

**COUNTY PUBLIC SERVICE BOARD
P.O BOX 2362-00900
KIAMBU**



VACANCY

Kiambu County Public Service Board wishes to recruit competent and qualified person to fill the following position in the Department of Education, Gender, Culture and Social Services. This is pursuant to Article 235 of the Constitution of Kenya, 2010 and Section 63 of the County Government Act, 2012.

1. DIRECTOR SOCIAL SERVICES, JOB GROUP CPSB 03, (1 POST)

The Director Social Services will be responsible to the Chief Officer for the overall management and administration of Social Services Directorate.

DUTIES AND RESPONSIBILITIES

- Initiate , formulate and implement the County policies on social services;
- Monitor and implement policies and programs of social services;
- Co-ordinate and evaluate social services programs and projects.
- Prepare and implement the departmental annual work plans and budgetary requirements;
- Prepare social services strategies and give technical advice and guidance to personnel in lower cadre;
- Implement the social services staff training and appraisals;
- Promote awareness on social services needs and demands of the local communities;
- Prepare and submit quarterly and annual reports.

REQUIREMENTS FOR APPOINTMENT

- Must have Bachelor's degree in social sciences or a related degree from a recognized institution in Kenya;
- A Master's degree in social sciences will be an added advantage;
- Must have at least five (5) years relevant work experience in a senior managerial position in the public or private sector;
- Demonstrate a high degree of professional and technical competence in work performance and result;
- Must be computer literate;
- Must satisfy the requirements of Chapter Six of the Constitution;

How to apply

All applicants should submit their applications 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. Clearly indicate the position applied for both on the cover letter and the envelope. Applications should be addressed to:

The Secretary
County Public Service Board
P O Box 2362 - 00900
KIAMBU

Hand delivered applications should be dropped in the specific box provided on the first floor Thika Sub-County offices (at the County Public Service Board offices - Room 103) between 8.00 a.m and 5.00 p.m on weekdays.

Applicants should seek clearance from and attach copies or evidence thereof of the CURRENT (valid in 2018) documents below.

- Kenya Revenue Authority
- Ethics and Anti-corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

Applications should reach the County Public Service Board (CPSB) on or before the **29th June, 2018**.

Shortlisted candidates will be required during the interview to produce their **original** identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their applications.

NOTE:

- KIAMBU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.
- EMPLOYEES OF THE COUNTY ARE ENCOURAGED TO APPLY.
- WOMEN AND PERSONS LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.
- PEOPLE FROM NON-DOMINANT ETHNIC COMMUNITIES ARE ENCOURAGED TO APPLY.
- ANY FORM OF CANVASSING SHALL LEAD TO IMMEDIATE DISQUALIFICATION.
- ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.