

# KIRINYAGA COUNTY GOVERNMENT



## COUNTY PUBLIC SERVICE BOARD

# VACANCY

The Kirinyaga County Public Service Board wishes to recruit competent and qualified person to fill the position of;

### **ASSISTANT COMMISSIONER/ASSISTANT DIRECTOR FOR CO-OPERATIVE DEVELOPMENT JOB GROUP 'P'**

#### **DUTIES AND RESPONSIBILITIES**

- Providing technical advise in area of specialization
- Advising on Co-operative investments
- Analyzing data for policy formulation
- Enforcing compliance with Co-operative legislation
- Carry out market research and disseminating research findings
- Promoting value addition and processing
- Conducting Co-operative banking inspections
- Undertaking Co-operative risk assessment
- Preparing and evaluating Co-operative activities and trends for promoting the Co-operative movement

#### **REQUIREMENTS**

For appointment to this grade, an officer must have;

- Served in the grade of Principal Co-operative Officer for a minimum period of three (3) years;
- Bachelor degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agriculture Economics, Agricultural Engineering, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance of agri-business from a recognized institution;
- Diploma in any of the following disciplines:- Co-operative Management, Co-operative Auditing, Marketing, Internal Auditing or Finance qualification from a recognized institution;

**OR**

- Certified Public Secretaries (CPS) Kenya part III or Certified Public Accountants (CPA) Kenya Part III Examination from a recognized institution;
- Masters degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- Certificate in Computer applications from a recognized institution; and
- Demonstrated administrative ability and professional competence in work performance.

All applications should reach the Secretary on or before **22<sup>nd</sup> December 2014** at **5.00Pm**. All interested candidates should satisfy the requirements of Chapter six of the Constitution including the following clearances;

- Certificate of good conduct from the Criminal Investigations Department (CID)
- Clearance Certificate from Higher Education Loans Board (HELB)
- A tax compliance Certificate from Kenya Revenue Authority (KRA)
- A certificate from Ethics and Anti-corruption Commission (EACC)
- A certificate from any of the Credit Reference Bureaus (CRB)

#### **HOW TO APPLY**

All written applications, CVs, copies of certificates, testimonials and identity card should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**The Secretary,  
Kirinyaga County Public Service Board, Office of the Governor,  
P.O BOX 260-10304,  
KUTUS**

Hand delivered applications should be dropped at the Kirinyaga County Public Service Board Offices, Kirinyaga County Government Head Quarters, Kutus.