

COUNTY GOVERNMENT OF KWALE



COUNTY PUBLIC SERVICE BOARD VACANCIES

The County Public Service Board wishes to recruit competent and qualified persons to fill in the following positions for the department of Environment & Natural Resources.

PHYSICAL PLANNER JOB GROUP "K" (THREE - 3 POSTS)

Terms of service: Permanent and Pensionable

Roles and Responsibilities

1. Preparation of local physical and land use plans for towns, market centers, trading centers as well as village land use plans.
2. Preparation of area action plans for specific development projects such as residential housing schemes.
3. Undertaking development control and ensuring compliance of approved plans.
4. Collecting and analyzing urban and county physical and land use planning data.
5. Providing advice on development applications.
6. Managing of physical planning and geo spatial records
7. Undertake other such duties as may be required

Qualification for appointment

To qualify for appointment, one should;

- i. Have a Bachelor's degree in Urban and Regional Planning, Urban Planning, Town Planning or Regional Planning from a recognized institution.
- ii. Be graduate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter) or Town and County Planners Association of Kenya
- iii. Have a certificate in computer application skills from a recognized institution.
- iv. Demonstrate a high degree of professional and technical competence as reflected in work performance and results
- v. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.

PRINCIPAL LAND SURVEYOR, JOB GROUP 'N' - ONE (1) POST)

Terms of Service: Permanent and Pensionable

Roles and responsibilities:

1. carrying out national and international boundary and hydrographic surveys, gravity and magnetic survey analysis, astronomical observations;
2. establishment of Very Long Baseline Interferometer (VLBI)
3. Supervising gravity and magnetic control observations and computations, cadastral, adjudication, topographical, sub-divisional schemes, photo control, engineering surveys;
4. Carrying out quality control of topographical, engineering, cadastral, adjudication and general boundary surveys;
5. Maintaining, testing, calibrating and certifying survey equipment.

Requirements for appointment

- a) For appointment to this grade, an officer must have:-
- b) Served in the grade of senior land surveyor or in a comparable and relevant position in the public service for a minimum period of three (3) years.
- c) Bachelor's degree in any of the following discipline:- land surveying and photogrammetry, geomatics, geomatics engineering, technology in geomatics, technology in geo-informatics, geo-spatial engineering, philosophy in technology (survey), from a recognized institution.
- d) Affiliate/associate membership of the institution of surveyors of Kenya (ISK).
- e) Certificate in computer applications; and
- f) Demonstrated a high degree of professional competence and administrative capability.

SENIOR LAND SURVEYOR - JOB GROUP 'L' - TWO (2) POST

Terms of Service: Permanent and Pensionable

Roles and responsibilities

- a) Carrying out large area cadastral, geodetic and mapping control surveys, gravity and magnetic control observations;
- b) Carrying supervising small and medium area cadastral, adjudication small and medium and high density topographical, sub divisional schemes, photo control, site and general engineering surveys;
- c) Carrying out preliminary quality control of topographical, engineering, cadastral, adjudication and general boundary surveys.
- d) Undertake other such duties as may be required

Requirements for appointment

- a) Served in the grade of land surveyor II or a comparable and relevant position in the public service for a minimum period of three (3) years.
- b) Bachelor's degree in any of the following discipline:- land surveying and photogrammetry, geomatics, geomatics engineering, technology in geomatics, technology in geo-informatics, geo-spatial engineering, philosophy in technology (survey), from a recognized institution.
- c) Affiliate/associate membership of the institution of surveyors of Kenya.
- d) Certificate in computer applications and;
- e) Demonstrated merit and shown ability as reflected in work performance and results.

JOB TITLE: FORESTER III - JOB GROUP 'H' - TWO (2) POST

Terms of Service: Permanent and Pensionable

Duties and Responsibility

An officer at this level may be based at the Sub-county offices as the Sub-County Extension Officer and will assist the respective Forest Officer in the day to day administration and management of the division. Duties and responsibilities will involve:-

- I. Creating awareness and train tree growers in Programme target ward and villages on the need for participatory land use planning and participate in the formulation of forestry plans;
- II. Conduct training on intensive management of commercial tree plantations
- III. Disseminating forest management best practices to tree growers and monitor tree plantation progress and produce field reports;
- IV. Coordinating identification and implementation of income generating activities within the sub county through forestry and reforestation;
- V. Participating in the production and distribution of extension materials to tree growers and other stakeholders in the Sub County;
- VI. Support Community groups to establish Community tree nurseries.

a) Qualifications for Appointment

Be in possession of:

- I. A diploma from a recognized institution in Kenya in any of the following disciplines:
Forestry, Environment, Rangeland Management or Agricultural Extension
- II. Certificate of membership with the Forestry Society of Kenya; and
- III. A Certificate in Computer applications

**JOB TITLE: DIRECTOR PHYSICAL PLANNING AND LAND USE - JG 'R' (CPSB 03) 1
POST**

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

1. Coordinating the Physical Planning Function at the County
2. Advising the county government on physical and land use planning matters that impact the county;
3. Formulating county physical and land use planning policies, guidelines and standards;
4. Preparation of county and local physical and land use development plans for metropolitan, city, municipal, urban and rural areas;
5. Maintaining a land information system to guide physical and land use planning;
6. Communicating decisions of the county government development applications; and
7. Issuance of development permission and other development control instruments
8. Participating in the preparation of inter-county physical and land use development plans;
9. Undertaking research on matters relating to physical and land use development planning at the county level;
10. Formulating strategies for public education, participation and engagement;
11. Overseeing the preparation of annual county physical planning reports;
12. Monitoring and evaluation of physical planning projects/programmes at the county;
13. Preparing and implementing strategic plans and annual work plans;
14. Facilitating the continuous professional development of staff;
15. Any other duties assigned from time to time by the Chief Officer.

Qualifications for Appointment

- a) Have a Bachelor's degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- b) Master's degree from a university recognized in Kenya in any of the following disciplines: Environmental Science and Management, Rangeland Management, Ecology, Geography, Geomatics, Aquatic science, Natural Resources Management, Forestry and Agro forestry is an added advantage

- c) Be a corporate member of the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter) or Town and County Planners Association of Kenya (TCPAK);
- d) Be registered by the Physical Planners Registration Board;
- e) Have served in the grade of Senior Deputy Director of Physical Planning for a minimum period of three (3) years.
- f) Or served as a physical planner in a reputable organization for a period not less than 7 years – preferably in a public institution.
- g) Certificate in computer applications from a recognized institution;
- h) Have proven administrative ability and professional competence necessary for the effective performance of work at this level;
- i) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- j) Demonstrated professional and administrative competence in work performance and results
- k) Be a member of good standing with a relevant professional body;
- l) Have knowledge and experience in Programme Based Budgeting, Planning, Financial analysis and policy formulation.
- m) Demonstrated managerial and professional competence in work performance and exhibited a thorough understanding of national policies, goals, objectives, and ability to relate them to the Physical Planning function at the County level.
- n) Certificate in computer applications from a recognized institution;
- o) Have knowledge and experience in Programme Based Budgeting, Planning, Financial analysis and policy formulation.

JOB TITLE: DIRECTOR LAND ADMINISTRATION - JG 'R' (CPSB 03) 1 POST

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

1. An officer at this level may be based at the Headquarters as the Head of Technical Division and will assist the respective Chief Officer in the day to day administration and management of the division.
2. In charge of all the devolved surveying and mapping functions in the county government
3. Implementing new surveying, standards, techniques, policies and assessing human capacity needs, in line with the changing professional demands.
4. Verifying research of new and emerging technologies.
5. Maintain and provide up to date geospatial data within the county.
6. Establish 3rd to 4th order geodetic control network;
7. Prepare and certify base maps for physical and land use planning and infrastructure development within the County;
8. Ensuring survey equipment procured by the county are calibrated;
9. Advise the county government on all matters related to land surveying and mapping;
10. Prepare and implement annual work plans.
11. Prepare periodic reports.
12. Plan, coordinate and administer survey services in the county.
13. Verifying estimates and costs for Land survey projects.
14. Work with and advise government agencies on survey matters.
15. Provide Topographical information for planning engineering design construction architectural design, land valuation and dispute resolutions in development control.
16. Create, develop and maintain an interactive Geospatial information system (GIS) as part of the county wide spatial data infrastructure.
17. Carryout general topographical mapping of the county and maintain a live digital map of the county to assist in the production of Thematic maps.
18. Set up a hydrographic subsection for monitoring developments and threats to environment on the area between the seashore and the reef but not limited to Kenyan.
19. Manage sectional property survey and development (3D cadaster).
20. Perform any other duties as maybe assigned from time to time by the Chief Officer.

Requirements for Appointment

- a) Have a Bachelor's degree in any of the following disciplines, Land surveying and photogrammetry, Geomatics Engineering, Technology in Geomatics, Geospatial Engineering from a recognized university.
- b) 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 is an added advantage
- c) Be a registered member with the institution of surveyors of Kenya (Land survey chapter)
- d) full membership of the Institution of Surveyors of Kenya (MISK);
- p) Have served in the grade of Senior Deputy Director Lands Administration for a minimum period of three (3) years.
 - e) Or served as a land surveyor in a reputable organization for a period not less than 7 years – preferably in a public institution
 - f) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- g) Certificate in computer applications from a recognized institution.
- h) Demonstrated professional and administrative competence in work performance and results
- i) Demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national/county goals, policies, objectives and ability to relate them to the surveying function.
- j) Have knowledge and experience in Programme Based Budgeting, Planning, Financial analysis and policy formulation.

JOB TITLE: DIRECTOR NATURAL RESOURCES AND CLIMATE CHANGE - JG 'R'
(CPSB 03) 1 POST

Terms of Service: Permanent and Pensionable

a) Duties and Responsibility

1. An officer at this level may be based at the Headquarters as the Head of Technical Division and will assist the respective Chief Officer in the day to day administration and management of the division.
2. Implementation of strategic plan;
3. Coordinate the setting of performance targets;
4. Handling technical, administrative, human resource, budgetary and assets management issues and standards of the division in consultation with the Chief Officer;
5. Other duties and responsibilities will depend on the mandate of the specific department and will entail;
 - Policy formulation,
 - Interpretation and implementation;
 - Negotiation, legislation and domestication of the relevant MEAs and related processes;
6. Conceptualization, development, implementation and monitoring of environmental, natural resource and climate change projects, programmes, and strategic initiatives;
7. Solid waste management, sustainable forestry management, artisanal mining management, sustainable energy, environmental and social safeguards management, noise pollution, air pollution and public nuisance management.
8. Any other duties assigned from time to time by the Chief Officer.

b) Requirements for Appointment

For appointment to this grade an officer must have: -

- i. Served for at least 7 years in Environment, Natural Resource and Climate change sectors in the Public Service or in a comparable and relevant position in the private sector;
- ii. Have served in the grade of Senior Deputy Director Environment, Natural Resource and climate change for a minimum period of three (3) years
- iii. Be in possession of a first degree from a university recognized in Kenya in any of the following disciplines: Environmental Science and Management, Rangeland Management, Ecology, Geography, Geomatics, Aquatic science, Natural Resources management, Forestry and Agroforestry;

- iv. Master's degree from a university recognized in Kenya in any of the following disciplines: Environmental Science and Management, Rangeland Management, Ecology, Geography, Geomatics, Aquatic science, Natural Resources Management, Forestry and Agro forestry is an added advantage
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in computer applications from a recognized institution;
- vii. Demonstrated professional and administrative competence in work performance and results
- viii. Be a member of good standing with a relevant professional body; and
- ix. Have knowledge and experience in Programme Based Budgeting, Planning, Financial analysis and policy formulation

RE – ADVERTISEMENT

CIVIL ENGINEER (REGISTERED) JOB GROUP ‘N’ – 1 POST

Duties and Responsibilities

- Project management; plan, coordinate and manage civil engineering projects, including construction, maintenance and renovation activities
- Structural design and analysis, design and analyses structural elements, ensuring compliance with local building codes
- Facility maintenance; implement preventive maintenance programs for civil infrastructure, including structure, drainage systems and utilities
- Quality assurance; conduct regular inspections to assess the structural integrity and safety of existing civil infrastructure. Recommend and implement corrective measures as necessary
- Construction supervision; oversee construction projects, monitor progress and ensure compliance with project plans, specification, timelines and to take initiatives towards the backlogs and all pilling work for closure
- Collaboration and coordination; work closely with cross functional teams, including operations, maintenance and safety to ensure seamless integration of civil engineering projects with overall facility operation
- Budgeting, negotiating cost control; prepare cost estimates for civil engineering projects and monitor expenditures to ensure adherence to approved budgets
- Documentation and reporting; prepare technical reports, project documentation and progress reports. Maintain accurate records of project activities, including drawings, specifications and correspondence
- Team management; provide guidance, support to team technicians involved in Civil engineering projects and take corrective measures as and when needed

Requirements for appointment

- Served in the grade of engineer (civil) for at least three (3) years and above
- Bachelors’ degree in civil engineering or civil engineering or its equivalent qualification from a recognized institution
- Been registered by Engineers Registration Board of Kenya (EBK) with a current valid annual practicing license from Engineers Registration Board of Kenya and Corporate member with Institution of Engineers of Kenya (IEK)
- Attended a Project Development and Management Course lasting not less than four (4) weeks from a recognized institution
- Demonstrated merit and ability as reflected in work performance and results

PYHSICAL PLANNER (REGISTERED) JOB GROUP 'N' – 1 POST

Duties and Responsibilities

- Providing technical advice to the County on physical planning matters
- Overseeing implementation of the physical development policies, guidelines, strategies and spatial plans
- Overseeing development of a framework for development of County infrastructure
- Coordinate site analysis
- Overseeing collection of geographical data for preparation, design and review of physical development plan
- Spearheading vetting and verification of physical development and building plans
- Regulate use of County land
- Overseeing implementation of development control and preservation orders
- Providing technical advice on matters concerning alienation and appropriate use of land such as change of use, extension of use, extension of lease, sub -division of land and amalgamation of county land
- Managing and maintaining physical planning records and data banks
- Resolving conflicts arising from physical planning processes
- Initiating and facilitating research on urbanization strategies and policies and any other matters related to physical planning
- Collaboration with other stakeholders and the National Land Commission and National Government on matters related to Physical planning
- Any other duties as may be assigned from time to time

Requirements for appointments

- Served for minimum period of at least three (3) years and above
- Bachelor's degree in any of the following discipline; Urban and Regional planning, urban planning or town planning or any other equivalent qualification from a recognized institution
- Membership to Kenya Institute of Planners or Architectural Association of Kenya
- Registration with Physical Planners Registration Board
- Attended Senior Management Course lasting not less than four (4) weeks from a recognized institution in Kenya
- Certificate in computer application from a recognized institution in Kenya
- Demonstrated a thorough understanding for national goals, policies, objectives and the ability to relate them to the physical planning function

Note: -

1. All applications should be submitted on or before **FRIDAY 1st December 2023** by **4:30Pm** in a sealed envelope clearly marked on the left side the category (**position**) which they fall and addressed to:-

**The Board Secretary
Kwale County Public Service Board
P.O BOX 4 -80403
KWALE**

Posted or hand delivered at the Kwale County Public Service Board Offices next to Kwale District Hospital and opposite Baraza Park – Kwale Town.

2. Applicants must attach copies of the following documents:-

- National Identity Card
- Academic and professional certificates
- Leaving certificates and other testimonials

3. All applicants submitting their applications through hand delivery should be on face masks and adhere to health protocols like keeping social distance and washing their hands.

4. **Women and People Living with Disabilities are encouraged to Apply**

5. Please visit our official website www.kwalecountygov.com for details on the job requirements