

SAMBURU COUNTY GOVERNMENT



COUNTY PUBLIC SERVICE BOARD

Next to IEBC Offices along Maralal-Baragoi road. P.O.Box 3-20600, Maralal-Kenya.

Email: cpsb@samburu.go.ke, website: www.samburu.go.ke

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20th May, 2026

ADVERTISEMENT

The Samburu County Public Service Board invites applications from qualified Persons to fill the following vacant Positions in the County Government of Samburu:-

A. DEPARTMENT OF PUBLIC SERVICE, MANAGEMENT AND ADMINISTRATION

1. COUNTY CHIEF OFFICER, REVENUE AND RESOURCE MOBILIZATION, JOB GROUP CPSB 02 (1 POST)

ROLE AND RESPONSIBILITIES

The Chief Officer, Revenue and Resource Mobilization will be the authorized Officer in the Department and shall be responsible to the respective County Executive Committee Member.

Specific duties will include:-

- i. Overseeing day to day Administration of the County Department.
- ii. Provide technical and administrative oversight for all Programs and activities in the County Department as provided for in the CIDP.
- iii. Implementation of relevant Laws, Policies, Regulations and Development Plans.
- iv. Formulation and implementation of Programs to attain the Sector goals as set out in the CIDP and Vision 2030.
- v. Development and Implementation of Strategic Plans and Sector Development Plans.
- vi. Providing strategic policy direction for effective service delivery.
- vii. In charge of Staff disciplinary processes and actions.

- viii. Ensuring compliance with National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya 2010 and
- ix. Any other duties as may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenya Citizen.
- ii. Have a relevant Bachelor's Degree from a recognized Institution in Kenya.
- iii. Possession of a Master's Degree in a relevant field will be an added advantage.
- iv. Have experience of not less than (10) ten in the relevant field, (5) five of which should be in a Senior /Managerial position in a large Organization.
- v. Demonstrate through understanding of a County Development objectives and vision 2030.
- vi. Be a strategic thinker and result-oriented.
- vii. Have excellent communication, organizational and interpersonal skills.
- viii. Have capacity to work under pressure to meet strict time lines.
- ix. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity.
- x. Demonstrate understanding and commitment to the National Values and Principles of governance as outlined in article 10 and 232 of the constitution of Kenya 2010.
- xi. Be computer literate with working knowledge of Ms. Word, Excel and at least one year technical package relevant to your field of operation.
- xii. All copies of Certificate attached to the applications must be certified by issuing Institution.

Terms of Service: Contract

Salary: As per the Salaries and Remuneration Commission.

**2. ADMINISTRATION OFFICER (VILLAGE ADMINISTRATOR) JOB GROUP
CPSB 11 (8 POSTS)**

DUTIES AND RESPONSIBILITIES

The Village Administrator shall be responsible to the respective Ward Administrator for the following:-

- i. To Coordinate, Manage and Supervise the general administrative functions in the Village.
- ii. To Chair the Village Council Meetings.

- iii. To ensure and Coordinate the Participation of the Village Unit in Governance.
- iv. To monitor the Implementation of Policies at the Village Level.
- v. To advise the Ward Administrator and Sub-County Administrator on matters pertaining the Village.
- vi. To spearhead peace initiatives, Community Cohesion and Intergration at the Village Level.
- vii. To perform any other duties as may be assigned by the Ward Administrator.

REQUIREMENTS FOR APPOINTMENT

- i. Must be a Kenyan Citizen.
- ii. Holder of a Professional Qualification and Technical Knowledge in Administration.
- iii. Certificate in the following Courses: Public Administration, Leadership, Business Management, Human Resource Management, Community Development and Social Work.
- iv. Have knowledge, experience and distinguished Career of not less than two (2) years in Administration.
- v. Must have a general understanding of the Geographical area.

Terms of Service: Permanent and Pensionable

3. ASSISTANT DIRECTOR PUBLIC SERVICE AND ADMINISTRATION, JOB GROUP CPSB 05 (1 POST)

DUTIES AND RESPONSIBILITIES

- i. Coordinate administrative functions across Departments and Sub-Counties.
- ii. Support implementation of Administrative Policies and Directives.
- iii. Supervise Staff and Support Performance Management Processes.
- iv. Oversee Records and Registry Management.
- v. Coordinate Office operations, logistics, and transport.
- vi. Ensure compliance with Public Service and County Regulations.
- vii. Assist in budgeting and Resource Management.
- viii. Facilitate Public Participation and Stakeholder Engagement.
- ix. Support Monitoring, Evaluation, and Reporting.

REQUIREMENTS FOR APPOINTMENT

- i. Bachelor's Degree in Public Administration, Business Administration, HRM, or Social Sciences and any relevant Degree from a recognized Institution.
- ii. At least Eight (8) years relevant experience, three (3) in Supervisory role.
- iii. Proficiency in Computer Applications.
- iv. Leadership and Supervisory Skills.
- v. Communication and Interpersonal Skills.
- vi. Knowledge of Devolved Governance.
- vii. Integrity and Accountability.

Terms of Service: Permanent and Pensionable

B. DEPARTMENT OF SPECIAL PROGRAMS

1. DEPUTY DIRECTOR, PEACE AND COHESION BUILDING, JOB GROUP CPSB 04 (1 POST)

DUTIES AND RESPONSIBILITIES

The Deputy Director for Peace and Cohesion Building shall be responsible for, but not limited to the following:-

- i. Assisting in the Development and implementation of Peace Building, Reconciliation, and Conflict Management Programmes and Projects.
- ii. Collecting and analyzing information on thematic issues related to Peace Building and Conflict Resolution.
- iii. Participating in the organization and facilitation of Peace dialogues, Workshops Forums and Stakeholder engagements.
- iv. Collecting information on causes of conflict, key Actors, trends and related dynamics.
- v. Collecting, collating and supporting the development of information, Education and Communication (IEC) materials on Peace building and reconciliation in liason with relevant Stakeholders.
- vi. Supporting the implementation of Peace Building and Cohesion activities across the County.

- vii. Providing Support in the coordination of Departmental Strategic Plans and Annual Work Plans.
- viii. Supporting the formulation and implementation of Policies and Institutional frameworks for Peace and Cohesion Building.
- ix. Coordinating documentation, production and dissemination of conflict early warning and early response information.
- x. Assisting in preparation and coordination of monthly and quarterly reports on Peace and conflict trends.
- xi. Supporting Monitoring and Evaluation of Peace and Conflict Management Programmes.
- xii. Promoting National Values and Principles of Governance.
- xiii. Coordinating cross-cutting Departmental Peace and Cohesion Initiatives and Projects. and
- xiv. Performing any other duties as may be assigned by the Chief Officer, Special Programmes.

REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan Citizen.
- ii. A Bachelor's Degree in Peace Studies, Conflict Resolution, International Relations, Social Sciences, Community Development or a related field.
- iii. A Master's Degree in a relevant discipline will be an added advantage.
- iv. At least (10) years of experience in Peace Building, Conflict Resolution or related roles.
- v. Strong Leadership, Policy Development and Stakeholders engagement Skills.
- vi. Proven ability in Leadership and Management.
- vii. Proven Communication, Computer and Report Writing Skills.
- viii. Fluency in Local languages is an added advantage.

Terms of Service: Contract

C. DEPARTMENT OF FINANCE

1. HEAD OF SUPPLY CHAIN MANAGEMENT, JOB GROUP CPSB 03 (1 POST)

DUTIES AND RESPONSIBILITIES

- i. Provide Strategic Leadership and overall coordination of the Supply Chain Management function.
- ii. Advise the accounting Officer on Procurement and asset disposal matters.
- iii. Ensure compliance with Procurement Laws, Regulations and Policies.
- iv. Oversee preparation and implementation of Annual Procurement Plans.
- v. Supervise tendering processes to ensure transparency and accountability.
- vi. Oversee contract management and Supplier performance evaluation.
- vii. Ensure proper stores, inventory and asset management systems.
- viii. Prepare and submit Statutory Procurement Reports to relevant Authorities.
- ix. Provide supervision, Monitoring and Performance Management of SCM Staff.
- x. Strengthen Internal Controls within the Supply Chain Function.

REQUIREMENTS FOR APPOINTMENT

- i. Bachelor's Degree in Procurement and Supply Chain Administration (Supply Chain Option), Business Administration (Supply Chain Option) or equivalent qualification from a recognized Institution.
- ii. Master's Degree in a relevant field will be an added advantage.
- iii. Atleast seven (7) year's relevant Work experience, three (3) of which must be at a Senior Management Level.
- iv. Membership of Kenya Institute of Supplies Management (KISM) with a Valid Practicing License.
- v. Demonstrated Leadership, Managerial and Administrative Capability.
- vi. Proficiency in Computer Applications.

Terms of Service: Permanent and Pensionable

**2. DEPUTY DIRECTOR, INVESTMENT AND PARTNERSHIPS COORDINATOR,
JOB GROUP CPSB 04 (1 POST)**

DUTIES AND RESPONSIBILITIES

- i. Maintain the comprehensive Investor and Partner's Portfolio and proactively identify Strategic Opportunities for the County Government to leverage these relationships for resource mobilization.
- ii. Conduct rigorous Market Research to identify Donor priorities and coordinate the planning and facilitation of investment promotion activities.
- iii. Facilitate the vetting procedures for Partnership agreements, specifically assessing proposals to the extent they address the desired results of the County Government.
- iv. Systematically evaluate both Internal and External Investments and Partnership collaborations across various Sectors to identify gaps for further engagement.
- v. Manage a rigorous tracking system for Donor funding requirements and prepare comprehensive viability Reports for all proposed investment Projects.
- vi. Any other duty assigned by the Director.

REQUIREMENTS FOR APPOINTMENT

- i. Bachelor's Degree in a relevant field such as, Economics Finance, Business Administration, Commerce International Relations, Public Administration, Development Studies.
- ii. 5-7 years of progressive experience in Investment Promotion, Partnership Management or Resource Mobilization.
- iii. Proven track record in attracting Investor, Managing Partnerships or Coordination Economic Development Initiatives.
- iv. Experience working with Government Agencies, International Development Partners or Private Sector Organization is desirable.
- v. Demonstrated experience in developing and Implementing Investment Strategies or Frameworks.
- vi. Familiarity with Strategies to enhance Economic Growth, Job Creation and Sustainable Development.

- vii. Understanding of Public-Private Partnership (PPP) Frameworks and Investments Policies.
- viii. Skills in managing investment related Projects from inception to execution.
- ix. Proficiency in budgeting, monitoring and reporting on Partnership Activities.
- x. Strong Written and Verbal Communication Skills for preparing proposals, investment briefs and reports.

Terms of Service: Contract

3. DEPUTY DIRECTOR TECHNICAL ADVISORY SERVICES, JOB GROUP CPSB 04 (1 POST)

DUTIES AND RESPONSIBILITIES

- i. Establishing and maintaining the Inter-Departmental Liaison Team to serve as conduit for collaborative Governance.
- ii. Organizing inter-Departmental reporting Forums to ensure all Departments maintain a unified strategic direction and shared understanding of the Governor's priorities.
- iii. Synthesizing Departmental Reports to provide the Governor and Directors with an overall comprehensive view of the status of County Development Projects.
- iv. Continuously updating Departments on emerging needs and shifting development priorities.
- v. Any other duty assigned by the Director.

REQUIREMENTS FOR APPOINTMENT

- i. A Bachelor's Degree in a relevant field such as, Administration, Business Administration Management, Social Sciences, Political Science.
- ii. At least three (3) years of relevant experience in Coordination, Management or Interdepartmental roles, preferably within Government or Public Sector Organizations
- iii. Experience in facilitating Interdepartmental Collaboration and Communication.
- iv. Proven ability to handle complex administrative and logical responsibilities.
- v. Proficiency in report writing and Presentation Skills.
- vi. Be a Kenyan Citizen.
- vii. Ability to work under pressure and strict timelines.

Terms of Service: Contract

**4. DEPUTY DIRECTOR RESEARCH AND POLICY COORDINATION, JOB GROUP
CPSB 04 (1 POST)**

DUTIES AND RESPONSIBILITIES

- i. Assist in the formulation of comprehensive Strategic Management and Operational Plans that reflect the shared objectives of the Policy and Strategic Sectors.
- ii. Audit all Departmental activities and Community Programs to ensure strict adherence to the Governor's Manifesto, County Priorities and National Policy Frameworks.
- iii. Deliver evidence-based recommendations derived from long term needs assessment exercises and specialized analytical Work to guide County Leadership.
- iv. Advice on the Annual Strategic Planning Cycle and the Development of Sustainable Methodologies to secure the Long Term viability of County Interventions.
- v. Any other duties assigned by the Director.

REQUIREMENTS FOR APPOINTMENT

- i. Bachelor's Degree in a relevant field such as , Public Administration, Economic, Political Science, Social Sciences, Development Studies, Statistics.
- ii. A Master's Degree in Public Policy, Economics, Research Methodologies or related fields is highly desirable.
- iii. Additional Training in Research, Data Analysis or Policy Development is an added advantage.
- iv. 5-7 Years of experience in Research, Policy Analysis or a related field.
- v. Experience working in Government, Public Institutions or Non Governmental Organization is an added advantage.
- vi. Ability to design surveys, collect data and conduct Statistical Analysis.
- vii. Knowledge of Public Policy Frameworks and Legislative Processes.
- viii. Excellent Written and Verbal Communication Skills for drafting Reports, Policies and Presentations.
- ix. Ability to communicate complex research findings to non-technical Audiences.
- x. Strong Organizational and Time Management Skills for coordinating Research and Policy Projects.

Terms of Service: Contract

5. DEPUTY DIRECTOR STRATEGY AND PROGRAMS COORDINATION, JOB GROUP CPSB 04 (1 POST)

DUTIES AND RESPONSIBILITIES

- i. Ensuring all deadlines for flagship Projects and Programs are met with the stipulated timeframes.
- ii. Coordinating the launching of flagship Projects with relevant Units and Departments.
- iii. Liaising with relevant Officers to track Project Status and maintaining implementation fidelity to ensure outcomes align with strategic intent.
- iv. Identifying systemic bottlenecks to implementation and advising on the optimization of Community Development Initiatives to ensure peak operational performance.
- v. Any other duty assigned by the Director.

REQUIREMENTS FOR APPOINTMENT

- i. Bachelor's Degree in a relevant field such as Public Administration, Business Administration, Economic Strategic Management, Development Studies, Project Management.
- ii. A Master's Degree in a relevant field (e.g. Strategic Management, Public Policy Project Management or Monitoring and Evaluation) is highly desirable.
- iii. 5-7 Years of progressive experience in Strategic Planning, Program Coordination or Project Management.
- iv. Demonstrated experience in developing and implementing Strategies or Programs within Government or Public Institutions.
- v. Proven track record of working with multiple Stakeholders, including Government Agencies, Development Partners and Civil Society Organizations.
- vi. Experience in Resource Mobilization, Monitoring and Evaluating Programs is an added advantage.
- vii. Familiarity with National and Regional Development Priorities, such as Vision 2030 or sustainable Development Goals (SDGs).
- viii. Ability to work under pressure, meet deadlines and manage competing priorities.

Terms of Service: Contract

6. SUPPLY CHAIN MANAGEMENT OFFICER I, JOB GROUP CPSB 09 (3 POSTS)

DUTIES AND RESPONSIBILITIES

- i. Implement Procurement and asset disposal processes in line with the Public Procurement and asset Disposal Act and Regulations.
- ii. Prepare Procurement Plans and assist in monitoring their implementation.
- iii. Prepare tender documents, requests for quotations and proposals.
- iv. Coordinate Tender Opening and Evaluation Processes.
- v. Maintain proper Procurement Records and Documentation.
- vi. Support Contract Management and Supplier Performance Monitoring.
- vii. Ensure effective Stores and Inventory Management.
- viii. Prepare Periodic Procurement Reports.
- ix. Ensure adherence to Ethical Standards in Procurement.
- x. Perform any other duties as assigned by the Head of Supply Chain Management.

REQUIREMENTS FOR APPOINTMENT

- i. Bachelor's Degree in Procurement and Supply Chain Management, Commerce (Supply Chain Option) Business Administration (Supply Chain Option) or equivalent qualification from a recognized Institution.
- ii. Membership to a recognized Professional Body such as Kenya Institute of Supplies Management (KISM).
- iii. Valid Practicing License from KISM.
- iv. Two (2) years experience at the Level of any Procurement Job.
- v. Proficiency in Computer Applications.
- vi. Demonstrate Integrity and Professional Competence.

Terms of Service: Permanent and Pensionable

HOW TO APPLY:

All applications should be submitted in a sealed envelope clearly marked on the left side and submitted in any of the following ways:-

- i) Posted applications should be addressed to:

**Secretary/CEO,
Samburu County Public Service Board,
P.O Box 3-20600,
MARALAL**

- ii) Hand Delivery applications should be delivered to the Secretary, Samburu County Public Service Board Offices during working hours **(8.00am -5.00pm)**
- iii) Applications should be submitted to the undersigned by the close of business on or **before 5th June, 2026.**
- iv) Only shortlisted and Successful Candidates will be contacted.

Samburu County Government is an equal opportunity Employer committed to Values of inclusion and seeks diverse Workforce. Women, Persons with Disabilities and the Youth are encouraged to apply.



**CS. Daniel Moss Lentiyo,
Secretary/CEO,
SAMBURU COUNTY PUBLIC SERVICE BOARD.**