

## 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;

#### **1. DIRECTOR TRANSPORT POSITION, JOB GROUP 03 (R) – (1 POST)**

This position is responsible for the overall direction, coordination and human resources management of the Transport Directorate.

#### **Duties and Responsibilities**

- Planning, management and regulation of the public transport sector in accordance with the provisions of County and National Traffic and road safety laws;
- Planning and development of sustainable urban transport system;
- Promote none motorized transport system through construction of footpaths and public sensitization of walking and cycle riding;
- Prepare and control the Directorate's budget and recommend needed improvements in Capital Projects;

- Prepare and develop the Directorate's annual procurement plan;
- Prepare and develop the Directorate's strategic plan;
- Prepare and develop the Directorate's annual performance contract;
- Secure and manage financial support for development plans;
- Supervise construction works, project management and contract administration;
- Formulate and recommend County Transport policies for adoption by management;
- Overall supervision, training and Developing of the Directorate's staff;
- Establish systems and procedures for, and oversee the training, testing and licensing of County drivers;
- Coordinate the activities of persons and organizations dealing in matters relating to road safety;
- Ensuring smooth traffic Control and safety in urban and County roads;
- Collect, maintain and update traffic data for future planning;
- Control Axle load on County roads;
- Responsible for project Administration and Contract management;
- Facilitate the education of members of the public on road safety.

### **Requirement for Appointment**

- Must be a Kenyan citizen;
- Master degree in Engineering (Civil or Electrical) or a related field from a recognized University.
- Bachelor's degree in Engineering (Civil or Electrical) or a related field from a recognized University;
- Registration with the relevant professional body;
- Minimum of ten (10) years relevant experience;
- Demonstrate a thorough understanding and commitment to values and principles; as outlined in Articles 10 and 232 of the Constitution;
- Ability to work in a multi-ethnic environment and sensitivity and respect for diversity;
- Must have good inter-personal and communication skills;
- Proficiency in computer applications;

- Satisfies the requirements of Chapter Six of the Constitution of Kenya 2010.

**Terms of Service: Contract**

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

**2. DEPUTY DIRECTOR UTILITIES POSITION, JOB GROUP CPSB 04 (Q) - (1 POST)**

This position is responsible for deputizing the Director Utilities in the overall direction, coordination and human resources management of the directorate.

**Duties and Responsibilities**

- Offer support in the supervision of the implementation of power supply systems in the county;
- Participate in the development, implementation and monitoring of the energy consumption reduction policies and strategies in the county;
- Participate in the preparation and control of the Directorate's budget;
- Participate in the preparation and development of the Directorate's annual performance contract;
- Participate in the preparation of the annual Directorate's procurement plan;
- Participate in the preparation of the Directorate's strategic plan;
- Supervise employees or subcontractors to ensure quality of work or adherence to safety regulations or policies;
- Assist in coordinating the risk and regulatory services of the County including fire and rescue and emergency planning;
- Ensure the Fire and Rescue Unit fulfils its statutory responsibilities and meets the county needs;
- Assist in the direction and management of the operations of the Fire and Safety Service to ensure it realizing the highest operations standards and delivers efficiency;
- Take part in the development of the Fire and Rescue Service emergency preparedness plans;
- Offer support in the development and delivery of fire preventive, legislative protection, and response strategies;

- Support the development and implementation of year on year rolling energy reduction plans;
- Participate in the development of energy-conscious design, maintenance, and operation policies;
- Offer support in the development and maintenance of strategic partnership relationship with key stakeholders to support delivery of the fire and rescue services;
- Ensure that realistic care is taken at all times for the health, safety and welfare for all staff and other persons during delivery of services;
- Coordinate employee safety and accident prevention programs, and preliminary investigation of employees' accidents at the work place.

### **Requirements for Appointment**

- Must be a Kenyan citizen;
- Bachelor's Degree in Electrical and Electronics Engineering or Equivalent from a university recognized in Kenya;
- Master Degree in Electrical and Electronics Engineering or Equivalent from a university recognized in Kenya will be an added advantage;
- Registered with Engineers Registration Board of Kenya;
- Registration with the relevant professional body;
- Minimum of eight (8) years relevant experience;
- Ability to work in a multi-ethnic environment and sensitivity and respect for diversity;
- Must have good inter-personal and communication skills;
- Proficiency in computer applications;
- Satisfy the requirement of Chapter Six of the Constitution.

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

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

### **3. DIRECTOR LEGAL SERVICES, JOB GROUP CPSB 03 (R) – (1 POST)**

Reports to the County Attorney.

#### **DUTIES AND RESPONSIBILITIES**

The officer will be responsible to the County Attorney in the day to day management of staff and for overall administration of legal, regulatory and compliance matters.

Specific duties and responsibilities include:

- Ensure compliance with the law in the operations of all departments;
- Perform legal and regulatory risk analysis as required for decisions making, enforcement actions and statutory interventions;
- Ensure legal and regulatory policy reform;
- Enhance day to day administrative duties in the legal department;
- Advice and ensure compliance with legal and regulatory requirements;
- Oversee the departments overall filing, records and document managements;
- Oversee day to day overall correspondences to departments;
- Offer legal opinions to internal departments and
- Any other lawful duties as may be assigned from time to time.

#### **Requirement For Appointment**

- Must be a Kenyan citizen;
- Bachelor of Laws degree (LLB) from a recognized university;
- Master of Laws degree (LLM) or any other relevant social science from a recognized university will be an added advantage;
- Postgraduate Diploma in Legal Studies from the Council of Legal Education and be admitted as an advocate of the High Court of Kenya with a current practicing certificate;
- Be a member of Law Society of Kenya (LSK);
- Have post admission experience of seven (7) years with a minimum of five (5) years' experience in a managerial position;

- Attended Strategic Leadership Development Course not lasting less than six (6) weeks from a recognized institution;
- Demonstrated administrative and professional competence in work performance;
- Have proficiency in basic computer applications; and
- Meet the requirements of Chapter 6 of the constitution.

**Terms of Service: Contract**

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

**4. DIRECTOR LEGISLATIVE DRAFTING, JOB GROUP CPSB 03 (R) – (1 POST)**

Reports to the County Attorney.

**DUTIES AND RESPONSIBILITIES**

The officer will be responsible to the County Attorney in the day-to-day management of staff and for the overall coordination of, formulation of county policies and laws.

Specific duties and responsibilities include:

- Review guidelines on legislative services;
- Preparing legal opinions and undertaking law reviews;
- Preparing Legislative plan for Bills;
- Drafting Bills;
- Advising on proposals for legislation and statutory interpretation;
- Carryout constitutional, policy and legal analysis;
- Analyse input from stakeholders; and
- Any other lawful duties as may be assigned from time to time.

## **REQUIREMENTS FOR APPOINTMENT**

- Must be a Kenyan citizen;
- Bachelor of Laws degree (LLB) from a recognized university;
- Master of Laws degree (LLM) or any other relevant social science from a recognized university will be an added advantage;
- Have a Postgraduate Diploma in Legal Studies from the Council of Legal Education and be admitted as an advocate of the High Court of Kenya with a current practicing certificate;
- Be a member of Law Society of Kenya (LSK);
- Have post admission experience of seven (7) years with a minimum of five (5) years' experience in a managerial position;
- Attended Strategic Leadership Development Course not lasting less than six (6) weeks from a recognized institution;
- Must have experience in drafting;
- Demonstrated administrative and professional competence in work performance;
- Have proficiency in basic computer applications; and
- Meet the requirements of Chapter 6 of the constitution.

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

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

### **5. DEPUTY DIRECTOR LITIGATION AND PROSECUTION, JOB GROUP CPSB 04 (Q) – (1 POST)**

Reports to the County Attorney.

### **DUTIES AND RESPONSIBILITIES**

Specific duties and responsibilities include:

- Offer counsel on arising legal matters;

- Proof read documents prepared by junior officers to ensure accuracy;
- Serve as liaison between departments and other legal staff members;
- Oversee and maintain organized filing procedures, legal materials and other documentation;
- Prepare court pleadings and attend to court matters;
- Prepare and submit monthly monitoring reports and other periodic or special legal reports; and
- Any other lawful duties as may be assigned from time to time.

### **REQUIREMENT FOR APPOINTMENTS**

- Must be a Kenyan citizen;
- Bachelor of Laws degree (LLB) from a recognized university;
- Master of Laws degree (LLM) or any other relevant social science from a recognized university will be an added advantage;
- Have a Postgraduate Diploma in Legal Studies from the Council of Legal Education and be admitted as an advocate of the High Court of Kenya with a current practicing certificate;
- Be a member of Law Society of Kenya (LSK);
- Have post admission experience of seven (7) years with a minimum of five (5) years' experience in Litigation;
- Attended Strategic Leadership Development Course not lasting less than six (6) weeks from a recognized institution;
- Demonstrated administrative and professional competence in work performance;
- Have proficiency in basic computer applications;
- Meet the requirements of Chapter 6 of the constitution.

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

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



## **6. CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP CPSB 07 (M) – (10 POSTS)**

This position is responsible for the coordination, supervision and provision technical support in the implementation of procurement and disposal of assets function for the county government.

### **DUTIES AND RESPONSIBILITIES**

- Provide administrative guidelines on implementation and interpretation of Public Procurement and Disposal Act 2005 and supporting Regulations;
- Approve contract prepared and Inventory costing and valuation;
- Prepare notifications and execution of contracts;
- Participate in the tender evaluation process;
- Maintain accuracy of procurement records to prevent fraud and theft of county goods;
- Compile procurement status reports to submit to relevant authorities;
- Liaison with suppliers and other stakeholders to ensure timely delivery of goods and services;
- Prepare local purchase order (LPO) and local service order (LSO).
- Conduct market survey for current market price trends to inform decision making in regards to procurement matters;
- Conduct regular stock takings and inventory audits to ensure the county has the right amount of inventory.

### **REQUIREMENTS FOR APPOINTMENT**

- Must be a Kenyan citizen;
- Bachelor's degree in Purchasing and Supplies Management, Logistics and Supply Chain Management, Supplies Management from a recognized university.

- Member of Kenya Institute of Supplies Management (KISM) OR Chartered Institute of Purchasing and Supplies Management (CIPS);
- Five (5) years of service from a reputable organization.
- Training in IFMIS System will be an added advantage;
- Certificate in Supervisory Skills Course lasting not less than two (2) weeks from recognized institution;
- Computer literate;
- Familiarity with Public Procurement and Disposal Act 2005;
- Demonstrable knowledge and experience of working with the use of ICT equipment in processing Procurement transaction;

**Terms of Service: Permanent & Pensionable**

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

**7. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP CPSB 08 (L) – (14 POSTS)**

This position is responsible for coordination of supply chain management activities such as procurement, warehousing, distribution, disposal of stores and assets, market survey and research.

**DUTIES AND RESPONSIBILITIES**

- Advise the department on procurement processes to ensure compliance to the rules and regulations;
- Preparation of departmental correspondences to facilitate effective communication from the department to the other departments;
- Preparation of notifications and execution of contracts to ensure the contracts are signed off as agreed;
- Maintain of accuracy of procurement records to prevent loss and misappropriation of county stock;
- Compilation of procurement status reports to reconcile with the procurement plan and report on any deviation;

- Participate in the tender evaluations committee to ensure compliance to the procurement rules and regulations;
- Preparation of local purchase order (LPO) and local service order (LSO) for the department to source out the required good and services for the county;
- Participate in preparation of budgets for the departments;

### **REQUIREMENTS FOR APPOINTMENT**

- Must be a Kenyan citizen;
- Bachelor's Degree in Logistics and Supply Chain Management, Supplies Management, Purchasing and Supplies Management;
- Member of Kenya Institute of Supplies Management (KISM) OR Chartered Institute of Purchasing and Supplies Management (CIPS);
- Five (5) years' working experience in public or private sector;
- Familiarity with public procurement and disposal Act 2005;
- Proficiency in computer applications;
- Satisfies the requirements of Chapter Six of the Constitution.

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

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

### **8. SUPPLY CHAIN MANAGEMENT OFFICER I, JOB GROUP CPSB 09 (K) – (5 POSTS)**

This position is responsible for providing assistance in the procurement of goods, works and services for the County, and ensuring procurement processes are carried out efficiently and effectively to achieve the County's objectives.

### **DUTIES AND RESPONSIBILITIES**

- Prepare tender documents, agenda and minutes to provide secretariat services to the county tender procurement committee, inspection and acceptance committee as appropriate;

- Pre-qualify suppliers annually and maintain and update pre-qualification list and quotation register;
- Keep records of procurement inventories;
- Market survey and research on prices of items to ensure the county buys supplies and services at the affordable prices;
- Issuing administrative guidance to suppliers and users on implementation and interpretation of the Public;
- Familiarity with procurement and Disposal Act, 2006, regulations and other statutes;
- Reference, verify and manage procurement documents to ensure they contain the right quality and quantity of goods and services as required by the county;
- Participate in procurement planning and consolidation of annual procurement plan within the county;
- Control Inventory and stock to ensures proper inventory control of stock within the county.

#### **REQUIREMENTS FOR APPOINTMENT**

- Must be a Kenyan citizen;
- Bachelor's degree in Purchasing and Supplies Management, logistics and supply chain management, Supplies Management;
- Member of Kenya Institute of Supplies Management (KISM) OR Chartered Institute of Purchasing and Supplies Management (CIPS);
- Three (3) years of service in a similar role from a reputable organisation;
- Computer literate;
- Familiarity with public procurement and disposal Act 2005;
- Proficiency in computer applications;
- Satisfies the requirements of Chapter Six of the Constitution.

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

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

## **9. SUPPLY CHAIN MANAGEMENT OFFICER II, JOB GROUP CPSB 10 (J) – (5 POSTS)**

This position is responsible for assisting the procurement officer in the acquisition of goods and services within the county.

### **DUTIES AND RESPONSIBILITIES**

- Maintain and update pre-qualification list and quotation register to facilitate the procurement process;
- Prepare quotations, issue to supplier, opening and assist in evaluation of the quotation;
- Ensure products movement from suppliers to user department;
- Prepare local purchase order (LPO) and local service order (LSO);
- Take inventory and analyze all documentation such as invoices, bills and other supply documents;
- Register all documents and handle customers and suppliers' databases;
- Ensure compliance with supply chain activities standards and regulations;
- Establish and maintain collaborating relationships with customers, suppliers and supply chain staff;
- Prepare periodic reports concerning supply chain operations as per the guidelines;
- Assist the Supply Chain Management Officer in preparation of annual procurement plans and supply chain management reports;
- Implement inventory management information system.

### **REQUIREMENTS FOR APPOINTMENT**

- Must be a Kenyan citizen;
- Bachelor's degree in Purchasing and Supplies Management, logistics and supply chain management, Supplies Management;
- Member of Kenya Institute of Supplies Management (KISM) OR Chartered Institute of Purchasing and Supplies Management (CIPS);
- Two (2) years of service in a similar role from a reputable organisation;
- Computer literate;
- IFMIS Knowledge will be an added advantage;

- Familiarity with public procurement & disposal Act;
- Demonstrable knowledge and experience in procurement management.

**Terms of Service: Permanent and pensionable**

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

## **10. ASSISTANT DIRECTOR INTERNAL AUDIT, JOB GROUP CPSB 05 (P) - (1 POST)**

This position is responsible to perform, plan and execute assigned compliance, financial and operational audits within the audit programs.

### **DUTIES AND RESPONSIBILITIES**

- Plan and execute regulatory, financial, and operational audits allocated by the director;
- Manage the office of internal audit in the absence of the director;
- Coordinate work plans with audit staff and ensure that audit assignments are completed within reasonable time;
- Regularly monitor implementation on proper use of regulations and policies;
- Evaluate management controls by assessing the adequacy and effectiveness and draft recommendations for improvement;
- Discuss issues of preliminary nature with heads of sections being audited and give them advisory service and assurance on the audit process;
- Identify and document process and control in order to evaluate risk;
- Ensure that necessary controls are in place that provide for adequate and effective achievement of the department's goals;
- Assist the director in reviewing policies, procedures and systems in accordance with specified terms of reference, report audit findings and assist in the preparation of audit programs;
- Perform departmental audit routines to ensure that proper records are kept of work done according to audit manual and other internal audit standards;
- Perform audit work which is supervised and reviewed by the director;
- Ensure that audit plans are adhered to at all times while conducting the audit.

## **REQUIREMENT FOR APPOINTMENT**

- Must be a Kenyan Citizen;
- Bachelor of Commerce Degree (Finance or Accounting option) or equivalent;
- Master's in Business Administration (Accounting, Auditing, Finance, Commerce) or related will be an added advantage;
- Certified Public Accountant (CPA K)/ Certified Information Systems Auditor
- Eight (8) years of working experience, three (3) years of which as Principal Internal Auditor or a comparable position in the public or private sector
- Member of Institute of Certified Public Accountants of Kenya (ICPAK);
- Member of Institute of Internal Auditors of Kenya (IIAK) or Information Systems Audit and Control Association (ISACA) OR Association of Certified Fraud Examiners (ACFE);
- Satisfies the requirements of Chapter Six of the Constitution of Kenya 2010;

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

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

## **11. PRINCIPAL INTERNAL AUDITOR, JOB GROUP CPSB 06 (N) – (2 POSTS)**

This position is responsible for performance, evaluation of adequacy and effectiveness of County Government risk management and internal controls.

### **DUTIES AND RESPONSIBILITIES**

- Evaluate risk exposure relating to achievement of County Government strategic objectives;
- Communicates issues identified with internal senior management to ensure any potential concerns are addressed in a timely and effective manner;
- Prepare audit report to management and make a follow up on action taken;
- Evaluate reliability and integrity of information;
- Evaluate the means to safe guard assets;
- Identify activities subject to audit coverage;
- Involved in determining adequacy and effectiveness of internal control system;
- Carry out investigations in the irregularities identified or reported in audit reports and safeguarding of county assets;
- Report on County's compliance with statutory obligations;
- Involved in section budget preparation.

## **REQUIREMENTS FOR APPOINTMENT**

- Must be a Kenyan Citizen;
- Bachelor's Degree in any of the following fields: Commerce, Business Administration, Finance, Accounting, Business Management, or its equivalent from a recognized institution;
- Demonstrated merit and ability as reflected in work performance and results;
- Certified Public Accountant(K), Certified Internal Auditor (CIA) III / or Certified Information Systems Auditor or Certificate in Certified Fraud Examiner, Forensic Auditing;
- Seven (7) years working experience in a field of Finance or a related field, three (3) years of which have been at the grade of Chief Internal Auditor or in a comparable position in the public or private sector
- Member of Institute of Certified Public Accountants of Kenya (ICPAK) or member of Institute of Internal Auditors of Kenya (IIAK) or Information Systems Audit and Control Association (ISACA) OR Association of Certified Fraud Examiners (ACFE);
- Satisfies the requirements of Chapter Six of the Constitution of Kenya 2010;

**Terms of Service: Permanent and pensionable**

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

## **12. INTERNAL AUDIT OFFICER [I], JOB GROUP CPSB 09 (K) – (8 POSTS)**

This position is responsible for provision of competent independent and objective feedback on adequacy and effectiveness of internal controls and other risks management activities in their sectors.

### **DUTIES AND RESPONSIBILITIES**

- Manage a variety of stakeholders and their expectations through regular communications;
- Audit projects in the county and report on the same;
- Establish the risk-based audit plans consistent with the Board's objectives;
- Communicate plans of engagement and resource requirements for the internal audit function;
- Play a key role in maintaining a strong control environment and supporting initiatives that improve performance;



- Perform financial, operational and information systems audit;
- Attend meetings with auditees to develop an understanding of business processes;
- Travel to different sites to meet relevant staff and obtain documents and information;

#### **REQUIREMENT FOR APPOINTMENTS**

- Must be a Kenyan Citizen;
- Bachelor's Degree in Commerce (Finance or Accounting), Economics, Statistics, Mathematics or its equivalent from a recognized university;
- Certified Public Accountant(CPA(K) or Certified Information Systems Auditor
- Knowledge of relevant legislation;
- Knowledge of internal auditing standards;
- Knowledge of principles, methods and practices of Governmental accounting and budgeting;
- Satisfies the requirements of Chapter Six of the Constitution of Kenya 2010;

#### **Terms of Service: Permanent and pensionable**

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

### **13. MUNICIPAL MANAGER, JOB GROUP CPSB 04 (Q) - (1 POST)**

#### **DUTIES AND RESPONSIBILITIES**

- Overseeing affairs of the Municipality;
- Developing and adopting Short, Medium- and Long-term policies, plans, strategies and programs, and may set targets for delivery of services;
- Formulating and implementing the Municipal Integrated Annual Development Plan (MIADP);
- Developing and managing schemes, including site development in collaboration with the relevant national and county agencies;
- Monitoring and where appropriate, regulate city and municipal services where those services are provided by service providers other than the board of the City or Municipality;
- Establishing, implementing and monitoring performance management systems;
- Monitoring the impact and effectiveness of any services, policies as delegated by the county government;

- Implementing applicable National and County Government legislations;
- Promoting a safe and healthy environment within the Municipality;
- Administering and regulating Municipal internal affairs;
- Preparing and submitting Municipal Annual Budget Estimates to the county Treasury for consideration and submission to the County Assembly for approval, as part of the annual County appropriation Bill;
- Preparing and submitting Annual and Quarterly Municipality Financial Statements to the County Treasury and Office of the Auditor General;
- Manage internal and external Audit processes within the Municipality;
- Performing such other function as may be delegated to it by the County Executive;
- Promotion of National Values and Principles of Good Governance as outlined in the Constitution of Kenya.

#### **REQUIREMENTS FOR APPOINTMENT**

- Must be a Kenyan Citizen;
- Holder of a degree from a University Recognized in Kenya;
- Has a proven experience of not less than five years in administration or management either in the public or private sector and;
- Satisfies the requirements of Chapter six (6) of the Constitution of Kenya.

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

**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 **Thursday, 28<sup>th</sup> March, 2024.**
3. Shortlisted candidates will be required to produce their **original** identity card, academic and professional certificates 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, women, youth and people living with disability are encouraged to apply.
5. The Board and the County Government of Kiambu is a corruption free zone. We caution candidates not to fall victim of fraudsters and impersonators who solicit for money with a promise to secure them jobs in the County. The Board shall bear no responsibility for any personal loss arising from such unlawful dealings. Report any of such cases to the Police.