



**COUNTY GOVERNMENT OF KERICHO**  
**COUNTY PUBLIC SERVICE BOARD**

**INTERNAL ADVERTISEMENT**

Kericho County Public Service Board wishes to make an internal advertisement for the following positions in the Department of Lands, Housing and Physical Planning for staff promotion, pursuant to Article 176 of the Constitution of Kenya and County Government's Act No.17 of 2012.

**1. KCPSB/2023/91: PRINCIPAL PHYSICAL PLANNER, JOB GROUP 'N' (1 POST)**

**(a) Duties and responsibilities**

Duties and responsibilities at this level will entail:

- (i) Initiating, preparing and monitoring the implementation of County and local physical development plans
- (ii) Preparing action plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities;
- (iii) Providing advice to government and private agencies on development proposals and plans;
- (iv) Implementing and providing feedback on physical planning guidelines and standards
- (v) Undertaking thematic regional studies on matters relating to physical planning;
- (vi) Managing physical planning data;
- (vii) Setting agenda and convening physical planning liaison committee meetings;
- (viii) Keeping record of deliberations and communicating decisions of the physical planning liaison committees;

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- (ix) Providing advise on development control; carrying out public education on physical planning matters; and
- (x) Preparing annual state of physical planning reports on county and local physical development plans.

**(b) Requirements for appointment**

For appointment to this grade, an officer must: -

- (i) Have served in the grade of Chief Physical Planner for a minimum period of three (3) years
- (ii) Have a Bachelors Degree in any of the following disciplines: -Urban and Regional Planning, Urban Planning or Town Planning from a recognized Institution
- (iii) Be a corporate member of Kenya institute of Planners or Architectural Association of Kenya (Town Planning Chapter)
- (iv) Be a registered by the Physical planners Registration Board
- (v) Have a certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution
- (vi) Have a certificate in computer application skills from a recognized institution, and
- (vii) Have demonstrated merit and shown ability as reflected in work performance and results.

**2. KCPSB/2023/92: CHIEF PHYSICAL PLANNER, JOB GROUP 'M' (1 POST)**

**(a) Duties and responsibilities**

- (i) Initiating, preparing and monitoring the implementation of sub-county and local development plans;
- (ii) Providing advice on development applications and development control matters;
- (iii) Implementing and providing feedback on physical planning guidelines and standards;
- (iv) Collecting, collating and analyzing urban and regional planning data;



- (v) Preparing actions plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities;
- (vi) Undertaking studies on matters relating to physical to physical planning at the regional and local levels;
- (vii) Setting agenda and convening physical planning liaison committee meetings;
- (viii) Keeping record of deliberations and communicating decisions of the physical planning liaison committees and managing of physical of physical planning data.

**(b) Requirements for appointment**

For appointment to this grade, an officer must: -

- (i) Have served in the grade of senior Physical planner for a minimum period of three (3) years
- (ii) Have a Bachelor degree in any of the following disciplines: -Urban and Regional Planning, Urban Planning or Town Planning from a recognized Institution
- (iii) Be a corporate member of Kenya institute of Planners or Architectural Association of Kenya (Town Planning Chapter
- (iv) Have a certificate in computer application skills from a recognized institution, and
- (v) Have demonstrated merit and shown ability as reflected in work performance and results

**3. KCPSB/2023/93: SENIOR LAND SURVEYOR, JOB GROUP 'M' (1 POST)**

**(a) Duties and responsibilities**

**Duties and responsibilities at this level will entail:**

- (i) Carrying out large area cadastral, geodetic and mapping control surveys, gravity and magnetic control observations and computations;



- (ii) Supervising small, medium and large area cadastral, adjudication;
- (iii) Supervising small, medium and high density topographical, sub-divisional schemes, photo control site and general engineering surveys;
- (iv) Carrying out quality control of topographical, engineering cadastral, adjudication and general boundary surveys; and
- (v) Maintaining, testing and calibrating survey equipment.

**(b) Requirements for appointment**

For appointment to this grade, an officer must: -

- (i) Served in the grade of Land Surveyor I or I a comparable and relevant position in the public Service for a minimum of three (3) years;
- (ii) Bachelors 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/Geoinformatics and Information Technology from a recognized institution;
- (iii) Affiliate/associate membership of the institution of surveyors of Kenya (ISK)
- (iv) Certificate in computer application; and
- (v) Demonstrated merit and shown ability as reflected in work performance.

**4. KCPSB/2023/94: SUPERINTENDING QUANTITY SURVEYOR, JOB GROUP 'M' (1 POST)**

**(b) Duties and responsibilities**

Duties and responsibilities at this level will entail preparation of cost estimates, bills of quantities, monthly valuations on site, site re-measurements and preparation of variation orders and final accounts. In addition, the officer will carry out cost analysis and cost planning from already completed projects.



### **(b) Requirements for appointment**

For appointment to this grade, an officer must: -

- (i) Have served in the grade of Assistant Quantity Surveyor I or comparable and relevant position in the public Service for at least three (3) years
- (ii) A Bachelors Degree in Building Economic Economics/Quantity surveying or its equivalent and relevant qualification from a recognized institution
- (iii) Been registered with the Board of registration of Architects and Quantity Surveyors of Kenya as Quantity Surveyor;
- (iv) Cooperate membership of the Institute of Quantity Surveyors of Kenya (IQSK) or Architectural Association of Kenya (AAK);
- (v) Attended a Project Development and Management course lasting not less than four (4) weeks from a recognized institution and
- (vi) Shown merit and ability as reflected in work performance and results.

## **5. KCPSB/2023/95: VALUER I, JOB GROUP 'M' (1 POST)**

### **(a) Duties and responsibilities**

Duties and responsibilities at this level will entail headship of a sizeable schedule at the headquarters or Sub-County with responsibility for carrying out valuation duties of a wide range; undertaking more specialized and complex work involving valuation of Urban, agricultural or rating projects of considerable financial outlay and attending to courts on valuation matters.

### **(b) Requirements for appointment**

For appointment to this grade of valuer, an officer must: -

- (i) Have served for at least three (3) years in the grade Valuer II;
- (ii) Have been registered by Institute of Surveyors of Kenya (ISK) valuation chapter and be a Corporate member of



- that Institute or a surveying body recognized by the Institute of Surveyors of Kenya (ISK; and
- (iii) Have demonstrated ability, initiative and competence in organizing, directing and executing valuation work at this level.

## **6. KCPSB/2023/96: CHIEF CLERICAL OFFICER JOB GROUP 'J' (2 POSTS)**

### **(a) Duties and responsibilities**

This is the highest grade in the cadre. An officer at this level will handle complex clerical tasks of diverse nature and may be deployed to be in charge of clerical officers within a section or deployed as a caretaker. Specific duties and responsibilities will involve:

- (i) Coordination of clerical work in a section;
- (ii) Maintenance of general cleanliness and security of buildings and equipment;
- (iii) Planning of office accommodation and layout; processing of documents for issue of license or certificate under relevant Acts;
- (iv) In addition, the officer will induct new clerical officers and supervise and guide staff working under him/her.

### **(b) Requirements for appointment**

For appointment to this grade, an officer must: -

- (i) Have served in the grade of Senior Clerical Officer for at least three (3) years
- (ii) Possess a certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution
- (iii) Be in possession of an ICT certificate and be proficient in word processor, spreadsheets, presentation and database and;
- (iv) Have shown merit and ability as reflected in work performance and results.



**7. KCPSB/2023/97: SENIOR CLERICAL OFFICER, JOB GROUP 'H' (1 POST)**

**(a) Duties and responsibilities**

An officer at this level will supervise and provide guidance to officers working under him/her. Specific duties and responsibilities will include:

- (i) Verifying compiled statistical records for accuracy; processing of human resource statistics;
- (ii) Processing of pension documents;
- (iii) Maintenance of stores, records and equipment inventory; preparation of estimates of expenditure for general office services;
- (iv) Assisting in planning office accommodation and layout; preparation of estimates of expenditure on general office services;
- (v) Safe custody of invoices, receipts and other records, processing of documents for issue of licenses or certificates under relevant Acts;
- (vi) Preparation and maintenance of records and ensuring proper maintenance of filing system.

**(b) Requirements for appointment**

For appointment to this grade, an officer must: -

- (i) Have served in this grade of Clerical officer I for a minimum period of three (3) years
- (ii) Have passed the proficiency examination for clerical officers
- (iii) Possess a certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution
- (iv) Be in possession of an information Communication Technology (ICT) certificate and be proficient in Word Processors, spreadsheets, presentation and database



- (v) Have shown merit and ability as reflected in work performance and results

**How to apply:**

- Applications should be made **online** through [www.psbkericho.co.ke](http://www.psbkericho.co.ke)
- Applicants **MUST** attach letter of last promotion
- Applicants **MUST** attach **original** scanned: National Identity cards/passport, promotion letters, curriculum vitae, testimonials, academic and professional certificates other testimonials **on or before Thursday 23<sup>rd</sup> February, 2023**

**Important:**

- Details of the qualifications and requirements can be obtained from the County website
- Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.
- Only shortlisted applicants will be contacted



**SECRETARY/CEO,  
KERICHO COUNTY PUBLIC SERVICE BOARD.**

