

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 ;

DEPARTMENT OF ADMINISTRATION & PUBLIC SERVICE

1. DIRECTOR PARTICIPATION AND CITIZENS PETITIONS, JOB GROUP CPSB 03 – 'R' – (1 POST)

Duties and responsibilities

- Ensure public participation and civic education activities in the county are conducted at various county administrative levels;
- Ensure that the public, stakeholders and local communities participate in county governance, budgeting process, decision making processes and legislation of county laws.
- Educate the public on county structures and the importance of the public to visit the relevant government offices so as to benefit from services offered.
- Partner with relevant institutions in the county and non-state actors so as to promote access to information and civic education programs
- Ensure there is an efficient and effective complaint handling and feedback mechanism to the public.

- Receiving and coordinating citizen petitions within the County Executive for onward transmission to the necessary offices for action.
- Maintaining a depository of all information, correspondence and documentation on public participation and citizens petition within the county executive
- Advise the executive member generally on the appropriate policies, plans and strategies for enhancing public participation and civic education.

Requirements for Appointment

- Is a Kenyan Citizen
- Bachelor's degree in the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized university in Kenya;
- Master's degree in Public Administration, Business Administration/Management, Community Development or related field is an added advantage;
- At least five (5) years' experience in administration or civic education
- Demonstrated managerial, administrative and professional competence in work performance and results
- Must meet the leadership and integrity requirements outlined in Chapter Six of the Constitution of Kenya, 2010.

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

2. DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT, JOB GROUP CPSB 04 – 'Q' (1 POST)

Duties and Responsibilities

- Initiate policies on procedures, rules and regulation to ensure the county complies with the relevant legislations.
- Manage development and preparation of specific procurement and inventory manuals to guide the procurement department on procurement and disposals.
- Ensure resources of procurement are planned, budgeted and controlled to ensure efficient resource usage.
- Review evaluated bids and ensure accurate and timely services to the tender and procurement committees.
- Coordinate development of strategic plans for the directorate of supply chain management and analyze supply chain management structures and systems.
- Ensure implementation of the PPDA 2005 and other statutes, rule and regulation as required by the Legislations.

Requirement for Appointment

- Is a Kenyan Citizen;
- Bachelor's degree in any of the following disciplines: Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;
- Master degree in Supply chain management or related field from a recognized university will be added advantage;
- Member of the Kenya Institute of Supplies Management (KISM);
- Seven (7) years of working experience in a relevant field from public or private sector;
- Demonstrated managerial, administrative and professional competence in work performance and results;
- Must meet the leadership and integrity requirements outlined in Chapter Six of the Constitution of Kenya, 2010.

3. ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT, JOB GROUP CPSB 05 – 'P' (1 POST)

Duties and Responsibilities

- Initiate policies on procedures, rules and regulation to ensure the county complies with the relevant legislations.
- Manage development and preparation of specific procurement and inventory manuals to guide the procurement department on procurement and disposals
- Initiate policies on procedures, rules and regulation to ensure the county complies with the relevant legislations.
- Assist to ensure resources of procurement are planned, budgeted and controlled to ensure efficient resource usage.
- Review evaluated bids and ensure accurate and timely services to the tender and procurement committees.
- Coordinate development of strategic plans for the directorate of supply chain management and analyze supply chain management structures and systems.
- Assist to ensure implementation of the PPDA 2005 and other statutes, rule and regulation as required by the Legislations.

Requirement for Appointment

- Is a Kenyan Citizen
- Bachelor's degree in any of the following disciplines: Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution
- Member of the Kenya Institute of Supplies Management (KISM)
- Five (5) years of working experience in a relevant field from public or private sector
- Demonstrated managerial, administrative and professional competence in work performance and results
- Must meet the leadership and integrity requirements outlined in Chapter Six of the Constitution of Kenya, 2010.

DEPARTMENT OF ROADS, TRANSPORT, PUBLIC WORKS AND UTILITIES

4. DRIVER I – JOB GROUP CPSB 13 – ‘F’ - (30 POSTS)

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- Kenya Certificate of Secondary Education Mean Grade D plain or its equivalent qualification from a recognized institution
- A valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- Attended a first aid certificate Course lasting not less than 1 week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- Passed the Suitability Test for Drivers Grade III;
- Police Clearance Certificate; and;

- At least two (2) years driving experience.

Duties and Responsibilities

Specific duties and responsibilities will entail: -

- Driving motor vehicles as authorized;
- Carrying out routine checks on the vehicle's cooling, oil, electrical, brake systems and tyre pressure;
- Maintenance of work tickets for vehicles assigned;
- Ensuring security and safety for the vehicle on and off the road;
- Safety of the passengers and/or goods therein;
- Maintaining cleanliness of the vehicle;
- Detecting and reporting malfunctioning of vehicles systems.

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 **Friday, 17th October, 2025**.
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 applicants 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.