



## **COUNTY GOVERNMENT OF MARSABIT COUNTY PUBLIC SERVICE BOARD OF MARSABIT**

Pursuit to the County Government Act 2012, section 59 (1) (a) and (b), the County Public Service Board of Marsabit wishes to recruit competent and qualified citizens to fill the following positions in the Marsabit County Public Service.

### **INTERNAL ADVERTISEMENT**

#### **1. Department of Trade, Industry & Skills Development**

**CPSBM/01/06/10/2025 - Director Co-operative Development**

**Terms of Service – Permanent & Pensionable**

##### **a) Duties and Responsibilities**

- Formulating, coordinating and implementing co-operative development policies, procedures, rules and regulations;
- Providing technical advice on co-operative investments, finance, credit, marketing, project management, extension and advisory services;
- Ensuring and enforcing compliance with co-operative legislations;
- Designing, coordination and monitoring the implementation of co-operative activities;
- Monitoring co-operative societies liquidation process;
- Developing education and training packages for co-operative movements;
- Analyzing data for policy formulation;
- Carrying out market research and disseminating research findings;
- Promoting value addition and processing;
- Undertaking co-operative risk assessment;
- Developing new financial products, creating new policies and other co-operative ventures;
- Promoting and registering Co-operative societies;
- Organize and conduct cooperative fairs/exhibitions and facilitating cooperative missions in and out of the County;
- Conduct market research disseminates and analyzes data collected for policy formulation for cooperative movements;
- Promoting savings and credit, finance investment, marketing, education and training;
- Promoting co-operative ventures and value-addition;
- Promoting co-operative marketing and research;
- Resolving co-operative disputes, regulating co-operative organizations/institutions;
- Carrying out co-operative education and training;
- Savings mobilization, promoting and developing co-operative development projects;
- Enforcement of compliance with the co-operative legislation;
- Monitoring performance on growth and development of the co-operative movement and providing leadership and direction to staff in the division;
- Conduct co-operative banking inspections in order to ensure the institutions comply with the regulations and legislation;
- Undertake co-operative risk assessment in order to mitigate risks within the cooperative development in the county;
- Prepare and evaluate co-operative activities and trends to promote cooperative movement within the county;
- Participate in the budgeting process for the section;
- Any other duties that may be assigned from time to time.

## **b). Requirement for Appointment**

- Be a Kenyan Citizen
- Be a holder of a Bachelor Degree in Co-operatives, Business Administration, Commerce, Finance, Economics or any other relevant and equivalent qualification from a recognized institution;
- Demonstrate thorough understanding of National Goals, Policies and Development Objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- Have relevant knowledge and experience of not less than ten (10) years in the professional field, three (3) of which must have been at Senior Management level.
- Be in possession of a management/leadership certificate for a course lasting not less than (4) weeks from a recognized institution
- Have thorough understanding and respect of the diversity within the County; and,
- Certificate in computer applications skills
- Possession of a Master's degree in the relevant discipline will be an added advantage
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

## **2. Department of Administration, Public Service & Delivery Units**

**CPSBM/02/06/10/2025 - Director Cohesion**  
**Terms of Service – Permanent & Pensionable**

### **a) Duties and Responsibilities**

- i. Assisting in the development and implementation of the peace building & reconciliation programmes and projects.
- ii. Collecting information on thematic issues particularly on peace building and conflict resolution.
- iii. Taking part in organizing peace dialogue meetings, workshops and forums.
- iv. Collecting information on the causes of conflict, actors and other related issues.
- v. Collecting and collating information for development of Information Education, communication materials on peace building and reconciliation control in Liaison with other Stakeholders.
- vi. Taking part in implementation of peace building activities
- vii. Provide support and coordination of the Department strategic plans, annual work plans
- viii. Provide support in formulation and implementation of policies and Institutional framework for peace and cohesion building.
- ix. Provide support in coordination of the documentation, production and dissemination of conflict early warning and early response related emergency.
- x. Provide support in coordination and preparation of quarterly and monthly reports for peace and conflict trends.
- xi. Provide support in monitoring and evaluation of the conflict management programmes
- xii. Promotion of National Values and Principles of Governance.
- xiii. Provide support in coordinating cross cutting Departmental Peace and Cohesion issues and project and
- xiv. Any other duties that may be assigned from time to time.

## **Requirement for Appointment**

- Be a Kenyan Citizen



- Be a holder of Bachelor's Degree in Peace Studies, Conflict Resolution, International Relations, Social Sciences, Community Development, or a related field.
- A Master's Degree in a relevant discipline will be an added advantage.
- At least 10 years of experience in peacebuilding, conflict resolution, or related roles, three (3) of which must have been at Senior Management level
- Be in possession of a management/leadership certificate for a course lasting not less than (4) weeks from a recognized institution
- Strong Leadership, Policy Development, and Stakeholder Engagement Skills.
- Proven ability in Leadership and Management
- Proven communication, computer and report writing skills

**CPSBM/03/06/10/2025 - Director Communication**

**Terms of Service – Permanent & Pensionable**

**a) Duties and Responsibilities**

- Initiating review public communication policy and design appropriate programmes and infrastructure to facilitate its implementation;
- Initiate research on various public communication issues and developing appropriate interventions and response;
- Coordinate internal and external communications
- Develop standards and regulation in the management of public communication functions;
- Advise the Executive on public and international relation relevant to the county functions and ensure the county promotes a positive corporate image;
- Coordinate the entire county's corporate affair, activities and development;
- Provide media coverage to the county functions and overseeing the functioning of media of the media center;
- Organize and manage press release, press conferences, writing guest columns and preparing official speeches and briefs for the Executive;
- Produce and communicate publications on the county programs, activities and investment opportunities;
- Establish and manage a database of news and information and;
- Any other lawful duties as may be assigned from time to time by the supervisor.

**Requirement for Appointment**

- Be a Kenyan Citizen
- Be a holder of Bachelor's degree in Communication, Public Relations, journalism or related field from a recognized institution. (post graduate Diploma and/or Master's degree in communication studies, Mass communication, public relations, international relations, Information sciences or journalism or any other approved equivalent qualification from recognized institution will be an added advantage)
- Have experience of at least 10 (Ten) years in a communication or media, three (3) of which must have been at Senior Management level
- Be in possession of a management/leadership certificate for a course lasting not less than (4) weeks from a recognized institution
- Have certificate in computer applications;
- Be abreast with current affairs and public sentiments;
- Have proven communications, writing, editing and proficiency skills;
- Have proven knowledge and understanding of print, broadcast, online media and legislative process;
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the constitution of Kenya 2010;
- Satisfy the requirement of chapter 6 of the constitution of Kenya 2010



## Application Procedure

Written applications enclosing current Curriculum Vitae, Copies of academic and professional certificates, ID card and clearance from the various institutions as listed above should be submitted in a sealed envelope and addressed to;

**The Secretary/CEO  
County Public Service Board of Marsabit  
P.O. Box 110 – 60500  
MARSABIT**

All the applications should reach the Secretary, County Public Service Board, on or before **Monday 20<sup>th</sup>, 2025**.

Only shortlisted candidates will be contacted; The County Government of Marsabit is an equal opportunity employer;

Youth, Women, Persons with Disabilities and other disadvantaged persons are encouraged to apply.

