less than four (4) weeks from a recognized institution OR its equivalent will be an added advantage.
- Have served as a principal valuer or its equivalent for a minimum period of three (3) years in public or private sector.
- Satisfies the requirements of Chapter Six of the Constitution of Kenya.

### **Terms of Service: Contract**

**Salary: As set by the Salaries and Remuneration Commission (SRC).**

### **3. VALUATION ASSISTANT I, JOB GROUP CPSB 09 (K) - (12 POSTS)**

This will be the entry level and training grade for this cadre. An officer at this level will work under the supervision and guidance of a senior officer.

#### **Duties and responsibilities**

- Assist in Valuation of properties for government leasing;
- Assist in Valuation of properties for purchase properties;
- Prepare work plans and performance contract;
- Manage land and office rent leases and ensure that current amendments are processed as required;
- Assist in Valuation of land and county government assets for various purposes;
- Assist in Valuation of properties for stamp duty purposes;
- Assist in Valuation of properties for government leasing;
- Assist in Valuation of properties for purchase properties;
- Undertake compilation of valuation returns.

#### **REQUIREMENTS FOR APPOINTMENT**

- Bachelor degree in any of the following discipline: Land management, Valuation, Land Economics, Real Estate, Property Management from a recognized institution;
- Be a graduate member of The Institution of Surveyors of Kenya (VEMS Chapter);
- Computer proficiency;
- Have professional experience (practical) for 3 years in valuation matters; and
- Satisfies the requirements of Chapter Six of the Constitution of Kenya

**Terms of Service: Permanent & Pensionable**

**Salary: As set by the Salaries and Remuneration Commission (SRC).**

### **4. DIRECTOR OF SURVEY AND GEOINFORMATICS, JOB GROUP CPSB 03 (R) - (1 POST)**

The Director of Surveys will be responsible to the CECM and the Chief Officer for coordinating and administering the function of the Surveys.

## **Duties and responsibilities**

- Providing effective and efficient geographical information in accordance with the legal statutes; providing modern geoinformation which involves land surveying, cartography, Photogrammetry.
- Formulating and reviewing policies on surveying, mapping, cadastral, adjudication, sub-divisional schemes, photo control, engineering and hydro graphic surveys;
- Authorizing research of new and emerging technologies, the preparation and publication of plans, providing guidance on standardization and certification of survey equipment;
- Monitoring and evaluating the survey and mapping activities;
- Ensuring territorial integrity of the county by defining and maintaining physical location of national and international boundaries;
- liaising with development partners to secure technical and financial support for development plans and promotion of new and emerging technology in surveying and mapping fields.
- Development, implementation and realization of the Department's strategic plans and objectives;
- Preparation and implementation of the Department's performance appraisal systems and contracts;
- Overseeing the finances and assets management of the Department; instituting operational accountability;
- Overall management and development of staff.

## **Requirements for Appointment**

- Served in the grade of Deputy Director of Surveys or in a comparable and relevant position in the public service or private sector for a minimum period of three (3) years;
- Bachelor's degree in any of the following disciplines: - Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Philosophy in Technology (Survey), Hydrography from a recognized institution;
- Master's Degree in any of the following disciplines: - Land Surveying, Land Management, Cartography, Photogrammetry, Photolithography, Geomatics, Geomatic Engineering, Technology in Geomatics, Technology in Geoinformatics, Geo-spatial Engineering, Geographical Information Systems (GIS), Urban or Regional Planning, Geodesy, Hydrography, Environmental Science, Information Science or its equivalent qualification from a recognized institution;
- Full membership of the Institution of Surveyors of Kenya (MISK);
- Certificate in Strategic leadership Development Programme (SLDP) Course from a recognized institution OR its equivalent will be an added advantage;
- Demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals and policies; and
- Satisfies the requirements of Chapter Six of the Constitution of Kenya.

### **Terms of Service: Contract**

**Salary: As set by the Salaries and Remuneration Commission (SRC).**

## **5. SENIOR LAND OFFICER JOB GROUP CPSB 07 (M) - (1 POST)**

Duties and responsibilities at this level entail taking charge of complex and administration matters within the Land Administration Division.

### **Duties and responsibilities**

- Consideration and approval of applications for temporary occupation license;
- Applications for conversion of temporary occupation license to lease in consultation with the relevant authorities;
- Consideration and recommendation of applications for large capital investment projects;
- Charges of user and extension of leases in consultation with the relevant authorities;
- Carrying out inspections of the district land offices to ensure their smooth and effective performance and sanctioning of acceptance letters of allotment,
- Supervision of preparation of titles, surrenders and endorsement of deeds of variation on rectification of titles.

### **Requirements for Appointment**

- Bachelor's degree in Land Economics, Law, Geography, Economics, Agricultural Economics or any other related field from recognized university;
- Have a thorough knowledge of the Government Land Act Cap.280, Trust Land Act Cap.288 and any other relevant regulations;
- Have a minimum of three (3) years satisfactory service in the grade of Land Officer in public or private sector;
- Shown administrative ability and technical competence in handling land administration matters; and
- Satisfies the requirements of Chapter Six of the Constitution of Kenya.

### **Terms of Service: Permanent & Pensionable**

**Salary: As set by the Salaries and Remuneration Commission (SRC).**

## **6. DEPUTY DIRECTOR PHYSICAL AND LAND USE PLANNING, JOB GROUP CPSB 04 (Q) – (2 POSTS)**

### **Duties and Responsibilities**

- Formulation of physical and land use policies, regulations and standards;

- To ensure the proper execution and implementation of approved physical development plans;
- To prohibit or control the use and development of land and buildings in the interests of proper and orderly development of its area;
- To consider and approve planning development applications (change/extension of user, subdivision, amalgamation);
- To reserve and maintain all the land planned for open spaces, parks, urban forests and green belts in accordance with the approved physical development plan;
- Interpret national policies and development agenda for implementation at the county level;
- Undertaking research on Physical and Land Use Planning matters;
- Conducting public education on physical and land use planning and development control matters.

#### **Requirements for Appointment**

- Bachelor degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- Have served in the grade of Principal physical planner for a minimum period of three (3) years;
- Master's degree in Urban and Regional Planning, Urban Planning, Regional Planning or its equivalent from a recognized institution.
- Be a corporate member of Kenya Institute of Planners or Architectural association of Kenya (Town Planning Chapter);
- Be registered by the Physical Planners Registration Board;
- Certificate in Strategic leadership Development Programme (SLDP) Course from a recognized institution OR its equivalent will be an added advantage;
- Have certificate of computer application skills from a recognized institution;
- Have demonstrated technical and professional competence as reflected in work performance and results; and
- Satisfies the requirements of Chapter Six of the Constitution of Kenya



**Terms of Service: Contract**

**Salary: As set by the Salaries and Remuneration Commission (SRC).**

**7. ASSISTANT DIRECTOR PHYSICAL PLANNING JOB GROUP CPSB 05 (P) (3 POSTS)**

**Duties and responsibilities**

- Preparing County, metropolitan, regional, urban, rural physical development plans;
- Providing guidance on data requirements for the various categories of physical development plans;
- Implementing physical planning policies, strategies, standards and programmes;
- Conducting thematic regional and national studies urbanization patterns and sprawl;
- Inducting the physical planning liaison committee members;
- Conducting public education on physical planning and development control matters;
- Setting agenda and convening physical planning liaison committee meetings;
- Keeping record of deliberations and communicating decisions of physical planning liaison committee;
- Advising liaison committees and overseeing the enforcement of resolutions;
- Preparing annual state of physical planning reports on county, metropolitan, regional, urban and rural physical development plans.

**Requirements for Appointment**

- Have served in the grade of Principal physical planner for a minimum period of three (3) years;
- Have a Bachelor degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- Master's degree in Urban and Regional Planning, Urban Planning, Regional Planning from a recognized institution.
- Be a corporate member of Kenya Institute of Planners or Architectural association of Kenya (Town Planning Chapter);
- Be registered by the Physical Planners Registration Board;

- Certificate in Strategic leadership Development Programme (SLDP) Course from a recognized institution OR its equivalent will be an added advantage ;
- Demonstrated technical and professional competence as reflected in work performance and results; and
- Satisfies the requirements of Chapter Six of the Constitution of Kenya.

**Terms of Service: Contract**

**Salary: As set by the Salaries and Remuneration Commission (SRC).**

**8. PHYSICAL PLANNER, JOB GROUP CPSB 09 (K) - (6 POSTS)**

This will be the entry level and training grade for this cadre. An officer at this level will work under the supervision and guidance of senior officer.

**Duties and Responsibilities**

- Preparing physical development plans;
- Undertaking feasibility studies on physical, social, economic and environmental characteristics;
- Implementing physical plans for County, urban areas and cities;
- Processing development applications;
- Maintaining physical planning records.

**Requirements for Appointment**

- Have a Bachelor's degree in any of the following discipline: Urban and Regional planning, Regional Planning, Urban Planning or Town planning from a recognized institution
- Be a graduate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter).

- Have professional experience (practical) for over three (3) years in planning matters; and
- Satisfies the requirements of Chapter Six of the Constitution of Kenya

**Terms of Service: Permanent & Pensionable**

**Salary: As set by the Salaries and Remuneration Commission (SRC)**

**9. SENIOR INSPECTORS (BUILDINGS), JOB GROUP CPSB 10 (J) – (6 POSTS)**

An officer at this level will be deployed as clerk of works for buildings under the construction or as a supervisor on alterations/repairs of existing buildings.

**Duties and Responsibilities**

- Reading and interpreting Architectural and Engineering drawings;
- Comparing their details with work on site and compiling site weekly reports and monitoring work progress;
- Supervision of artisans carrying out maintenance work at a depot.

**Requirements for Appointment**

- Diploma in Building and Civil Engineering or Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution
- Have served in the grade of Inspector (Buildings) or in a comparable and relevant position in the Public Service or private sector for at least three (3) years;
- Shown merit and ability as reflected in work performance and results; and
- Satisfies the requirements of Chapter Six of the Constitution of Kenya.

**Terms of Service: Permanent & Pensionable**

**Salary: As set by the Salaries and Remuneration Commission (SRC)**

## **10. SUPERINTENDING ENGINEER (STRUCTURAL) JOB GROUP CPSB 07 (M) – (4 POSTS)**

### **Duties and Responsibilities**

- Designing and supervision of construction of civil and structural works;
- Liaison with Architects, and other ministries on project development;
- Checking and monitoring projects designed by consulting engineers;
- Preparation of tender documents and cost estimates for civil work;
- Supervision and structural, civil works prepared by the department and consulting engineers;
- Carrying out structural integrity surveys on existing buildings and analysis of test results.

### **Requirement for Appointment**

- Bachelor's degree in civil engineering or its equivalent and relevant qualification from a recognized institution
- Served in the grade of Assistant Engineer I (structural) comparable and relevant position in the public service or private sector for at least three (3) years;
- Registered with the Engineers Registration Board of Kenya (ERB);
- Current valid annual practicing license from the Engineering Registration Board of Kenya;
- Corporate membership with the Institution of Engineers of Kenya (IEK); and
- Satisfies the requirements of Chapter Six of the Constitution of Kenya

**Terms of Service: Permanent & Pensionable**

**Salary: As set by the Salaries and Remuneration Commission (SRC)**

## **11. ASSISTANT ENGINEER (STRUCTURAL), JOB GROUP CPSB 08 (L) – (4 POSTS)**

### **Duties and Responsibilities**

- Structural Designing;
- Preparation of drawings and;
- Supervision of construction of civil and structural works

### **Requirements for Appointment**

- Bachelor's degree in civil engineering or its equivalent and relevant qualification from a recognized institution
- Served in the grade of Assistant Engineer (Structural) comparable and relevant position in the public service for at least three (3) years;
- Been registered with the Engineers Registration Board of Kenya (ERB) as a Graduate Engineer; and
- Satisfies the requirements of Chapter Six of the Constitution of Kenya.

### **Terms of Service: Permanent & Pensionable**

### **Salary: As set by the Salaries and Remuneration Commission (SRC)**

## **12. GEOLOGIST (GEOLOGICAL SURVEY), JOB GROUP CPSB 07 (M) – (1 POST)**

### **Duties and Responsibilities**

- Planning, management, evaluation of projects;
- Preparation of geological mapping;
- Geophysical and Geochemical mineral exploration;
- Geotechnical and environmental investigation;
- Control and supervision of field survey programmes;
- Setting and designing standards and specifications for programmes.

### **Requirements for Appointment**

- Bachelor's degree in Geology or a related qualification from a recognized University;
- Served in the grade of Geologist II, (Geological Survey) or in a comparable and relevant position in the public service or private sector for at least three (3) years;
- Shown merit and professional competence to undertake design and planning of the geological mapping, geophysical and geochemical mineral exploration, geotechnical and environmental investigation programs; and
- Been registered by the Geologists Registration Board of Kenya and be a member of the Geological Society of Kenya; and
- Satisfies the requirements of Chapter Six of the Constitution of Kenya.

### **Terms of Service: Permanent & Pensionable**

**Salary: As set by the Salaries and Remuneration Commission (SRC)**

### **13. ASSISTANT DIRECTOR HOUSING AND COMMUNITY DEVELOPMENT, JOB GROUP CPSB 05 (P) - (1 POST)**

#### **Duties and Responsibilities**

- Supervising implementation of housing projects;
- Ensuring collection of data, analysis and documentation of completed projects;
- Oversee the carrying out of surveys for policy and decision making;
- Supervision of pre and post contract work in the construction of civil servants housing projects;
- Identification of financial resources for civil servants housing programmes;
- Facilitating liaison between civil servants housing tenant purchase and housing finance institutions;

- Ensuring maintenance of valid insurances for housing stock;
- Coordinating boarding of houses, sale of houses and collection of rent and mortgage;
- Facilitating valuation of houses for rental and sale;
- Maintenance of housing stock responsible for guidance, supervision and development of staff;
- Responsible for the management of financial resources.

### **Requirements for appointment**

- Bachelor'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;
- Served in the grade of Principal Housing Officer or in a comparable and relevant position in the housing and human settlements sector for a minimum period of three (3) years;
- 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);
- Demonstrated administrative and leadership capabilities in work performance and results;
- Masters 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;

- Satisfies the requirements of Chapter Six of the Constitution of Kenya.

**Terms of Service: Contract**

**Salary: As set by the Salaries and Remuneration Commission (SRC)**

#### **14. HOUSING OFFICER II, JOB GROUP CPSB 10 (J) – (3 POSTS)**

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

- Collection of data on housing up to-date on the housing database and establish the levels of demand and supply;
- Identification of land for housing development;
- Disseminating information on appropriate building technologies to stakeholders under supervision of a senior officer.

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

- Must be in possession of a Bachelor's degree in any of the following: - Sociology, Community Development, Economics, Statistics, Environmental Studies, Geography or equivalent qualification from a recognized University;
- Certificate in computer application skills;
- Satisfies the requirements of Chapter Six of the Constitution of Kenya

**Terms of Service: Permanent & Pensionable**

**Salary: As set by the Salaries and Remuneration Commission (SRC).**



## How to Apply

All applicants should submit their applications cover letter 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.

Applications should be addressed to:

**Secretary/CEO  
County Public Service Board  
County Government of Kiambu  
P O Box 2362 - 00900  
KIAMBU**

### **NOTE:**

1. ALL applications should be hand delivered in a sealed envelope, **clearly marking on top of the envelope the position applied for**, and dropped in the specific box provided at County Public Service Board offices, Room 103, first floor at Thika Sub-County offices between 8.00 a.m. and 5.00 p.m. on weekdays.
2. Applications should reach the Board on or before **Tuesday 5<sup>th</sup> December, 2023.**
3. **ONLY** shortlisted candidates will be required to produce and submit clearance from the following institutions:
  - **Kenya Revenue Authority (KRA)**
  - **Ethics and Anti-Corruption Commission (EACC)**
  - **Directorate of Criminal Investigations (DCI)**
  - **Higher Education Loans Board (HELB)**
  - **Credit Reference Bureau (CRB)**
4. County Government of Kiambu is an equal opportunity employer, minority communities, women, youth and people living with disability are encouraged to apply.

5. The Board and the County Government of Kiambu is committed to **Zero Tolerance to Corruption**. We **CAUTION** applicants and their families not to fall victim of fraudsters and impersonators who solicit for money with a promise to secure them jobs in the County Government. The Board shall bear no responsibility for any personal loss arising from such unlawful dealings. **Report any of such cases to the Police.**