

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF SIAYA

DEPARTMENT OF TRADE, ENTERPRISE AND INDUSTRIAL DEVELOPMENT

Telephone:
Email: enterprise@siaya.go.ke
When replying please quote:

P O Box 41940600
SIAYA

REF: CGS/TEID/2/ST.MATT/VOL.V(93)

Date: 10th July, 2023

H.E the Governor
Siaya County

RE: RECRUITMENT OF STAFF

Due to shortage of staff and demand for efficient Service Delivery to the public and the people of Siaya, the department of Trade, Enterprise and Industrial Development came up with informed opinion/decision that it was necessary to request the Public Service Board through the office of the County Secretary to hire eleven (11) more people to help the already existing staff on alleviating the shortage. This was already factored by the department in the Budget for FY2023/24 as per the table attached.

The reason for doing this was to improve on service delivery and efficient information reporting by the County Government of Siaya.

Note that, the number of recruits needed by the department was specific to eleven (11) people but the department has noted with concern that the appointment letters from the Public Service Board has surpassed the numbers with extra nine (9) people who were not part of the budget allocation. I hope the department will get proper direction on the way forward on the extra personnel whose budget line is yet to be created due to already fixed departmental sealing. Based on the above facts, the department therefore seeks for direction.

Hon. Grace Agola
County Executive Committee Member
Trade, Enterprise and Industrial Development



CC

- County Secretary
- Chief Officer – TE&ID

1. PRINCIPAL INDUSTRIAL DEVELOPMENT OFFICER JG "N" – 1 Post

Duties and Responsibilities

Duties and responsibilities will entail: identifying and documenting indigenous technologies and entrepreneurs; undertaking monitoring and evaluation on the implementation of industrial projects/programmes; undertaking benchmarking surveys and supporting the rehabilitation of industries; identifying, promoting and creating awareness on market opportunities for Kenyan Products; creating awareness on counterfeit goods in liaison with Anti-Counterfeit Agency (ACA); and preparing Industrial Performance Reports to enhance productivity, competitiveness and quality of products.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- Served in the grade of Senior Industrial Development Officer for a minimum period of three (3) years or a comparable position in public sector.
- Bachelors' Degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agriculture), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry; Biochemistry or Computer Science from a recognized institution.
- Master's Degree in either of the above fields will be an added advantage.
- Certificate in any of the following fields; Project Planning, Project Appraisal, Project Monitoring and Evaluation, Entrepreneurship, Public Policy Analysis, Small Enterprises Policy and Promotion, Environmental Impact Assessment and Auditing, Environmental Management or Business Development Services lasting not less than two (2) weeks from a recognized Institution;
- Certificate in Senior Management Course lasting not less four (4) weeks from a recognized Institution
- Certificate in Computer Application Skills from a recognized Institution; and
- Shown merit and ability as reflected in the work performance and results.

Terms of Service: Permanent and Pensionable

2. COOPERATIVE AUDITOR

JG "K" – 1 Post

Duties and Responsibilities

An officer at this level may be deployed as a subject matter specialist in any of these areas: Education and training, marketing, finance, savings and credit, housing, transport, investment, finance and governance, communication technology, inspections and inquiries, liquidation and statistics.

Specific duties and responsibilities entail; observing and preparing primary audit reports/queries on co-operative societies' financial statements and making detailed audit reports on periodical financial returns and estimates of income and expenditure; and evaluating and documenting audit evidence.

Requirements for Appointment

- Served in the grade of Assistaant Co-operative Officer I for a minimum of three (3) years.
- Diploma in any of the following disciplines; Co-operative Mnagement, Co-operative Auditing, Marketing, Internal Auditing or Finance from a recognized institution.
- Certificate in Computer applications from a recognized institution and;
- Demonstrated merit and shown ability as reflected in work performance and results.

Terms of Service: Permanent and Pensionable

3. COOPERATIVE OFFICER I

JG 'K' - 3 Posts

Duties and Responsibilities

- Enforcing the co-operative legislation
- Advising the society on proper conduct of meetings and implementing co-operative policies.
- Supervision of Cooperative programmes or performing specialized or administrative functions at the headquarters.
- Project appraisal
- Credit administration
- Development and implementation of accounting systems
- Enforcement of Co-operative Societies Act, the rules therein and the societies By-laws
- Advising societies on proper conduct of meetings;
- Implementation of policies and co-ordination of all co-operative development activities

Requirements for Appointment

For Appointment to this grade, a candidate must have –

- Bachelor's degree in any of the following disciplines: Cooperative Management, Business Administration, Sociology, Law, Commerce, Statistics, Mathematics, Agricultural Engineering, Agricultural Economics, Entrepreneurship Management and organizational Development or Economics from recognized institution
- Certificate in computer applications from a recognized institution.

Terms of service: Permanent and Pensionable

4. LIQUOR COMPLIANCE OFFICER

JG 'K' - 2 Posts

Duties and Responsibilities

- Implementation of comprehensive measures put in place to ensure compliance to the Act at the sub county level
- Advising the Directorate on the status of compliance on a day-to-day basis at the sub county level
- Preparing periodical reports for submission to the Directorate
- Spearheading the fight against illicit brews, alcohol and substance abuse at the sub county level
- Any other duty assigned

Requirements for Appointment

- Bachelor's degree in Management, Administration or any other Social Science in a relevant field from a University recognized in Kenya.
- Have relevant experience of not less than five (5) years in Public/ Private/ Senior Administration and Management.
- A postgraduate qualification in a relevant field and proven experience in a regulatory framework will be an added advantage.
- Minimum three (3) years relevant experience.
- Demonstrate strong analytical skills with outstanding verbal and written communication
- Demonstrate self-confidence with capacity of interacting with all staff cadres and maintaining confidentiality.

- Has the ability to work within a multi-cultural setting.
- Demonstrate the ability to liaise and work closely with national government staff and other key stakeholders.
- Demonstrated professional, technical and administrative competence.

Terms of Service: Permanent and Pensionable

5. TRADE DEVELOPMENT OFFICER [II]

JG 'K' – 3 Posts

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities will entail:

- Collecting, compiling economic, and trade related data;
- Disseminating trade information;
- Facilitating trade promotion activities; and
- Participating in the implementation of trade related development projects.

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- Bachelor's degree in any of the following disciplines; Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, International Trade/Relations, Sociology or its equivalent from a recognized institution;
- Certificate in computer application from a recognized institution.
- Meets the requirements of Chapter Six of the Constitution of Kenya 2010.

Terms of Service: Permanent and Pensionable

6. WASTE MANAGEMENT OFFICER II

JG "J" – 1 Post

The role holder will be responsible for the development, implementation and management of waste management programs and processes, including but not limited to solid waste disposal, regulatory compliance, emergency preparedness, and safe working procedures for all types of activities, environment and sustainability, and crisis management.

Duties and Responsibilities

- Ensure 100% compliance with applicable waste management regulatory requirements and maintain compliance framework up to date.
- Interface with environmental, health, and safety regulatory agencies as needed.
- Plan and conduct waste disposal training.
- Drive improvements in proper waste management culture, awareness, and accountability.
- Lead certain assigned aspects (technical, regulatory/third party interface, reporting, permitting, compliance, administrative, etc.) of waste management in compliance with relevant regulatory programs and county policies.

Requirements for Appointment

For appointment to this grade, a candidate must have: -

Bachelor degree in Environmental Science or any related discipline from an accredited University

A minimum of 5 years' experience in Environment, Health & Safety.

Regulatory knowledge and experience working with regulations covering occupational health, energy audits, emergency preparedness, environmental requirements, and waste management.

Proven project and program management skill

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF SIAYA

DEPARTMENT OF ENTERPRISE & INDUSTRIAL DEVELOPMENT

Telephone :

P O Box 419-40600

Email

SIAYA

When replying please quote:

REF: CGS/EID/53/PSB/14/VOLI (67)

Date: 6th September, 2022

County Secretary

County Government of Siaya

RE: REQUEST FOR PROCUREMENT OF STAFF

In reference to the above subject, I wish to request the recruitment of the below positions to enable the Department enhance effectiveness and efficiency in service delivery.

S/No	Position	Department	J/G	No. of Positions
1.	Principal Industrial Development Officer	Enterprise & Industrial Development	N	1
2.	Co-Operative Auditor I	Enterprise & Industrial Development	K	1
3.	Trade Development Officer	Enterprise & Industrial Development	K	3
4.	Co-Operative Officer I	Enterprise & Industrial Development	K	3
5.	Liquor Compliance Officer I	Enterprise & Industrial Development	K	2
6.	Waste Management Officer II	Enterprise & Industrial Development	J	1

Find attached indent and the personal emolument.

JOSHUA ONYONA
Ag. Chief Officer
Enterprise and Industrial Development

Copy to:

1. H. E. the Governor
2. H.E the Deputy Governor
3. C.E.C.M. – Enterprise and Industrial Development

JG	Basic Salary	House Allowance	Commuter Allowance	Tele phone Allowance	NSSF	Lap Fund	PE Per Month	PE Annually	Grand Totals
N	56,370	18,000	8,000	4,000	200	8,455.50	95,025.50	1,140,306	1,146,306.00
K (9)	344,430	86,400	45,000	0	1,800	51,664.50	529,294.50	6,351,534	6,387,534.00
J	31,270	9,600	5,000	0	200	5,740.50	51,810.50	103,620.00	107,620.00
	432,070	114,000	58,000	4,000	2,200	65,861	676,131	7,595,460	7,641,460.00