



REPUBLIC OF KENYA

COUNTY GOVERNMENT OF NYAMIRA COUNTY PUBLIC SERVICE BOARD

P.O Box 434-40500, NYAMIRA



ADVERTISEMENT FOR VACANCIES

Nyamira County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the constitution of Kenya 2010 under Articles 176 and County Government Act No.17 of 2012.

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

49. CHIEF MECHANICAL ENGINEER/ FLEET MANAGER: NO. OF VACANCIES - ONE (1)

Terms of service: Permanent and Pensionable

Job Group: CPSB 07

Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for appointment

- Hold a degree or higher National Diploma in mechanical engineering from a recognized institution;
- Relevant working experience of not less than five 5 years, three 3 of which on fleet management;
- Have qualifications and knowledge in administration or management;
- Knowledge on road vehicle standards;
- Valid driving license;
- Demonstrate a thorough understanding of County development objectives;
- Demonstrate a thorough understanding and commitment to values and principles as Outlined in Articles 10 and 232 of the Constitution;
- Ability to work in a multi-ethnic environment, sensitivity and respect for diversity;
- Have good inter-personal and communication skills; and
- Proficiency in computer application

Duties and responsibilities

- Compile monthly fuel report and Coordinate County transport;
- Ensure vehicles have the requisite documents for operation;
- Ensure efficient use and accurate accounting of all county vehicles;
- Advise on procurement specifications of vehicles and training needs of drivers;
- Prepare regular and comprehensive reports for the section;
- Supervise staff in the transport section, arrange and ensure in-service training and recertification of drivers;
- Registration of county vehicles and equipment;
- Assist in monthly work ticket analysis;
- Collaborate with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives;
- Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules and government regulations; and
- Promote safe work activities by conducting safety audits attending county safety meetings and meeting with individual staff members.