

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 County department of Roads, Transport, Public Works & Utilities.

1. SENIOR PRINCIPAL SUPERINTENDING ENGINEER (DIRECTOR TRANSPORT, JOB GROUP CPSB 03 (R), (1 POST)

Duties and Responsibilities

- Oversee implementation of policy and circular guidelines in the Transport Directorate.
- Monitoring and review of programme implementation and taking corrective action.
- Lead in the design, development and delivery of the transport infrastructure and transport operation plans in the county.
- Establish and oversee systems and procedures for the training, testing and licensing of county drivers.
- Establish, implement, monitor and evaluate county fleet management system.
- Coordinate the activities of agencies and organizations dealing in matters relating to road safety.

- Coordinate the collection, maintenance and update of traffic data for transport planning.
- Act as the county liaison with other National government agencies on transport matters.
- 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 non-motorized transport system through construction of walkways and public sensitization on walking and cycle riding.
- Assist in directorate's budget preparations and oversee its implementation.
- Assist in preparation and development of the Directorate's annual procurement plan.
- Assist in preparation and development of the Directorate's strategic plan.
- Assist in preparation and development of the Directorate's annual performance contract.
- Assist in making proposals for sourcing and securing financial support for development plans.
- Supervise construction works, project management and contract administration.
- Assist in formulating county transport policies.
- Transport directorate human resource management.
- General traffic management in the county
- Coordinate sensitization of members of the public on road safety.

Requirements of appointment

- Bachelor's degree in Engineering (Civil or Automotive or Mechanical), Transport Economics or any other relevant and equivalent qualifications from a recognized institution;
- Served in the grade of Principal Superintending Engineer (Civil, Mechanical, Transport Economics, and Automotive) or a comparable and relevant position in the Public Service for at least Three years.
- Been registered by the Engineers Registration Board of Kenya;
- Current valid annual practicing license from the Engineers Registration Board of Kenya;
- Minimum of eight (8) years relevant experience;
- Corporate Membership with the Institution of Engineers of Kenya (IEK);
- Attended a project and management course not less than four (4) weeks from a recognized institution will be an added advantage.
- Demonstrated general administrative ability required for direction, control and implementation of engineering services programmes.

2. PRINCIPAL SUPERINTENDING ENGINEER (DEPUTY DIRECTOR COUNTY PUBLIC TRANSPORT) - JOB GROUP CPSB 04 (Q), (1 POST)

Duties and Responsibilities

- Assist the Director Transport in planning, management and regulation of the public transport sector in accordance with the provisions of County and National Traffic and road safety laws;
- Participate in the planning and development of sustainable urban transport system;
- Ensure efficiency in repair and maintenance of all bus parks, car parks, taxi stands and boda boda sheds;
- Participate in the identification, design and preparation of tender documents for all County Transport Infrastructure;
- Attend meetings and provide reports to the Director Transport on a regular basis regarding the progress of individual projects under their responsibilities;
- Participate in the promotion of none motorized transport system through construction of footpaths and public sensitization of walking and cycle riding;
- Participate in Preparation of the Directorate's budget and recommend needed improvements in Projects
- Take part in the preparation and development of the Directorate's annual procurement plan;
- Participate in the preparation and development of the Directorate's strategic plan;
- Coordinating the activities of agencies and organizations dealing on matters relating to road safety;
- Offer the needed support in ensuring that there is smooth traffic control and safety in urban and County roads;
- Assist in coordination of collection, maintenance and update of traffic data for transport planning;
- Offer support in project administration and contract management.
- Establish systems to manage traffic, such as congestion charging and parking controls.
- Establish mechanism to ensure road safety on county transport infrastructure.
- Liaise with the various key stakeholders in public transportation in coming up with efficient transport systems
- Ensure fares charged by public transport are reasonable.

Requirements of appointment

- Bachelor's degree in Engineering in Mechanical or any other relevant and equivalent qualifications from a recognized institution;

- Served in the grade of Chief Superintending Engineer (Mechanical, Transport Economics, and Automotive) or a comparable and relevant position in the Public Service for at least Three years.
- Been registered by the Engineers Registration Board of Kenya;
- Current valid annual practicing license from the Engineers Registration Board of Kenya;
- Minimum of eight (8) years relevant experience;
- Corporate Membership with the Institution of Engineers of Kenya (IEK);
- Attended a project and management course not less than four (4) weeks from a recognized institution an added advantage.
- Demonstrated general administrative ability required for direction, control and implementation of engineering services programmes.

3. PRINCIPAL SUPERINTENDING ENGINEER (DEPUTY DIRECTOR PARKING & TRAFFIC MANAGEMENT) - JOB GROUP CPSB 04 (Q), (1 POST)

Duties and Responsibilities

- Ensure efficiency in repair and maintenance of all car parks, taxi stands and boda boda sheds;
- Assist to plan, manage and regulate of the public transport sector in accordance with the provisions of the County and National Traffic and Road Safety laws
- Promote non-motorised transport system through construction of footpaths and public sensitization of walking and cycling;
- Assist in the preparation of county roads policy and bills.
- Ensure smooth traffic control and order to minimize traffic congestion on county roads and urban areas
- Plan and develop sustainable urban transport systems.
- Design, preparation of BOQs, cost estimates and tender documents for construction of projects relating to transport infrastructure, transport and safety;
- Advising and making recommendations on policies relating to county road transport and safety and implementing county transport policies;
- Sensitization and education of members of the public on road safety;
- Conducting research and audits on road safety
- Attend meetings and provide reports to the Director Transport on a regular basis regarding the progress of individual projects under their responsibilities;
- Take part in the preparation and development of the Directorate's annual procurement plan;
- Participate in the preparation and development of the Directorate's strategic plan;
- Coordinating the activities of persons and organizations dealing in matters relating to road safety;
- Offer the needed support in ensuring that there is smooth traffic control and safety in urban and County roads;
- Assist in coordination of data collection, maintenance and update of traffic data for transport planning;

Requirements of appointment

- Bachelor's degree in Engineering in either Civil/Mechanical/Project Management or any other relevant and equivalent qualifications from a recognized institution;
- Served in the grade of Chief Superintending Engineer (Civil, Mechanical, Transport Economics, and Automotive) or a comparable and relevant position in the Public Service for at least Three years.
- Been registered by the Engineers Registration Board of Kenya;
- Current valid annual practicing license from the Engineers Registration Board of Kenya;
- Minimum of eight (8) years relevant experience;
- Corporate Membership with the Institution of Engineers of Kenya (IEK);
- Attended a project and management course not less than four (4) weeks from a recognized institution will be an added advantage.
- Demonstrated general administrative ability required for direction, control and implementation of engineering services programmes.

4. ASSISTANT ENGINEER 1 (COUNTY WORKSHOP MANAGER) - JOB GROUP CPSB 08 (L), (1 POST)

Duties and Responsibilities:

- Performs trouble shooting and diagnostics procedure on vehicles and equipment;
- Record observations and findings during diagnostics run and decide on the correct method of repair, as necessary;
- Ensure that warranties are properly followed up, monitored, and documented;
- Plan and organise Preventive Maintenance System (PMS) and delegate specific tasks to concerned section/mechanic;
- Hands-on supervision of all workshop activities, especially technical issues;
- Forecast and order spare parts for specific jobs/special job or for stocks replenishment;
- Supervise and follow up on actual progress of each individual repair job;
- Provide on-the-job training as well as coaching and mentoring to mechanics and helpers;
- Follow up repair order, registering the time taken to complete each task;
- Responsible for customer service, reliability and dependability by providing all fields with the technical assistance that they require from the Workshop;
- Evaluate the training requirements of the subordinates and discuss/agree training needs;
- Conduct final check/test driving for all vehicles/trucks prior to release.

Requirements of appointment

- Bachelor's degree in Engineering in either Automotive or Mechanical or any other relevant and equivalent qualifications from a recognized institution;

- Been registered by the Engineers Registration Board of Kenya;
- Current valid annual practicing license from the Engineers Registration Board of Kenya;
- Corporate Membership with the Institution of Engineers of Kenya (IEK);
- Shown merit and ability as reflected in work performance and results;
- Professional technical qualifications in the vehicle and equipment domain;
- Licensed Mechanic or equivalent, with a full range of licenses to operate equipment.

5. ASSISTANT ENGINEER 1 (COUNTY TRANSPORT MANAGER) - JOB GROUP CPSB 08 (L), (1 POST)

Duties and Responsibilities

- Assist the directorate in planning, management and regulation of the public transport sector in accordance with the provisions of County and National Traffic and road safety laws;
- Assist in the planning and development of sustainable urban transport system;
- Identify, design and prepare tender documents for all county transport infrastructure.
- Assist in management of busparks and parking areas
- Attend meetings and provide reports to the supervisor on a regular basis regarding the progress of individual projects under their responsibilities;
- Participate in the promotion of non-motorized transport system through construction of footpaths and public sensitization of walking and cycle riding;
- Assist in the preparation and development of the Directorate's annual procurement plan;
- Participate in the preparation and development of the Directorate's strategic plan;
- Supervise construction works and project management;
- Assist in coordinating the activities of agencies and organizations dealing in matters relating to road safety;
- Ensure smooth traffic Control and safety in urban and County roads;
- Assist in the collection, maintenance and update traffic data for future planning;
- Offer support in project Administration and Contract management;

Requirements of appointment

- Bachelor's degree in Engineering in either Automotive or Mechanical or any other relevant and equivalent qualifications from a recognized institution;
- Been registered by the Engineers Registration Board of Kenya;
- Current valid annual practicing license from the Engineers Registration Board of Kenya;
- Corporate Membership with the Institution of Engineers of Kenya (IEK);
- Shown merit and ability as reflected in work performance and results;

6. ASSISTANT ENGINEER 1 (COUNTY PUBLIC TRANSPORT REGULATION & REVENUE MANAGER) - JOB GROUP CPSB 08 (L), (1 POST)

Duties and Responsibilities

- Assist the directorate in planning, management and regulation of the public transport sector in accordance with the provisions of County and National Traffic and road safety laws;
- Assist in the planning and development of sustainable urban transport system;
- Identify, design and prepare tender documents for all county transport infrastructure.
- Assist in management of bus parks and parking areas
- Attend meetings and provide reports to the supervisor on a regular basis regarding the progress of individual projects under their responsibilities;
- Participate in the promotion of non-motorized transport system through construction of footpaths and public sensitization of walking and cycle riding;
- Assist in the preparation and development of the Directorate's annual procurement plan;
- Participate in the preparation and development of the Directorate's strategic plan;
- Supervise construction works and project management;
- Assist in coordinating the activities of agencies and organizations dealing in matters relating to road safety;
- Ensure smooth traffic Control and safety in urban and County roads;
- Assist in the collection, maintenance and update traffic data for future planning;
- Offer support in project Administration and Contract management;

Requirements of appointment

- Bachelor's degree in either Civil or Project Management or any other relevant and equivalent qualifications from a recognized institution;
- Been registered by the Engineers Registration Board of Kenya;
- Current valid annual practicing license from the Engineers Registration Board of Kenya;
- Corporate Membership with the Institution of Engineers of Kenya (IEK);

Salaries: 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 **Friday 20th December, 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.